



air pollution control district
SANTA BARBARA COUNTY

Agenda Item: E-9
Agenda Date: October 15, 2026
Agenda Placement: Admin
Estimated Time: N/A
Continued Item: No

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Aeron Arlin Genet, Air Pollution Control Officer 

CONTACT: Lorena Saldana, Executive Assistant/Board Clerk, (805) 961-8853

SUBJECT: District Records Retention Policies and Procedures

RECOMMENDATION:

Adopt the attached Resolution to adopt revisions to the District's Records Retention Policies and Procedures.

DISCUSSION:

The District Board adopted the District Records Retention Policy in 1998. This Policy adheres to State law and is tailored to meet the specific needs of the District. The Policy is reviewed periodically, and modified by your Board as needed. The last revision took place in 2021.

State law provides the District authority to destroy records that are not otherwise required by law to be preserved. Two options can be followed. In Option 1, on a case-by-case basis, the legislative body of a District may authorize the destruction of certain records where such destruction will not adversely affect any interest of the district or of the public. (Gov. Code § 60201(b)(1)(A).) Where the legislative body authorizes the destruction of records, the agency is required to maintain a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category. (See Gov. Code §60201(b)(1)(B).)

In Option 2, the option we follow, State law allows the legislative body of a district to authorize the destruction of records pursuant to a *records retention schedule*. (Gov. Code § 60201(b)(2).) The legislative body may not authorize the destruction of any record identified in Government Code section 60201(d), including records of the minutes of meetings of the legislative body, pending claims, non-discharged debt, title to real property and other records specified therein. The attached District Records Retention Policy includes citations to other statutes and

regulations that require specific retention periods for identified categories of records. Consistent with such restrictions, State law allows for the destruction of district records where such destruction does not adversely affect any district or public purpose.

The Policies provide that they be reviewed and evaluated every five years. Staff has completed that review and recommends the amendments summarized below. The amendments are shown in the track changes version attached as Attachment A.

Security video recordings. The Policies currently require that recordings from the District's building security cameras be retained for a 90-day period. Staff recommends extending that period to one year. Three designated cameras record on motion detection; the remaining cameras provide live monitoring only and create no recording. Any recording that is evidence in a claim or pending litigation may be retained longer than a year, until the matter is resolved.

Electronic communications. The Policies addressed electronic mail and instant messages but did not address text messages or District business conducted on personal devices or personal accounts. The amendments define "Electronic Communications" to include text and SMS messages and messages sent through any other platform used to conduct District business, direct staff who conduct District business on a personal device or account to transfer those communications to a District system, and require review of a departing employee's account before it is closed.

Email storage. Information Technology has confirmed that the District no longer maintains Email backup media and that all Email data resides on cloud-hosted servers operated by Microsoft. The amendments replace the Email backup media provisions accordingly, while retaining the principle that a copy held by a service provider for its own disaster recovery is not the District's retention of a public record. References to network backup "tapes" elsewhere in the Policies are replaced with medium-neutral language.

Retention holds and records of destruction. The amendments state expressly that automatic deletion and scheduled destruction are suspended for any record subject to a litigation hold or to a pending claim, audit, investigation, or unfulfilled Public Records Act request, and apply that exception to every category in the retention schedule. The amendments also require each Division to log the records it destroys, identifying the category, the date range covered, the date and method of destruction, and the approving Division Manager.

Updated citations and corrections. The definition of "writing" is updated to reflect the recodification of the California Public Records Act by Assembly Bill 473 (2021), operative January 1, 2023, which renumbered former Government Code section 6252(g) as section 7920.545 without substantive change. The retention period for Form I-9 is restated to match federal law, and the schedule now states when a retention period measured in calendar or fiscal years begins.

New categories in the retention schedule. The schedule adds categories for Statements of Economic Interests (Form 700), the District's conflict-of-interest code, oaths of office and appointment records, District website and social media content, information technology system

and security logs, and cybersecurity incident records. These are records the District holds for which the schedule previously provided no retention period, and therefore no authority to destroy.

Staff has updated the Records Retention Policy to ensure all records that are required to be maintained will be maintained, while also providing for the destruction of records whose destruction does not adversely affect any district or public purpose. The recommended District Records Retention Policies and Procedures, as revised, is attached to the Resolution that accompanies this Staff Report.

Therefore, it is recommended that the Board adopt the attached Resolution that adopts revisions to the District Records Retention Policy.

ATTACHMENTS:

- A. Revised District Records Retention Policies and Procedures (track changes version).
- B. Resolution: Revised District Records Retention Policies and Procedures

ATTACHMENT A

Revised District Records Retention Policies and Procedures (track changes version)

October 15, 2026

Santa Barbara County Air Pollution Control District
Board of Directors

260 San Antonio Road, Suite A
Santa Barbara, California 93110

1011 West McCoy Lane
Santa Maria, California 93455



air pollution control district
SANTA BARBARA COUNTY

SANTA BARBARA COUNTY AIR POLLUTION CONTROL DISTRICT POLICIES AND PROCEDURES

Policy No:	<u>1100.065.26</u>	Draft:	
Supersedes No:	<u>1100.065.21 (-13, -01, -09, -19)</u>	Final:	
Date:	<u>[TBD – Board adoption date]</u>	Pages:	11
Topic:	<u>Records Retention Policies and Procedures</u>		
Distribution:	<u>District Staff</u>		

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OVERVIEW

This Policies and Procedures Memorandum provides direction to District employees on the required procedures for retention of records. A “record” is any “writing,” as defined by [Section 7920.545](#) of the California Government Code.¹

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The District’s Record Retention Policies and Procedures have been developed in accordance with California Government Code [Sections 60200-60204](#) (*Destruction of Records of Special Districts*).

The District may dispose of or destroy public records that are not required by law to be filed and preserved through either of two procedures. First, the District may ask the Board of Directors to adopt a resolution authorizing the destruction of District records. In that resolution, the Board of Directors must find that destruction or disposition of the category of records to be destroyed or disposed of will not adversely affect any interest of the District or the public. Additionally, the District must maintain a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

Second, the District may destroy or dispose of records pursuant to a Records Retention Policy adopted by the Board of Directors pursuant to this Policies and Procedures Memorandum. On [\[TBD – Board adoption date\]](#), the Board of Directors amended the Records Retention Policy as set forth in Attachment A. In amending the Records Retention Policy, the Board of Directors determined that the destruction or disposition of the categories of records identified will not adversely affect any interest of the District or the public.

Deleted: October 21, 2021

DISTRICT RECORDS RETENTION POLICIES AND PROCEDURES

The District’s policy is to implement the schedule detailed in the Records Retention Policies and Procedures adopted by the Board of Directors. Files may be kept beyond the date listed in the Policy if the record is determined to be of value beyond the specified disposal date. There are some files that must be kept indefinitely as required by State and Federal law. These requirements are reflected in the Records Retention Policies and Procedures in Attachment A. [Retention of a record beyond its scheduled disposal](#)

¹ “Writing” means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Policies and Procedures Memoranda are intended to provide agency staff, applicants and the public guidance relative to standardized District procedures. These policies and procedures shall not be interpreted in conflict with District Rules and Regulations or administrative policies, and may be modified or updated periodically without advance notice.

date shall be approved by the Division Manager and noted on the archive form for paper records, or in the Division's archive tracking record for electronic records.

The following are procedures for archiving, retrieving and purging archived material.

o **Electronic Archiving and Retrieval Procedures:**

Each Division is responsible for archiving its own records. Unless otherwise prohibited by law, the District is migrating from paper records to electronic format for all archiving purposes. Paper records are being archived in an electronic format by scanning the documents in the Portable Document Format (PDF). These electronic files should be saved using the OCR (Optical Character Recognition) searchable option when feasible. Electronic records may be saved in their native format (e.g., Excel spreadsheet, Outlook Email) and/or may be saved in the PDF format. Attachment A specifies the records that are kept in the normal course of business and the length of time these records must be maintained.

Each Division must coordinate with the Information Technology Section where their archived electronic files are maintained on the computer network. Instructions are available to District employees on how to locate and retrieve the archived files and how to search the archived files. At the discretion of each Division, additional retrieval tools, such as a database or spreadsheet, may be used to create a summary to track the archived files and streamline the retrieval process.

o **Paper Archiving and Retrieval Procedures:**

The process defined below shall be followed for those instances where the law requires the retention of paper copies. Each Division is responsible for archiving its own records using a District-approved archive box (e.g., a standard Bankers Box). Each archive box should be completely full and its contents listed on a "Request to Archive Material" form (attached).

- *Archiving Procedures.* Archived items should be listed with as much detail as possible on the archive form, including the date of each item. The Division shall review the Records Retention Policy Schedule (Attachment A) to determine the length of time the files must be stored and will assign a destruction date. A "Request to Archive" form is completed by the Division and provided to the Office Technician. The request form will be given a division designation archive box number by the Office Technician. The Office Technician ensures one copy of the list of contents is kept in the archive box and the original form is filed in their archive notebook and tracking spreadsheet. The Division will label each archive box and send the completed archive box to the designated storage area.
- *To Retrieve Material from Archives.* Employees that need to retrieve paper materials from the archives shall use the Archive Log (attached) located in the designated storage area. The Archive Log requires the employee name, box number, date retrieved, and date returned. It is the responsibility of each employee to complete the Archive Log when retrieving and returning archive materials.

o **Purging District Records:**

An annual District-wide review shall be made of all record storage areas. These include both physical and electronic records. The Administrative Manager shall send a reminder to the Division Managers. Each Division Manager is responsible for ensuring that all unnecessary records are purged in accordance with this Policies and Procedures Memorandum.

Each Division Manager shall record each District-wide review purge on a Records Destruction Log identifying the record category, the date range of the records destroyed, the date and method of

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destruction, and the Division Manager who approved it. Completed logs shall be provided to the Administrative Manager and retained permanently.

All confidential paper records to be destroyed will be shredded in-house or via a shredding service. It is the intention of the District to shred all other documents disposed of, however, the Control Officer may determine in a case-by-case basis if shredding is not necessary.

EMAIL, TEXT MESSAGES, INSTANT MESSAGES, AND OTHER ELECTRONIC COMMUNICATIONS RETENTION POLICY

For purposes of this Policy, "Electronic Communications" means electronic mail (Email), text and SMS messages, Instant Messages (IM), and messages sent or received through any other messaging platform used to conduct District business. References in this section to Emails and IMs apply equally to text messages and to any other Electronic Communication.

Electronic mail (Email) and Instant Messages (IM), and all attachments are "writings" that are subject to the Public Records Act and this Policy. Emails, and IMs are not a category of documents; rather, a medium for the receipt and transmission of documents and should be handled according to the source categories in this Policy. Emails and IMs that are retained in the ordinary course of business may be retained either in their original format or may be saved electronically in PDF format and retained in the appropriate file folder on the District network or other electronic storage platform used by the District. As a general rule, the District preference is to save the Emails and IMs in PDF format and to delete the original from the Email Server or any other Microsoft platform. This ensures the required record is not inadvertently deleted at a later time.

The sender of an Email or IM that is retained in the ordinary course of business is responsible for ensuring proper retention. All other copies are considered duplicates and may be deleted. Emails and IMs received from persons outside the District that are retained in the ordinary course of business shall be retained by the District staff person who is the recipient in accordance with the procedures detailed in this Policy.

When an employee separates from the District, the employee's Division Manager, in coordination with the Information Technology Section, shall review the employee's Email account, message history, and electronic files before the account is closed, and shall preserve any record required to be retained under this Policy.

Emails and IMs that constitute notes, preliminary drafts, or inter- or intra-agency memoranda that are not retained in the ordinary course of business, and that are not otherwise required by law to be preserved, may be deleted at any time.

EMAIL AND ELECTRONIC COMMUNICATIONS SERVER RETENTION

District policy is to maintain Emails and IMs on the Servers for a rolling 12-month period. This applies to all Emails in the employee's Email application account (e.g., Outlook), including those in sub-folders, and IMs on employee's IM application account (e.g., Microsoft Teams). With a rolling 12-month deletion policy, Emails, and IMs are automatically deleted every day once it has been 12-months since the Emails, and IMs were received or sent – making it very important for staff to routinely save relevant Emails, and IMs throughout their normal course of business. Automatic deletion shall be suspended for any account or record subject to a litigation hold, or to a pending claim, audit, investigation, or unfulfilled Public Records Act request.

EMAIL STORAGE

District Email is maintained on cloud-hosted servers operated by Microsoft. The District does not maintain separate Email backup media. Any copy of an Email retained by that service, or by any other backup or

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Policies and Procedures Memoranda are intended to provide agency staff, applicants and the public guidance relative to standardized District procedures. These policies and procedures shall not be interpreted in conflict with District Rules and Regulations or administrative policies, and may be modified or updated periodically without advance notice.

disaster recovery process, is retained for disaster recovery purposes only and is not a storage method for the retention of public records.

NETWORK BACKUP MEDIA

Network backup media are for disaster recovery purposes only and are not a storage method for the retention of public records. The District may access network backup media periodically to restore data. Network backup media are retained for 1-year on a rolling 12-month basis.

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USE OF AUTHORIZED REPRODUCTION (e.g., electronic copies)

Except as expressly provided in this policy and the Board of Directors' approved Records Retention Schedule (Attachment A), the District may at any time destroy or dispose of paper records where such records are reproduced electronically or by other medium authorized under Government Code Section 60203. Electronic or other reproduction shall not be done for any record, paper, or document expressly required by law to be filed and preserved. For a document to be reproduced electronically or otherwise, all of the conditions set forth in Government Code Section 60203 shall be met.

LITIGATION HOLD

No documents relevant to litigation shall be destroyed whenever there is a litigation hold in place. If litigation is filed against or by the District and a litigation hold is required, the District's legal counsel will inform the Control Officer and Division Managers that a litigation hold is in effect and which documents must be preserved. The litigation hold shall apply to all documents identified by legal counsel, including Email and electronic documents. This includes those records otherwise authorized for destruction or disposal under this Records Retention Policies and Procedures. The Division Managers shall inform their employees as necessary to implement the litigation hold. Any questions about the scope of the hold shall be referred to legal counsel. The District shall suspend any automatic deletion or scheduled destruction process that would otherwise affect records subject to the hold.

POLICY REVIEW

This policy shall be reviewed and evaluated every five years. The review shall be documented, and any recommended amendments shall be presented to the Board of Directors.

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ATTACHMENT A: District Records Retention Policies and Procedures.

Policies and Procedures Memoranda are intended to provide agency staff, applicants and the public guidance relative to standardized District procedures. These policies and procedures shall not be interpreted in conflict with District Rules and Regulations or administrative policies, and may be modified or updated periodically without advance notice.

1100.065-4

BOX NUMBER

(Will be assigned by Office Technician)

REQUEST TO ARCHIVE MATERIAL

DATE: _____ **DIVISION:** _____

ORIGINATOR: _____

BOX TITLE: _____

LIST OF COMPLETE CONTENTS AND DATES:

DATE THIS BOX MAY BE PURGED:

RETENTION OVERRIDE
(Division Manager Initial)

ACTUAL PURGE DATE:

Make 2 copies; place one inside the box and give one to the Office Technician.

Santa Barbara County Air Pollution Control District
Archive Retrieval Log Sheet

Name	Box Number	Date Retrieved	Date Returned

ATTACHMENT A

SANTA BARBARA COUNTY AIR POLLUTION CONTROL DISTRICT RECORDS RETENTION POLICIES AND PROCEDURES

[TBD – Board adoption date]

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Retention periods stated as “calendar year plus X years” or “fiscal year plus X years” run from the close of the calendar or fiscal year in which the record was created, received, or closed; the record may be destroyed at the end of the stated number of full years thereafter. Every retention period in this schedule is subject to any litigation hold and to any pending claim, audit, investigation, enforcement action, or unfulfilled Public Records Act request, whether or not the individual entry says so.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
1	LITIGATION FILES - Case files containing pleadings and Counsel correspondence, memos, etc. regarding litigation matters.	Calendar year plus 5 years after case is closed.	Maintained by District Counsel
2	CLAIM FILES - Files pertaining to claims for tort, contract, etc., against the District:		
	a. Claims which do not develop into lawsuits.	Calendar year plus 3 years after receipt.	Clerk of the District Board
	b. Claims which do develop into lawsuits.	Calendar year plus 3 years after claim is settled.	Clerk of the District Board
3	COMPUTER NETWORK BACKUP MEDIA	1 year, rolling 12 month basis.	District
4	EMAILS AND INSTANT MESSAGES - that are retained by the District in the ordinary course of business.	Refer to appropriate source category noted within this table.	District
5	<u>EMAIL STORAGE – District Email is maintained on cloud-hosted servers; the District does not maintain separate Email backup media.</u>	<u>Rolling 12-month period, consistent with the Email server retention provisions of this Policy. Copies retained by the service provider for disaster recovery are not a storage method for public records.</u>	District
6	NOTES, PRELIMINARY DRAFTS, OR INTERAGENCY OR INTRA-AGENCY MEMORANDA - that are retained by the District in the ordinary course of business.	Calendar year plus 1 full calendar year.	District
7	GENERAL REFERENCE FILES AND REFERENCE LIBRARY - Documents and correspondence of interest to management. Includes materials such as reports, historical records, studies, statistical analyses, texts, etc.	Calendar year plus 2 years after receipt.	District

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
8	DISTRICT CHRON FILES – General, routine correspondence issued by District Staff filed chronologically.	Calendar year plus 5 years after issuance.	District
9	WORK REQUESTS	Fiscal year plus 1 year.	District
10	REQUEST FOR WARRANTS	Fiscal year plus 5 years or any time after authorized reproduction.	Maintained by Auditor-Controller, Gov. Code §26907
11	FINAL BUDGET	Permanent.	District
12	PROPOSED BUDGET	Fiscal year plus 5 years after issuance.	District
13	CONTRACTS - Routine maintenance, service, independent contractors	Fiscal year plus 5 years after contract expires.	District (Statute of limitations is 4 years. (CCP 337))
14	CONTRACTS - Land, buildings or improvements.	Permanent.	District
15	AUDIT REPORTS - Audits prepared by District or commissioned by Auditor-Controller	Fiscal year plus 10 years.	District
16	FIXED ASSET INVENTORY - Inventory of all departmental fixed assets.	Fiscal year plus 5 years.	District
17	FIXED ASSET RECORDS	Fiscal year plus 5 years after asset is retired.	District
18	JOURNAL ENTRY - Used to enter postings to general ledger that are not automatically entered by the accounting system.	Fiscal year plus 3 years.	District
19	DEPOSIT RECORDS - Records documenting receipt and deposit of funds in Treasury.	Fiscal year plus 5 years after audit.	Treasurer, District
20	LOANS - LONG TERM - Records of long term loans to District used for special projects and verify expenses. Includes accounting records.	Fiscal year plus 5 years.	District
21	CAPITAL LEASES - Includes all information on all capital leases to keep track of payments on leases and for annual financial report. Includes copies of all leases on file and a capital lease schedule.	Fiscal Year plus 5 years after final payment.	District
22	PAYMENTS AND CLAIMS - Payments, claims and invoices for materials and services. Includes transfers and other billings.	Fiscal year plus 5 years.	District
23	TRAVEL EXPENSE CLAIMS - Includes mileage and expense claims.	Fiscal year plus 5 years.	District, Gov. Code §26907
24	PURCHASE ORDERS - Purchase requisition forms and correspondence relating to acquisitions of supplies, equipment, agreements, services, etc. with vendors.	Fiscal year plus 5 years.	District

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
25	CREDIT CARD AUTHORIZATION FORMS - Credit card authorization forms with receipt proof of processing.	Fiscal year plus 5 years after processing – must be shredded.	District
26	ACCOUNTS RECEIVABLE - Includes invoices, attachments, backup copies and remittance advices.	Fiscal year plus 5 years after final payment made.	District
27	HEALTH AND WELFARE PLAN DOCUMENTS - Summary plan descriptions (updates including changes and modifications) annual reports, notice of reportable events (plan amendments that may decrease benefits) and plan terminations.	Calendar year plus 6-years from date of reportable events.	Employee Retirement Income Security Act
28	FORM I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION)	Three years after date of hire, or one year after employment ends, whichever is later	Immigration Reform and Control Act
29	PERSONNEL REQUISITIONS - Forms and correspondence regarding filling of departmental positions including inquiries, resumes and applications.	Calendar year plus 2 years.	District
30	EMPLOYEE PERSONNEL FOLDERS - Personnel records relating to hires, rehires, tests used in employment, promotion, transfers, demotions, selection for training, layoff, recall, doctors notes, terminations or discharge.	Calendar year plus 5 years after employee leaves.	Age Discrimination in Employment Act
31	EMPLOYEE BENEFITS FOLDER - District benefit plan enrollment forms; all medical plan and related enrollments and change requests; beneficiary forms; life insurance; all health and welfare related documents; coverage declinations; all COBRA related notices and COBRA enrollment documents.	Fiscal year plus 5 years after employee leaves.	District
32	BI-WEEKLY TIMECARDS	Fiscal year plus 5 years or after audit (2) years minimum.	District
33	BI-WEEKLY PAYROLL REGISTERS - Payroll information for all employees including benefit deductions.	Fiscal year plus 7 years or after audit. These records are retained in an electronic format.	District
34	PAYROLL TAX RECORDS - Basic employee data including name, address, and gender. Annual calendar year compensation records including: Amount of annual payment, straight time and overtime hours/pay, pension payments, fringe benefits paid, deductions, amounts of wages subject to withholding and actual taxes withheld.	Paper records: Fiscal year plus one, annual financial audit, whichever comes first. <u>Electronic Records</u> : Fiscal year plus 7 years for salary information and 15 years for state and federal tax report records, and employee W-2 forms.	Federal Insurance Contribution Act, Federal Income Tax Withholding Act

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
35	EMPLOYEE LEAVES OF ABSENCE - Basic employee data including name, address, occupation, rate of pay, daily and weekly hours worked per pay period, additions to/deductions from wages and total compensation. Dates and hours of leave taken by eligible employees. Copies of employee notices and documents describing employee benefits or policies and practices regarding paid and unpaid leave. Records of premiums payments of employee benefits. Records of any disputes regarding the designation of leave.	Calendar year plus 7 years.	Family Medical Leave Act, California Family Rights Act
36	INDUSTRIAL INJURY FILES - Forms, employee correspondence and reports relating to employees' injuries and illness.	Calendar year plus 5 years.	OSHA
37	OSHA RECORDS		Title 8 of California Code of Regulations
	Illness and Prevention Program (§3203) a. Records of scheduled and periodic inspections required by §3203(a)(4) to identify unsafe conditions and work practices.	Calendar year plus 1 year.	District 8 CCR §3203(b)(1)
	b. Employee safety and health training records.	Calendar year plus 1 year.	District 8 CCR §3203(b)(2)
	c. Training records for employees who have worked for less than one year.	If retained, calendar year plus 1 year.	District 8 CCR §3203
	Employee Exposure Records. (§3204) Employee records relating to exposure to toxic substances.	Calendar year plus 30 years.	District 8 CCR §3204
	Requests for accommodation of disability.	1 year after employee leaves, unless claim filed.	District
38	HEARING BOARD - Files relating to petitions for variances, appeals and revocations of permits, orders for abatement and stipulated orders for abatement, and emission reduction credit disputes.	Calendar year plus 3 years after all source permits are canceled or expired, unless enforcement action is pending.	Maintained by Clerk of the District Board
39	BOARD FILES - Agendas, Minutes, Staff Reports, written public comments, Ordinances and records related to formation, change of organization, or reorganization of the district. This includes Hearing Board agendas, minutes, and other files not relating to petitions.	Permanent.	Maintained by Clerk of the District Board, Gov. Code §60201
40	COMMUNITY ADVISORY COUNCIL AGENDA ITEMS	Calendar year plus 5 years after Council meeting.	District

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
41	PERMIT FILES - Includes Title V.	Calendar year plus 3 years after all source permits are canceled or expired, unless enforcement action is pending.	District
42	PERMITTED ENFORCEMENT AND COMPLIANCE FILES - Includes Title V.	Calendar year plus 3 years after all source permits are canceled or expired, unless enforcement action is pending.	District
43	UNPERMITTED ENFORCEMENT AND COMPLIANCE FILES – Does not include asbestos or complaint files.	Calendar year plus 3 years, unless enforcement action is pending.	
44	AIR TOXICS FILES	Calendar year plus 3 years after all source permits are cancelled or expired.	District
45	ASBESTOS FILES	Calendar year plus 1 year after project notification is received, unless enforcement action is pending.	District
46	COMPLAINT FILES	Calendar year plus 5 years after complaint is received, unless enforcement action is pending.	District
47	COMPLIANCE VERIFICATION REPORTS AND EMISSION SOURCE TEST REPORTS	Calendar year plus 5 years after date of submittal.	District
48	ANNUAL EMISSION INVENTORY REPORTS	Calendar year plus 3 years after all source permits are cancelled or expired.	District
49	LAND USE FILES	Calendar year plus 5 years after project is approved or denied.	District
50	AIR QUALITY MONITORING FILES	Calendar year plus 5 years.	District
51	RULES - District files related to adoption, amendment and repeal of District rules and regulations.	Permanent.	Maintained by District, Gov. Code §60201(d)(2)
52	GRANT FILES (e.g., Carl Moyer Program)	Calendar year plus 7 years after grant is expired.	District, Carl Moyer 2008 Guidelines
53	GRANT AGREEMENTS	Calendar year plus 5 years after grant expires.	District
54	CLEAN AIR PLAN FILES	Calendar year plus 3 years after a plan is superseded, repealed or otherwise invalid or unenforceable.	District
55	PUBLIC RECORDS ACT REQUESTS	Calendar year if granted, or fiscal year plus two years if request is denied.	District, Gov. Code §60201(d)(5)
56	DOCUMENTS WITHHELD FROM PUBLIC RECORDS ACT REQUEST	Calendar year plus 2 years after District denied the request.	Gov. Code §60201(d)(5)
57	DUPLICATIVE FILES - (as defined in Gov. Code §60200.)	May be destroyed at any time.	Gov. Code §60200

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ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
58	VIDEO/AUDIO FILES – Files and recording of Board meeting, Board subcommittees, Hearing Board meetings, Community Advisory Council meetings.	3 years	District
59	SECURITY VIDEO FILES – <u>Motion-activated recordings from the District's designated building security cameras. Remaining cameras provide live monitoring only and create no recording.</u>	<u>1 year, rolling 12-month basis, unless preserved for a pending claim, investigation, or enforcement action.</u>	District
<u>60</u>	<u>CONFLICT OF INTEREST CODE</u>	<u>Permanent.</u>	<u>Maintained by Clerk of the District Board</u>
<u>61</u>	<u>OATHS OF OFFICE AND APPOINTMENT RECORDS – Board of Directors, Hearing Board, and Community Advisory Council members.</u>	<u>Permanent.</u>	<u>Maintained by Clerk of the District Board</u>
<u>62</u>	<u>CYBERSECURITY INCIDENT RECORDS</u>	<u>Calendar year plus 5 years after the incident is closed.</u>	<u>District</u>

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ATTACHMENT B

Resolution: Revised District Records Retention Policies and Procedures

October 15, 2026

Santa Barbara County Air Pollution Control District
Board of Directors

260 San Antonio Road, Suite A
Santa Barbara, California 93110

1011 West McCoy Lane
Santa Maria, California 93455

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT**

IN THE MATTER OF ADOPTION OF
REVISIONS TO THE DISTRICT RECORD
RETENTION POLICIES AND
PROCEDURES

APCD RESOLUTION NO. _____

RECITALS

WHEREAS, the Santa Barbara County Air Pollution Control District (“District”) Board of Directors (“Board”) adopted a District Records Retention Policies and Procedures (“Policies”) in 1998 and has subsequently amended the Policy; and

WHEREAS, a review of the Policy has been completed and minor amendments made; and

WHEREAS, Government Code section 60201 authorizes the destruction of District records where such destruction will not adversely affect any interest of the District or the public; and

WHEREAS, Government Code section 60201(b) authorizes the legislative body of a district to authorize the destruction of records pursuant to a record retention schedule; and

WHEREAS, the District Records Retention Policies includes a record retention schedule; and

WHEREAS, this Board has reviewed the proposed amendments to the District Records Retention Policy and determined that good cause exists to adopt these amendments; and

WHEREAS, this Board has held a public hearing on this matter and considered any public comment that has been made;

APCD RESOLUTION IN THE MATTER OF ADOPTION OF
REVISIONS TO THE DISTRICT RECORD RETENTION
POLICIES AND PROCEDURES

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. This Board finds that the District Records Retention Policy attached to this Resolution will provide for the destruction of the records on a schedule that complies with the guidelines provided by the Secretary of State, classifies all of the District's records by category, and establishes a standard protocol for destruction or disposition of records.
2. The Board hereby approves and adopts the District Record Retention Policies as set forth in Attachment 1 to this Resolution.
3. The Board authorizes the Air Pollution Control Officer to do such acts as may be necessary and proper to implement the Policies consistent with applicable state and federal law.

PASSED, APPROVED AND ADOPTED by the Air Pollution Control District Board of the Santa Barbara County, State of California, this ____ day of _____, _____, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

AERON ARLIN GENET
Clerk of the Board

SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT

By _____
Deputy

By _____
Chair

APPROVED AS TO FORM:

Date _____

RACHEL VAN MULLEM
Santa Barbara County Counsel

By  _____
Jeannette Richardson (Oct 8, 2026 13:16:09 PDT)
District Counsel