

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Finance/Policy Committee Meeting

Chair: *Gary Sipperley*

Co-Chair: *Kathryn deGroot*

VIDEO TELECONFERENCE

May 5, 2021 1:30 p.m.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District's board room is closed to the public. Under the Governor's Executive Order N-25-20, this meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/88486987201>
- Meeting ID: 884 8698 7201
- Telephone: (669) 900-6833

ANYONE CAN PARTICIPATE IN THIS MEETING: see details at the end of this agenda.

AGENDA

1. **Review/discuss draft Fiscal Year 2021-22 Administration Fund Budget and overall Budget.**
2. **Review/discuss draft 5-year revenue and expense projections for all District Funds.**
3. **Review Policy #3095 – District Facility Keys.**
4. **Review/discuss revisions to Policy #3100 – Retention Policy.**
5. **Adjourn.**

HOW TO OBSERVE THIS MEETING:

The public can observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the

Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.

- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

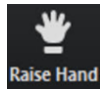
* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

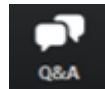
HOW TO SUBMIT PUBLIC COMMENTS:

The public will have an opportunity to comment before and after the meeting as follows:

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



Raise Hand Icon:



Q&A Icon:

- Telephone: The host will provide a time during each public comment period where telephone participants will be unmuted and enabled to share comments.

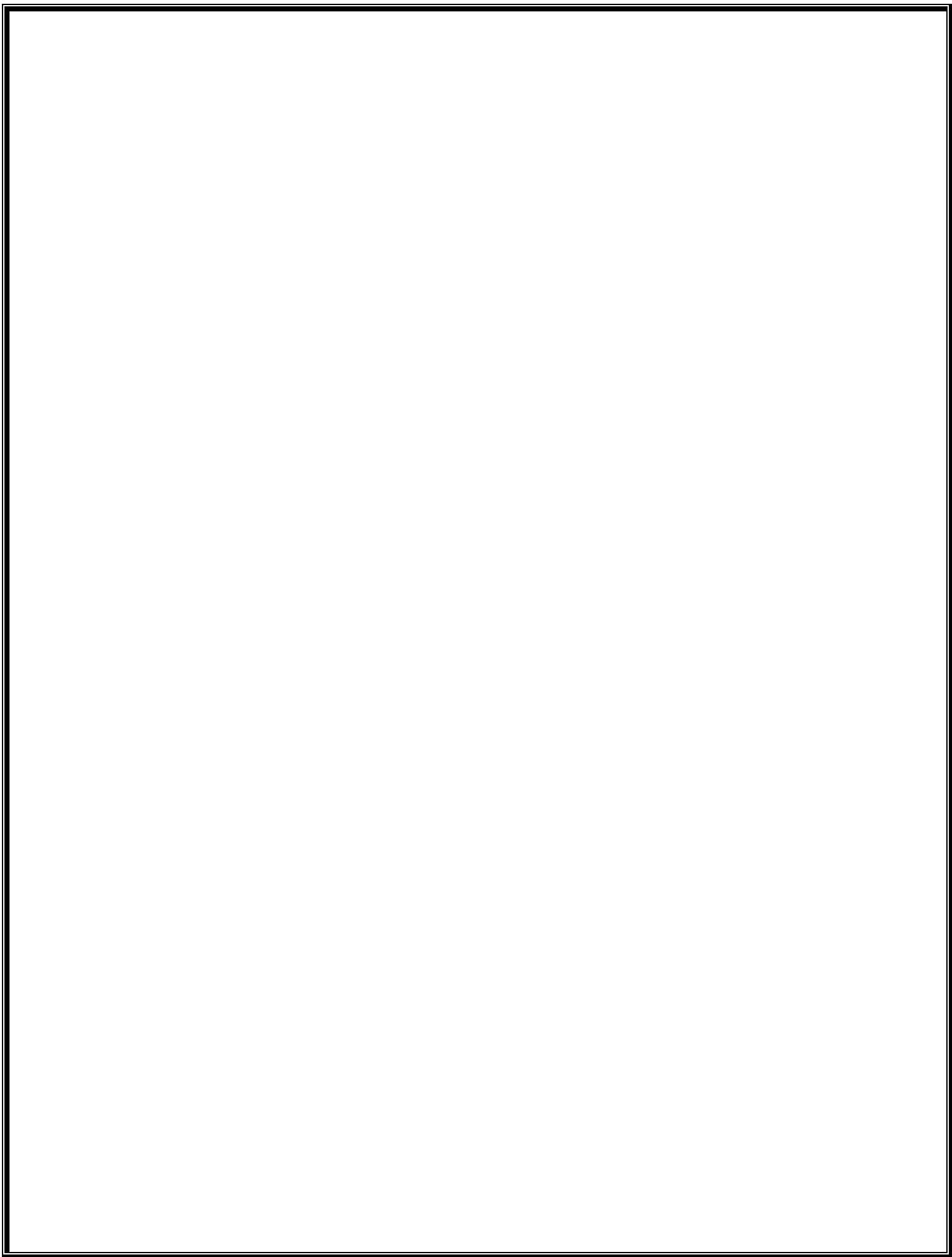
* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

ACCESSIBILITY:

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS:

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District’s website: www.twainhartecsd.com



Twain Harte Community Services District
2021/2022 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,470,488	\$ 1,480,003	1%	\$ 1,136,732	\$ 1,138,433	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,618,436
Fees	14,530	18,520	27%	10,335	14,820	43%	-	-	0%	11,180	3,500	-69%	-	-	0%	36,840
Taxes & Assessments	107,825	113,046	5%	-	-	0%	1,135,367	1,179,845	4%	134,556	139,091	3%	-	-	0%	1,431,982
Grants & Donations	6,821	-	-100%	329,378	135,000	-59%	34,545	235,000	580%	104,390	384,000	268%	-	-	0%	754,000
Other Revenue	13,775	8,000	-42%	8,725	7,500	-14%	104,374	37,600	-64%	2,250	1,600	-29%	1,000	1,000	0%	55,700
Total Program Revenue	\$ 1,613,438	\$ 1,619,569	0%	\$ 1,485,170	\$ 1,295,753	-13%	\$ 1,274,286	\$ 1,452,445	14%	\$ 252,376	\$ 528,191	109%	\$ 1,000	\$ 1,000	0%	\$ 4,896,959
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,613,908	\$ 1,620,039	0%	\$ 1,485,420	\$ 1,296,003	-13%	\$ 1,274,466	\$ 1,452,625	14%	\$ 252,476	\$ 528,291	109%	\$ -	\$ -	0%	\$ 4,896,959
Operating Expenses																
Salaries	\$ 314,797	\$ 315,826	0%	\$ 188,650	\$ 182,393	-3%	\$ 529,464	\$ 480,223	-9%	\$ 9,345	\$ 6,291	-33%	\$ 338,551	\$ 362,571	7%	\$ 1,347,304
Benefits	165,858	157,396	-5%	94,617	89,431	-5%	229,306	237,921	4%	5,425	3,009	-45%	155,760	169,595	9%	657,353
Equip, Auto, Maint, & Repairs	110,400	140,000	27%	46,100	73,000	58%	108,550	103,900	-4%	47,850	43,450	-9%	19,700	18,600	-6%	378,950
Materials & Supplies	41,750	46,000	10%	5,200	5,800	12%	12,100	12,350	2%	1,600	1,600	0%	5,250	4,750	-10%	70,500
Outside Services	91,900	28,800	-69%	347,628	153,200	-56%	27,400	25,300	-8%	4,250	4,400	4%	21,900	25,900	18%	237,600
Other (Utilities, Prop/Liab Ins, TUD)	156,050	160,450	3%	508,652	516,700	2%	83,500	91,350	9%	23,500	23,900	2%	57,200	66,300	16%	858,700
Debt Service	188,912	188,769	0%	17,011	16,994	0%	42,365	42,365	0%	-	-	0%	-	-	0%	248,128
Total Program Expenses	\$ 1,069,667	\$ 1,037,242	-3%	\$ 1,207,858	\$ 1,037,518	-14%	\$ 1,032,685	\$ 993,409	-4%	\$ 91,970	\$ 82,650	-10%	\$ 598,361	\$ 647,716	8%	\$ 3,798,535
Administrative Cost Allocation	281,230	304,426	8%	149,590	161,929	8%	107,705	116,589	8%	59,836	64,772	8%	(598,361)	(647,716)	8%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,350,897	\$ 1,341,668	-1%	\$ 1,357,448	\$ 1,199,447	-12%	\$ 1,140,390	\$ 1,109,998	-3%	\$ 151,806	\$ 147,422	-3%	\$ -	\$ -	0%	\$ 3,798,535
TOTAL OPERATING BALANCE	\$ 263,012	\$ 278,372		\$ 127,972	\$ 96,556		\$ 134,075	\$ 342,627		\$ 100,670	\$ 380,869		\$ -	\$ -		
Capital Expenses																
Capital Outlay	381,220	808,850	112%	339,900	365,150	7%	219,230	492,500	125%	170,240	368,000	116%	-	-	0%	2,034,500
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 381,220	\$ 808,850	112%	\$ 339,900	\$ 365,150	7%	\$ 219,230	\$ 492,500	125%	\$ 170,240	\$ 368,000	116%	\$ -	\$ -		\$ 2,034,500
GRAND TOTAL EXPENSES	\$ 1,732,117	\$ 2,150,518	24%	\$ 1,697,348	\$ 1,564,597	-8%	\$ 1,359,620	\$ 1,602,498	18%	\$ 322,046	\$ 515,422	60%	\$ -	\$ -	0%	\$ 5,833,035
Transfer To/(From) Reserve	\$ (118,208)	\$ (530,478)		\$ (211,928)	\$ (268,594)		\$ (85,155)	\$ (149,873)		\$ (69,570)	\$ 12,869		\$ -	\$ -		

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	

GRAND TOTAL REVENUE	\$ 1,000	\$ 1,000	\$ -	0%	
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**Twain Harte Community Services District
2021-2022 ANNUAL BUDGET
ADMIN - EXPENSES**

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 323,051	\$ 344,771	21,720	7%	Addition of Assistant GM duties
Sick Leave/Vacation Pay	8,000	8,800	800	10%	
Director Stipends	7,500	9,000	1,500	20%	
TOTAL SALARIES	\$ 338,551	\$ 362,571	\$ 24,020	7%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 47,818	\$ 50,750	\$ 2,931	6%	
HRA Reimbursement	18,625	18,988	363	2%	
Retirement	58,951	67,501	8,550	15%	
FICA	21,458	23,139	1,681	8%	
Medicare	5,018	5,510	492	10%	
Workers Comp	2,444	2,200	(244)	-10%	
Unemployment Ins/ETT	1,446	1,508	62	4%	
TOTAL BENEFITS	\$ 155,760	\$ 169,595	\$ 13,835	9%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,500	\$ -	0%	
Facilities Maintenance & Repair	8,000	8,000	0	0%	
Vehicle Maintenance & Repair	1,000	0	(1,000)	-100%	GM Vehicle transferred to Water/Sewer
Janitorial/Cleaning Services	4,300	4,300	0	0%	
Fuel	1,400	1,300	(100)	-7%	
Equipment Under \$5,000	3,500	3,500	0	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 19,700	\$ 18,600	\$ (1,100)	-6%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 3,300	\$ 2,800	\$ (500)	-15%	Large check order
Postage	1,700	1,700	0	0%	
Janitorial Supplies	250	250	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 5,250	\$ 4,750	\$ (500)	-10%	

Twain Harte Community Services District

2021-2022 ANNUAL BUDGET

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 7,600	\$ 10,900	\$ 3,300	43%	Change of Auditors
Legal Fees	7,400	8,000	600	8%	
IT Services	4,500	4,600	100	2%	
Other Professional Services	\$ 2,400	\$ 2,400	0	0%	
TOTAL OUTSIDE SERVICES	\$ 21,900	\$ 25,900	\$ 4,000	18%	
Other - 56XXX					
Utilities	\$ 6,200	\$ 7,100	\$ 900	15%	
Phone/Communications	5,500	5,700	200	4%	
Software Licenses & Maintenance	11,600	11,600	0	0%	
Property/Liability Insurance	8,300	7,600	(700)	-8%	Transfer of vehicle to water/sewer
Dues & Memberships	6,000	5,100	(900)	-15%	
Licenses & Certifications	400	600	200	50%	
Training, Conferences & Travel	11,200	21,500	10,300	92%	New Board Member / GM Contract Travel
Advertising & Public Education	3,000	2,100	(900)	-30%	Cheaper to do bill inserts vs. newsletters
Bank/Investment Fees	5,000	5,000	-	0%	
TOTAL OTHER	\$ 57,200	\$ 66,300	\$ 9,100	16%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 598,361	\$ 647,716	\$ 49,355	8%	
Admin Transfer Out	\$ (598,361)	\$ (647,716)	\$ 49,355		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			

Twain Harte Community Services District

WATER

5 Year Projections

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Estimate	Estimate	Estimate	Estimate	Estimate
Current Revenue							
Service Charges	\$ 1,446,545	\$ 1,470,487	\$ 1,480,003	\$ 1,480,003	\$ 1,480,003	\$ 1,480,003	\$ 1,480,003
Fees	11,263	14,530	18,520	13,320	13,320	13,320	13,320
Taxes & Assessments	115,411	107,825	113,046	113,750	36,605	37,337	38,083
Grants & Donations	68,884	36,821	-	-	-	-	-
Other Revenue	27,732	13,775	8,000	8,000	8,000	8,000	8,000
Total Program Revenue	\$ 1,669,835	\$ 1,643,438	\$ 1,619,569	\$ 1,615,073	\$ 1,537,928	\$ 1,538,660	\$ 1,539,407
Administrative Cost Allocation	383	470	470	484	499	514	529
GRAND TOTAL REVENUE	\$ 1,670,218	\$ 1,643,908	\$ 1,620,039	\$ 1,615,557	\$ 1,538,427	\$ 1,539,174	\$ 1,539,936
Expenses							
Salaries	\$ 304,461	\$ 314,798	\$ 315,826	\$ 332,134	\$ 343,502	\$ 352,100	\$ 364,874
Benefits	154,978	165,857	157,396	163,361	168,101	172,237	176,739
Equip, Auto, Maint, & Repairs	82,614	110,400	140,000	144,200	148,526	152,982	157,571
Materials & Supplies	34,617	41,750	46,000	47,380	48,801	50,265	51,773
Outside Services	16,122	91,900	28,800	29,664	30,554	31,471	32,415
Other	135,164	156,050	160,450	165,264	170,221	175,328	180,588
Debt Service	186,169	188,912	188,769	186,169	114,297	114,297	114,297
Total Program Expenses	\$ 914,125	\$ 1,069,667	\$ 1,037,242	\$ 1,068,172	\$ 1,024,002	\$ 1,048,679	\$ 1,078,257
Administrative Cost Allocation	237,654	281,230	304,426	315,150	315,696	326,952	338,326
TOTAL OPERATING EXPENSES	\$ 1,151,779	\$ 1,350,897	\$ 1,341,668	\$ 1,383,322	\$ 1,339,698	\$ 1,375,631	\$ 1,416,583
Total Operating Balance	\$ 518,439	\$ 293,011	\$ 278,372	\$ 232,235	\$ 198,729	\$ 163,543	\$ 123,352
Capital Expenses							
Capital Outlay	600,244	63,269	808,850	130,000	127,700	950,000	530,000
Total Capital Expenses	600,244	63,269	808,850	130,000	127,700	950,000	530,000
GRAND TOTAL EXPENSES	\$ 1,752,023	\$ 1,414,166	\$ 2,150,518	\$ 1,513,322	\$ 1,467,398	\$ 2,325,631	\$ 1,946,583
TRANSFER TO/(FROM) RESERVE	\$ (81,805)	\$ 229,742	\$ (530,478)	\$ 102,235	\$ 71,029	\$ (786,457)	\$ (406,648)
Capital Reserve Balance	\$ 926,156	\$ 1,156,815	\$ 615,923	\$ 729,064	\$ 800,093	\$ 4,652	\$ (412,234)

Twain Harte Community Services District
SEWER
5 Year Projections

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ 1,132,278	\$ 1,136,731	\$ 1,138,433	\$ 1,138,433	\$ 1,138,433	\$ 1,138,433	\$ 1,138,433
Fees	9,563	10,335	14,820	13,380	13,380	13,380	13,380
Taxes & Assessments	-	-	-	-	-	-	-
Grants & Donations	156,160	329,378	135,000	-	-	-	-
Other Operating Revenue	21,151	8,725	7,500	7,500	7,500	7,500	7,500
Total Program Revenue	\$ 1,319,152	\$ 1,485,169	\$ 1,295,753	\$ 1,159,313	\$ 1,159,313	\$ 1,159,313	\$ 1,159,313
Administrative Cost Allocation	204	250	250	258	265	273	281
GRAND TOTAL REVENUE	\$ 1,319,356	\$ 1,485,419	\$ 1,296,003	\$ 1,159,571	\$ 1,159,578	\$ 1,159,586	\$ 1,159,594
Expenses							
Salaries	\$ 164,504	\$ 188,650	\$ 182,393	\$ 191,412	\$ 197,664	\$ 201,705	\$ 207,937
Benefits	87,459	94,616	89,431	92,735	95,350	97,527	99,886
Equip, Auto, Maint, & Repairs	33,815	46,100	73,000	59,740	61,532	63,378	65,280
Materials & Supplies	4,575	5,200	5,800	5,974	6,153	6,338	6,528
Outside Services	175,224	347,628	153,200	18,746	19,308	19,888	20,484
Other	485,956	508,652	516,700	532,201	548,167	564,612	581,550
Debt Service	17,028	17,011	16,994	17,478	17,478	17,478	17,478
Total Program Expenses	\$ 968,561	\$ 1,207,857	\$ 1,037,518	\$ 918,286	\$ 945,653	\$ 970,926	\$ 999,143
Administrative Cost Allocation	126,412	149,590	161,929	167,633	167,923	173,911	179,961
TOTAL OPERATING EXPENSES	\$ 1,094,973	\$ 1,357,447	\$ 1,199,447	\$ 1,085,919	\$ 1,113,576	\$ 1,144,837	\$ 1,179,104
Total Operating Balance	\$ 224,383	\$ 127,972	\$ 96,556	\$ 73,652	\$ 46,003	\$ 14,750	\$ (19,510)
Capital Expenses							
Capital Outlay	69,211	75,324	365,150	80,000	245,300	275,000	2,775,000
Admin Capital Transfer							
Total Capital Expenses	69,211	75,324	365,150	80,000	245,300	275,000	2,775,000
GRAND TOTAL EXPENSES	\$ 1,164,184	\$ 1,432,771	\$ 1,564,597	\$ 1,165,919	\$ 1,358,876	\$ 1,419,837	\$ 3,954,104
TRANSFER TO/(FROM) RESERVE	\$ 155,172	\$ 52,648	\$ (268,594)	\$ (6,348)	\$ (199,297)	\$ (260,250)	\$ (2,794,510)
Capital Reserve Balance	\$ 904,634	\$ 914,738	\$ 674,526	\$ 661,265	\$ 461,968	\$ 193,902	\$ (2,609,175)

Twain Harte Community Services District
FIRE PROJECTIONS
SUMMARY

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	-	-	-	-	-	-	-
Taxes & Assessments	1,146,619	1,135,367	1,179,845	1,203,442	1,227,511	1,252,061	1,277,103
Grants & Donations	47,127	34,545	235,000	-	-	-	-
Other Operating Revenue	130,963	104,374	37,600	8,400	8,400	8,400	8,400
Total Program Revenue	\$ 1,324,709	\$ 1,274,286	\$ 1,452,445	\$ 1,211,842	\$ 1,235,911	\$ 1,260,461	\$ 1,285,503
Administrative Cost Allocation	147	180	180	185	191	197	203
GRAND TOTAL REVENUE	\$ 1,324,856	\$ 1,274,466	\$ 1,452,625	\$ 1,212,027	\$ 1,236,102	\$ 1,260,658	\$ 1,285,706
Expenses							
Salaries	\$ 531,787	\$ 529,464	\$ 480,223	\$ 500,566	\$ 519,432	\$ 527,274	\$ 530,685
Benefits	232,341	229,305	237,921	250,568	261,075	268,609	274,416
Equip, Auto, Maint, & Repairs	148,415	108,550	103,900	107,017	110,228	113,534	116,940
Materials & Supplies	10,171	12,100	12,350	12,721	13,103	13,496	13,901
Outside Services	13,798	27,400	25,300	26,059	26,841	27,646	28,475
Other	68,054	83,500	91,350	94,091	96,914	99,821	102,816
Debt Service	42,365	42,365	42,365	42,365	-	-	-
Total Program Expenses	\$ 1,046,931	\$ 1,032,684	\$ 993,409	\$ 1,033,387	\$ 1,027,592	\$ 1,050,381	\$ 1,067,234
Administrative Cost Allocation	91,016	107,705	116,589	120,696	120,905	125,216	129,572
TOTAL OPERATING EXPENSES	\$ 1,137,948	\$ 1,140,389	\$ 1,109,998	\$ 1,154,083	\$ 1,148,497	\$ 1,175,597	\$ 1,196,806
Total Operating Balance	\$ 186,908	\$ 134,077	\$ 342,627	\$ 57,944	\$ 87,605	\$ 85,062	\$ 88,900
Capital Expenses							
Capital Outlay	129,832	116,504	492,500	80,000	100,000	-	-
Admin Capital Transfer	-	-	-	-	-	-	-
Total Capital Expenses	129,832	116,504	492,500	80,000	100,000	-	-
GRAND TOTAL EXPENSES	\$ 1,267,780	\$ 1,256,893	\$ 1,602,498	\$ 1,234,083	\$ 1,248,497	\$ 1,175,597	\$ 1,196,806
TRANSFER TO/(FROM) RESERVE	\$ 57,076	\$ 17,573	\$ (149,873)	\$ (22,056)	\$ (12,395)	\$ 85,062	\$ 88,900
Capital Reserve Balance	\$ 577,689	\$ 595,262	\$ 445,390	\$ 423,334	\$ 410,939	\$ 496,001	\$ 584,901

Twain Harte Community Services District
PARK PROJECTIONS
SUMMARY

	19/20	20/21	21/22	22/23	23/24	24/25	25/26
	Actuals	Budget	Projections	Projections	Projections	Projections	Projections
Revenue							
Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees	5,180	11,180	3,500	2,800	2,800	2,800	2,800
Taxes & Assessments	132,564	134,556	139,091	141,872	144,710	147,604	150,556
Grants & Donations	19,945	104,390	384,000	1,085,000	15,000	15,000	15,000
Other Operating Revenue	5,660	2,250	1,600	1,600	1,600	1,600	1,600
Total Program Revenue	\$ 163,349	\$ 252,376	\$ 528,191	\$ 1,231,272	\$ 164,110	\$ 167,004	\$ 169,956
Administrative Cost Allocation	81	100	100	103	106	109	113
GRAND TOTAL REVENUE	\$ 163,430	\$ 252,476	\$ 528,291	\$ 1,231,375	\$ 164,216	\$ 167,113	\$ 170,069
Expenses							
Salaries	\$ 8,491	\$ 9,345	\$ 6,291	\$ 6,552	\$ 6,731	\$ 6,847	\$ 7,027
Benefits	3,712	5,426	3,009	3,109	3,190	3,258	3,331
Equip, Auto, Maint, & Repairs	29,859	47,850	43,450	44,754	46,097	47,480	48,904
Materials & Supplies	1,209	1,600	1,600	1,648	1,697	1,748	1,800
Outside Services	3,892	4,250	4,400	4,532	4,668	4,808	4,952
Other	16,615	23,500	23,900	24,617	25,356	26,117	26,901
Debt Service	-	-					
Total Program Expenses	\$ 63,778	\$ 91,971	\$ 82,650	\$ 85,212	\$ 87,739	\$ 90,258	\$ 92,915
Administrative Cost Allocation	50,565	59,836	64,772	67,053	67,169	69,564	71,984
TOTAL OPERATING EXPENSES	\$ 114,343	\$ 151,807	\$ 147,422	\$ 152,265	\$ 154,908	\$ 159,822	\$ 164,899
Total Operating Balance	\$ 49,087	\$ 100,669	\$ 380,869	\$ 1,079,111	\$ 9,308	\$ 7,291	\$ 5,170
Capital Expenses							
Capital Outlay	4,265	135,438	368,000	1,095,000	30,000	12,000	30,000
Admin Capital Transfer	-		-				
Total Capital Expenses	4,265	135,438	368,000	1,095,000	30,000	12,000	30,000
GRAND TOTAL EXPENSES	\$ 118,608	\$ 287,245	\$ 515,422	\$ 1,247,265	\$ 184,908	\$ 171,822	\$ 194,899
TRANSFER TO/(FROM) RESERVE	\$ 44,822	\$ (34,769)	\$ 12,869	\$ (15,889)	\$ (20,692)	\$ (4,709)	\$ (24,830)
Capital Reserve Balance	\$ 241,017	\$ 206,248	\$ 219,117	\$ 203,227	\$ 182,536	\$ 177,826	\$ 152,996

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Facility Keys
POLICY NUMBER: 3095
ADOPTED: August 16, 2005
AMENDED:

3095.10 All District owned facilities will be protected by District-issued security devices only.

3095.20 Keys will be issued by the District for approved activities only and for specified time periods dependent upon the proposed use of the facilities. The party requesting the keys shall be required to sign an agreement of responsibility for damage to the facilities during use and timely return of facility keys. Any key issued by the District which is unreturned within the specified time period will be considered to be lost.

3095.30 Upon discovery that a District facility key has been lost, District staff will replace the affected security device and a lost key fee that includes the cost of the security device(s), installation and administrative labor will be charged to the party to whom the key was issued.

3095.31 Lost key fees and charges are detailed in Policy 1060, Miscellaneous Fee Schedule.

3095.32 Lost key fees and charges will be billed directly to the party to whom the key was issued. If such party is a customer of the District, the lost key fees and charges will be added to the primary account of the party and become due and payable in accordance with District policy.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Records Retention & Destruction
POLICY NUMBER: 3100
ADOPTED: November 10, 2011

EXISTING VERSION

3100.10 The purpose of this policy is to provide guidelines regarding the retention or destruction of Twain Harte Community Services records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records and ensure compliance with legal and regulatory requirements.

3100.20 Vital and important records, regardless of recording media, are those having legal, financial, operational or historical value to the District.

3100.30 The General Manager is authorized by the Board of Directors to interpret this policy and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below and according to the approved **Records Retention Schedule (Appendix B)**.

3100.40 Pursuant to the provisions of California Government Code §§60200 through 60203, California Water Code §21403 and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of Twain Harte Community Services District.

3100.41 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3100.42 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3100.43 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3100.44 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

- A) The record, paper or document is photographed, micro photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

- B) The device used to reproduce such records, papers or documents on film or to retrieve and print the document from the electronic media is one which accurately reproduces the original thereof in all details; and,
- C) The photographs, micro photographs or other reproductions on film are placed in conveniently accessible files and provision are made for preserving, examining and using the same, together with documents stored via electronic media.

3100.45 Any accounting records which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction per the **Records Retention Schedule (Appendix B)** provided that:

- A) There is not continuing need for said record, i.e. long-term transactions, special projects, pending litigations, etc., and;
- B) There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
- C) Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;
- D) Said audit or audits contain the expression of an unqualified opinion.

3100.46 Any accounting record created for a specific event or action may be destroyed per the **Records Retention Schedule (Appendix B)**, if said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction per the **Records Retention Schedule** at the end of the fiscal period to which it applies. The following may be destroyed at any time:

- A) Duplicated (original-subject to aforementioned requirements).
- B) Rough drafts, notes or working papers (except audit).
- C) Cards, listing, non-permanent indices, other papers used for controlling work or transitory files.

3100.47 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed per the **Records Retention Schedule (Appendix B)**, provided said records have been microfilmed and qualify for destruction in **3100.40** above. Payroll and personnel records include the following:

- A) Accident reports, injury claims and settlements
- B) Medical histories
- C) Injury frequency charts
- D) Applications, changes and terminations of employees
- E) Insurance record of employees
- F) Time cards
- G) Classification specifications (job descriptions)
- H) Performance evaluation forms
- I) Earning records and summaries
- J) Retirements

3100.48 All assessing records may upon authorization be destroyed per the **Records Retention Schedule (Appendix B)**.

3100.49 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in **3100.40** above. Terms and conditions of bonds warrants and other long-term agreements should be retained until final payment and thereafter, may be destroyed per the **Records Retention Schedule (Appendix B)**.

3100.50 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in **3100.40** above. Recording tapes (or other media) of Board meetings will be kept for a period of 60 days from the date of the recorded meeting, after which they will be destroyed.

3100.60 Construction records, such as bids, correspondence, change orders, etc. per the **Records Retention Schedule (Appendix B)** shall be kept unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

3100.70 Contracts should be retained per the **Records Retention Schedule (Appendix B)**. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

3100.80 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

APPENDIX A

Definitions for Records Retention and Destruction Policy

1. AUTHORIZATION – Approval from the General Manager, as authorized by the District’s Board of Directors.
2. ACCOUNTING RECORDS – Includes but not limited to the following:
 - A). Source Documents
 1. Invoices
 2. Warrants
 3. Requisitions/Purchase Orders (attached to invoices)
 4. Cash Receipts
 5. Claims (attached to warrants in place of invoices)
 6. Bank Statements
 7. Bank Deposits
 8. Checks
 9. Bills
 10. Various accounting authorizations taken from Board minutes, Resolutions or contracts.
 - B). Journals
 1. Cash Receipts
 2. Accounts Receivable or Payable Registers
 3. Check or Warrant (payables)
 4. General Journal
 5. Payroll Journal
 - C). Ledgers
 1. Expenditure
 2. Revenue
 3. Accounts Payable or Receivable Ledger
 4. Construction
 5. General Leger
 6. Assets/Depreciation
 - D). Trial Balance
 - E). Statements (Interim or Certified-Individual or All Fund)
 1. Balance Sheet
 2. Analysis of Changes in Available Fund Balance
 3. Cash Receipts and Disbursements
 4. Inventory of Fixed Assets (Purchasing)
 - F). Journal Entries

- G). Payroll and Personnel Records – Includes but not limited to the following:
 - 1. Accident reports, injury claims and settlements
 - 2. Applications, changes or terminations of employees
 - 3. Earnings records and summaries
 - 4. Fidelity Bonds
 - 5. Garnishments
 - 6. Insurance records of employees
 - 7. Job Descriptions
 - 8. Medical Histories
 - 9. Retirements
 - 10. Time Cards

 - H). Other
 - 1. Inventory Records (Purchasing)
 - 2. Capital Asset Records (Purchasing)
 - 3. Depreciation Schedule
 - 4. cost Accounting Records
3. LIFE – The inclusive or operational or valid dates of a document.
 4. RECORD – Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm or other document, issued by or received in a department and maintained and used as information in the conduct of its operation.
 5. RECORD COPY- The official district copy of a document or file.
 6. RECORD SERIES – A group of records, generally filed together and having the same reference and retention value.
 7. RECORDS CENTER – The site selected for storage of inactive records.
 8. RECORDS DISPOSAL – The planning for and/or the physical operation involved in the transfer of records to the Records Center or the authorized destruction of records pursuant to the approved Records Retention Schedule.
 9. RECORDS RETENTION SCHEDULE – The consolidated, approved schedule of all District records which timetables the life and disposal of all records.
 10. RETENTION CODE – Abbreviation of retention action which appears on the Retention Schedule.
 11. VITAL RECORDS - Records which, because of the information they contain, are essential to one or all of the following:
 - A). the resumption and/or continuation of operations;
 - B). the recreation of legal and financial status of the District, in case of a disaster;
 - C). the fulfillment of obligations to bondholders, customers, and employees.
 - D). Vital Records include but are not limited to the following:

1. Agreements
2. Annexations and detachments
3. As-built drawings
4. Audits
5. Contract drawings
6. Customer statements
7. Deeds
8. Depreciation schedules
9. Disposal of surplus & excess property
10. Disposal of scrap materials
11. District insurance records
12. District water rights
13. Employee accident reports, injury claims & settlements
14. Employee earning records
15. Employee fidelity bonds
16. Employee insurance records
17. Encroachment permits (by others)
18. Encroachment permits (by THCS D)
19. Facility improvement plans
20. Improvement districts
21. Individual water rights
22. Individual claims/settlements
23. Inventory
24. Journal vouchers
25. Ledgers
26. Licenses & permits (to operate)
27. Loans & grants
28. Maps
29. Minutes of Board meetings
30. Payroll registers
31. Policies, Rules & Regulations
32. Purchase orders & requisitions
33. Restricted materials permits
34. Rights of ways & easements
35. Spray permits
36. Statements of Economic Interest
37. State surplus acquisitions
38. Warehouse requisitions
39. Warrant/Voucher register
40. Warrants (with backup)
41. Water rights history

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

**City Clerks' Association of California
California State Archives 2002 Version**

LEGEND**Records Retention**

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination

AD = Adoption
CL = Closed/Completion
DOB = Date of Birth
L = Life
S = Supersede

CITATIONS

B&P – Business and Professions

H&S – Health & Safety

CAC – California Administrative Code

**HUD – Housing and Urban
Development**

CCP – Code of Civil Procedure

**OSHA – Occupational Safety & Health
Act**

CCR – Code of California Regulations

PC – Penal Code

**CEQA – California Environmental
Quality Act**

**POST – Police Officers Standards
Training**

CFR – Code of Federal Regulations

UFC – Uniform Fire Code

EC – Election Code

USC – United States Code

**FMLA – Family & Medical Leave Act,
1993**

WIC – Welfare & Institutions Code

GC – Government Code

ADMINISTRATION

Record Series	Retention	Citation	Descriptor
AUDIT			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
COMMUNITY SERVICES			
Libraries	CU + 2	GC 34090	Books, art, gifts, donations, exhibits, theatre, music, special events, etc.
Plaques	P		Historic value
Sports Organization	S + 2		
ELECTIONS			
Affidavit Index	CL + 5	EC 17001	
Applications, Absentee Ballots and Envelopes	E + .5	EC 17505; EC 17302	From date of election
Assisted, Challenged Voters List	E + .5	EC 17304	From date of election
Ballots	E + .5	EC 17302	From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Canvass	P	GC 22932; EC 17130; EC 2653	Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Charter Amendments/ Measures	P	GC34458-60; GC34090	Chapter designations by Secretary of State following adoption of voters

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Candidate Statements	E + 4		Sample ballot retained permanently.
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, Precincts/Voter Information	E + 2	GC 34090; EC 17501; EC 17301	
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall, Charter Amendments

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Precinct Records	E + .5	EC 17503	From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service
Roster (Of Voters)	E + 5	EC 17300	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments
Voter Affidavits	CL + 5	EC 17000	
Voter Registration Signature Copy	CU + 5	EC 17000	Fire, special or school district
GENERAL SUBJECT			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	
GRANTS			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
HUMAN RESOURCES			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC 34090	General employee information including benefit plans
Employee Programs	CL + 2	GC 34090; GC 12946	Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g)	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR ; 1910.20*	May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL + 7	GC12946, *	*CA 91009; 8 USC 1324 (a)
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC 34090	Annual mileage reimbursement rates

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
LEGAL/ LEGISLATIVE			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090 (d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; *	Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
MUNICIPAL CLERK			
Assessment Districts	P	GC 34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC 34090	Supplements included
Public Records Request	CL + 2	GC 34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
POLICIES/ PROCEDURES			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
PUBLIC FINANCING AUTHORITY			
Administration	P	GC 34090	

ADMINISTRATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Financial Records	P	GC 34090, 40802, 53901	
Management Reports	2	GC 34090	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC 34090	
Calendar, City	CU + 2	GC 34090	
Media Relations	CU + 2	GC 34090	Includes cable, newspaper, radio, message boards, presentations.
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29,*	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS - working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 1220- 0029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

DEVELOPMENT

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds	CL + 10	CCP 337.5	Housing; Industrial Development
Development Security	CL + 2	GC34090	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090d	Current listing
Correspondence	CU + 2	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A- 110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	2	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Maps & Plats	P	GC34090a	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090a; H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090d	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090d	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090a	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090a	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
BUILDING			
Blueprints, Specifications	CL + 2	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090d	Correspondence, fees, appeal requests, reports
Permits	P	GC34090a; H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090d	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC34090d	
Case Files	CL + 2	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Logs	CU + 2	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 2	GC34090d	Includes rules
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090d	Supporting code enforcement activity
ENGINEERING			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090a	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090d	Storm Drains
Special Districts	P	GC34090a	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	CL + 2	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090d	Counts, collisions, accidents
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090d	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction recommendations
Soil Reports	P	GC34090d	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance

DEVELOPMENT(CONTINUED)

Record Series	Retention	Citation	Descriptor
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	
MUNICIPAL FACILITY			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning and Zoning	P	GC34909a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments			
Approved	CL + 2	GC34090	
Denied	CU + 3	GC65103; *	* GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Disposition			
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

FINANCE

Record Series	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC 34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC 34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC 34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; *	* CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC 34090.7	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC 34090	
FIXED ASSETS			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
PAYROLL			
Adjustments	AU + 4	GC 34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 22- 1085-2	Record of deductions (PERS Public Employee Retirement System) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
PURCHASING			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REPORTS			
Audits	P	GC 34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 16001- 1*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC 34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
TREASURER			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority

FINANCE (CONTINUED)

Record Series	Retention	Citation	Descriptor
Bonds			
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
EMERGENCY MANAGEMENT			
Mutual Aid, Strategic Plans	S + 2	GC34090	
FIRE SAFETY ADMINISTRATION			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
PERSONNEL			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
PROPERTY			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
REPORTS			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
HAZARDOUS MATERIALS			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
LAW ENFORCEMENT ADMINISTRATION			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions Survey	CU + 2	GC34090	
Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
INVESTIGATIONS			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC-12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Asset Forfeiture Investigations/ Proceedings Case File	CL + 2	GC34090	
Notifications	CU + 2	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.
Case Books, Investigative	CL + 2	GC34090	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file
Case Files Homicide Investigator's File	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer Involved Shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling
Sign-In Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, Disposition Forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicants Files	T + 2	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (Copies distributed to county, state, federal agencies)
Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Record of Sale	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Informant Files	T + 10		Legal notifications, identification information, payment information, activities information

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Record Series	Retention	Citation	Descriptor
Jail Daily Logs	CU + 6	GC34090	Daily report of staffing, bookings/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)
Inspection Files	CL + 6		Inspections by various agencies
Surveys	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycle	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	
Duplicate (Pink), Secondhand Dealer, Pawn Brokers	CU + 2	GC34090	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency
Logs Auto Theft	S		
Case Assignment	CU + 1		
Daily Activity Officer	CU + 2	GC34090	
Report Summary	CU + 2	GC34090	Daily activity of incidents not reported by use of official report
Investigative (Pre-Arrest)	CL + 10	GC34090	Report numbers, type, names, dates retained for research value
Juvenile Detention	CU + 2	GC34090	Retained by division until cases are suspended and closed
Property Control	CU + 2	GC34090	Logs document juvenile processing per CYA
Rap Sheet	CL + 2	GC34090	Logs items coming into and going out of property room
Subpoena	CU + 2	GC34090	Requests for criminal history
Pawn Slips/Tickets	CU + 3	B & P 21628	Subpoenas received/served daily
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
Inmates (Negatives)	CU + 20		By Prisoner number

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Registration Files, Arson, Sex and Narcotics	Life of registrant within juris- diction		Fingerprint Card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Man- datory destruc- tion from date of convic-tion or date of arrest with no convic- tion)	H&S 11361.5	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Man-datory Destruc- tion (Upon notice from Depart- ment of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550
Crime Felony Crimes With Or Without Arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.
Misdemeanor/ Infractions	CL + 2	GC34090	No arrests, identifiable property or missing persons (See: Note 1)
Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	PC 799	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-Criminal Occurrences	CU + 2	GC34090	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories of weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports
Statistical (Crime Analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	CU + 2	GC34090	Originals sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final project reports and supporting data

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Sealed Adult Found Factually Innocent	Manda-tory Destruc-tion Upon and Pursu- ant to Court Order	PC 851.8	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Manda-tory Destruc-tion upon and pursu- ant to court order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, Telephone and Radio Communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/Se- curity Video (Jail)	CU + 13 mos.	GC34090.6	
Use of Force Supervisory Review Files	CU + 2	GC34090	Includes review forms, arrest report copies, logs
Warrants Felony	Recall after 10 years. Excep-tion: Murder/ Escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Served	CU		Includes Warrant Service Information Card, alpha index card
Unserved (Local)	Until served, recalled or purged		
PATROL			
Cards Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357(e), Juvenile	CL + 2	11361.5 H&S	
11357b H&S, 11357c H&S, 11360b H&S Violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
California Vehicle Code Infractions (Duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic, Duplicates	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment Radio Logs (Communication)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar Calibration Records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports Accident	CL + 2	GC34090	Non-Jury
Traffic Collision Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
SERVICES			
Chemicals/Film Inventories	S		
Equipment Inventory/Sign-out Cards- Photo Lab	T		
Operations-Files - Photo Lab	T		Retain-until-equipment-no-longer-owned/used-by-department; Manuals, instructions, procedures for use/operations of photographic equipment

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Grievance Files	CL + 2	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background Hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 2	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negative Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, Video Programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6 mos.	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of Officers on duty
Watch Assignment/ Timekeeping Records	CU + 2	GC34090	
Speaker Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Tests, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control.

PUBLIC SAFETY (CONTINUED)

Record Series	Retention	Citation	Descriptor
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15		Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
PARKS			
Agendas, Board	CU + 2	GC34090	
Grants (refer to Admin.)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Minutes, Board	P	GC34090	
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements, statutory records
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board	P	GC34090	
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
SANITATION/ SOLID WASTE/ WASTEWATER			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			
Studies	CL + 2	GC34090	
Tonnage	CU + 2	GC34090	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
STREETS/ALLEYS			
Abandonment/ Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of- Way	P	GC34090	
Field Books	P	GC34090	
Grants (<i>see Admin.</i>)			
Intersection Records	CU + 2	GC34090	Includes correspondence; volume counts; accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Speed Limits	S + 2	GC34090	
Programs			
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Routes, School Bus & Truck	S + 2	GC34090	Truck routes, access ramps, rest areas
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
Weigh Scales	S + 2	GC34090	
UTILITIES			
Facilities	T + 2	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports/ Studies	CL + 2	GC34090	
Grants (see Admin.)			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation

PUBLIC WORKS (CONTINUES)

Record Series	Retention	Citation	Descriptor
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variations, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

TRANSPORTATION

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Applications Aircraft Storage Parking Slip Rentals	T + 2	GC34090	Payment invoices, inventory listings, billing correspondence and other related documents
Special Events	CU + 2	GC34090	Permits, correspondence, related documents re use of rights of way
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles, aircraft, vessels and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/ Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
AIRPORT			
Airport Certification	P	14 CFR 139.207b & 171.13- 171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints
Inspection, Runway	CU + 10		Maintenance including inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13 - 171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4

TRANSPORTATION (CONTINUED)

Record Series	Retention	Citation	Descriptor
Reports			
Accident and Incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft
Airport Operational (Regulatory)	P		Annual and special reports to federal and state regulatory agencies.
Airport Operational (Administrative)	CU + 2		Logs, statistical summaries; administrative records
NOTAM (Notice to Airmen)	CU + 3		Reports re: conditions affecting airport maintenance/operations
GROUND TRANSPORTATION			
Auto for Hire	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc
HARBOR			
Registers, Transient Vessel Reservation	AU + 3		Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored
Slip Rental Index	CU + 5		Annual and periodic reports of slip renters
Slip Rental Permits	CL + 2		Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces
Slip Rental Waiting List	CU + 2		

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Records Retention & Destruction

POLICY NUMBER: 3100

ADOPTED: November 10, 2011

REVISED:

**PROPOSED VERSION
TO REPLACE CURRENT
VERSION IN ITS
ENTIRETY**

3100.10 PURPOSE

The purpose of this policy is to provide staff guidance regarding the retention or disposal of Twain Harte Community Services District (District) records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

3100.20 AUTHORITY

This policy and schedule govern the retention and disposal of District records pursuant to the provisions of California Government Code §61061(c) and §60200 – §60203.

The General Manager is authorized by the District Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified herein.

3100.30 DEFINITIONS

1. **LIFE:** The inclusive or operational or valid dates of a document. Signified by an “L” in the Records Retention Schedule (Appendix A).
2. **PERMANENT:** The requirement to keep a record indefinitely without destroying it. Signified by a “P” in the Records Retention Schedule (Appendix A).
3. **RECORD:** Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document (regardless of physical form or characteristics) produced, received, owned or used by the District in the conduct of its operations. See California Government Code §6252(g) for more information.
4. **RECORDS RETENTION SCHEDULE:** The consolidated, approved schedule and/or list of all District records which timetables the life and disposal of all records. Included in this policy as Appendix A.

5. **RETENTION PERIOD:** The length of time a record is required to be kept by the District without being destroyed, expressed in years. Unless specified otherwise, the retention period begins when a document is approved, complete or received in its final form. Finance record retention periods begin at the end of the fiscal year in which records were created.

3100.40 NON-RECORDS

The following are not considered records and may be destroyed at any time without authorization of the Board or General Manager and without copying to photographic or electronic media:

1. Duplicates.
2. Preliminary drafts, worksheets, internal notes not necessary as verification on the completed draft.
3. Intra-agency memoranda which are not retained by the District in the ordinary course of business.
4. Telephone messages, shorthand notes, steno tapes, other temporary mechanical recordings.
5. Letters of transmittal or form letters which require no follow-up action.
6. Routine acknowledgements, answers to inquiries.
7. Advertising Literature, circulars, 3rd class mail.
8. Superseded or outdated publications, forms, directories, etc.
9. Notes of appreciation, congratulations, etc.
10. Announcements, bulletin board notices.

3100.50 RECORDS RETENTION REQUIREMENTS

3100.51 Records Retention Schedule: Appendix A contains the District's Records Retention Schedule, which provides minimum time periods for retaining categories of District records. Indefinite retention periods (periods not labeled "Permanent") are based on any minimum retention requirements established by law and the maximum period of time the District deems each type of record could reasonably affect any interest of the District or public.

3100.52 Records not Listed: Originals of records, papers and documents that do not fall under one of the records categories in the Records Retention Schedule and were prepared or received in any manner other than pursuant to State or Federal statute shall be retained for a minimum of two (2) years prior to destruction.

3100.53 E-mail Retention: The District's electronic mail ("e-mail") system is intended as a medium of temporary communication only and should not be used to store or maintain correspondence and other documentation considered to be public records per the California Public Records Act (Gov. Code § 6250-6276.48).

However, some e-mails and/or their attachments may be considered public records. The following retention requirements apply to District e-mails:

1. E-mails as Public Records: "Public records" include any writing containing information relating to the conduct of District business prepared, owned, used or retained by the District regardless of physical form or characteristics. If an e-mail (including attachments) meets the definition of a public record, it must be retained in accordance with the retention periods specified in this policy and the Records Retention Schedule (Appendix A), based on type of record.
2. E-mails as Non-Records: E-mails that can be considered non-records (see Section 3100.40) are not required to be retained. Employees are encouraged to delete documents which are not otherwise required to be kept by law or whose preservation is not necessary or convenient to the discharge of duties or the conduct of the District's business. Examples of e-mail messages that are generally not considered public records may include:
 - Personal messages not related to official District business.
 - Messages with attached copies or extracts of documents distributed for convenience or reference (with the original documents being preserved according to the District's Records Retention Policy).
 - Messages that are essentially cover notes or distribution slips.
3. Responsibility for E-Mail Retention: Generally, the District employee who sends or receives an e-mail that qualifies as a public record should be the person responsible for preserving that e-mail. Employees responsible for a particular program or project file shall also be responsible for preserving all e-mail they send or receive related to that program or project. District employees may print and file hard copies of e-mail messages that must be retained. Employees may also save e-mail messages electronically, in electronic folders separate from their regular e-mail inboxes. All e-mail messages retained electronically must be easy to retrieve, view and print out.
4. Determination of Public Record: The General Manager or their designee will assist employees in determining whether an e-mail message is required to be retained and/or is necessary or convenient to the discharge of duties or the conduct of the District's business.
5. Claims/Lawsuits: Any e-mail messages that relate to a claim or a potential claim against the District must be preserved. Likewise, any e-mail messages that may relate to a lawsuit filed against the District, even if a subpoena or court order for such e-mail messages has not yet been issued, must be

preserved. The District has a duty to preserve any relevant data when there is even a hint of possible litigation.

6. Requests for E-mail Records: In the event a records request or subpoena is made for e-mail, the employees having control over such e-mail, once they become aware of the request or demand, shall use their best efforts, by any reasonable means available, to temporarily preserve any e-mail which is in existence until it is determined if such e-mail is subject to preservation, public inspection or disclosure.
7. Other Electronic Communication: For the purposes of this section, e-mail also includes messages sent through a wireless phone or other electronic device that ends up as e-mail or text message to or from any District employee as long as such message pertains to the District's business.

3100.60 RECORDS DESTRUCTION

3100.61 No Destruction of Records in Use: In no instances are records, papers, or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3100.62 E-mail Destruction: The District's e-mail system will automatically delete all e-mail messages in employee's inboxes that are greater than (2) years old. E-mail messages saved in electronic folders as public records will not be deleted.

3100.63 Destruction of Records: Keeping numerous records after a certain period of time is not necessary for the effective and efficient operation of the District and does not provide any benefit to the interests of the District or public. Therefore, records, papers or documents **which are not expressly required by law** to be filed and preserved may be destroyed if **all** the following conditions are met:

1. The record's retention period has been met, pursuant to this policy and the Records Retention Schedule (Appendix A).
2. The District finds the category of records listed in the policy may be destroyed after specified retention periods because the record's destruction is not found to have an adverse effect on any interest of the District or of the public.
3. Records must be approved for destruction by the General Manager on a form authorizing said destruction. The form shall include a general inventory of the documents to be destroyed by category that reasonably identifies the information in the records destroyed.

3100.64 Destruction Timing: Approval and destruction of records is to occur on an annual basis or as necessary. Destruction of records shall be in a manner that does not compromise privacy or other confidential information.

Appendix A Records Retention Schedule

FILING SYSTEM COLOR CODE KEY	
COLOR CODE	RETENTION PERIOD
GREEN	3
YELLOW	5
ORANGE	7
RED	10
PURPLE	P (Permanent)
PINK	L (Life)

Record	ADMINISTRATION	
	Retention Period	Description/Examples
Agreements		
Agreements	P	Not Capital Improvement ¹ MOU's Contracts
Board of Directors		
Board Meeting Materials	3	Agendas, Board Packets ²
Board Legal Documents	7	Election Materials/Results ³ Ethics Training/Certificate ⁴ Form 700 ⁵ Oaths of Office ⁶
Minutes	P	⁷
Resolutions and Ordinances*	P	*If the policy has been repealed, it may be destroyed or disposed 5 years after it was repealed. ⁸
Policies	P	*If the policy has been repealed, it may be destroyed or disposed 5 years after it was repealed. ⁹
Capital Improvement Projects		
Final Project Documents	P	Bid Docs/Results Agreements/Contracts Design Drawings (Originals) Permits CEQA Surveys ¹⁰
Unaccepted Bids/Proposals	3	¹¹

Correspondence		
Correspondence	3	Support Letters Agency Correspondence ¹²
Customer Files		
Customer Files	P	Incode Files Liens and Releases Work Orders Water/Sewer Hook Up Forms ¹³
District Documents		
District Documents	P	District Formation Documents District Reorganization/Changes Boundaries LAFCO Documents ¹⁴
District Insurance		
Claims	3	Damage Claims Against the District
Policy Documents	10	Property/Liability Insurance
Reports	10	Accident, Incident Reports ¹⁵
District Property – ‘Real Property’		
Agreements	P	Agreements, Contracts, Leases ¹⁶
Surveys	P	District Boundaries Property Surveys Survey Maps ¹⁷
Real Property Interests Documentation	P	Annexations Detachments Grant Deeds Easements Encroachments ¹⁸
Grants		
Unsuccessful Grants	3	
Successful Grants*	P	*Refer to funding agreement for required documents.
Legal		
Litigation*	L+2	*Any pending claim or litigation or any settlement other than a disposition of litigation. ¹⁹
Legal Counsel/Opinion	3	²⁰
Operating Procedures		
Operating Procedures	L+3	SOP's, SOG's ²¹
Records Management		
Filing Structure/Inventory	L	
Public Records Request	3	²²
Records Destruction	P	Destruction approval/inventory form

Vehicle & Equipment Maintenance		
Vehicle & Equipment Maintenance	L	Title / Registration Inspection/Maintenance Records ²³

Record	FINANCE	
	Retention Period	Description/Examples
Accounting Records		
Accounting Records	10	Accounts Payable/ Receivable ²⁴ Annual Financial Reports Audit (Working Files) ²⁵ Billing Reports ²⁶ Bills/Invoices ²⁷ Cash Receipts Depreciation Schedule Fuel Logs Ledgers Journals Petty Cash Purchase Orders Sales Tax Report
Banking		
Banking	10	Deposits ²⁸ Reconciliation ²⁹ Statements (With copies of checks) Checks, Stubs ³⁰
Cost of Services/Financing		
Cost of Services/Financing	P	Rates and Charges Prop 218 Documents Taxes/Fees Assessments Bonds Loans ³¹
Final Audit Report		
Final Audit Report	P	
Final Budget		
Final Budget	P	Operating/Capital Improvement Budget Salary Schedule ³²
Payroll		
Federal/State Reports	10	Annual W-2's W-4's 1099's Quarterly & Year End Reports ³³

Reports	10	Direct Deposit Workers Comp Retirement PTO Overtime 401k Vacation Sick Leave ³⁴
Additional Payroll Documents	10	Deductions ³⁵ Registers ³⁶ Timesheets ³⁷ Garnishments ³⁸

Record	PERSONNEL	
	Retention Period	Description/Examples
Employee Records		
Resumes/Job Applications	3	Non-successful candidates ³⁹
Employee Training Records	L+3	⁴⁰
Personnel Files	L+3	Training Certifications Evaluations Employment Apps, Resumes, Interview Docs, Tests, Changes, Terminations, Medical Leave, Performance Evaluations, DMV Pull Notices/Reports
Human Resources		
Employee Programs	3	EAP Recognition ⁴¹
Job Descriptions	L+3	⁴²
CA & Federal Employment Notices	5	
Insurance		
Employee Benefits	7	Benefit Plans Health Insurance Programs COBRA ⁴³
Union		
Employee Rights	3	Grievances, Sexual harassment Civil rights, Disciplinary Actions ⁴⁴

Agreements	P	MOU
Correspondence	3	
Workers Compensation Claims		
Workers Compensation Claims	P	45

Record	OPERATIONS	
	Retention Period	Description/Examples
As Built and Facility Drawings		
As Built and Facility Drawings	P	
Operations/Maintenance Records		
Operational	10	SWTP/Well Records Lift Station Pumping ⁴⁶
Maintenance	10	Manhole Inspections Sewer Line Cleaning Pump Maintenance ⁴⁷
Regulatory/Compliance		
Permits	P	Water Supply Permit Permit to Operate OSHA State Health Permit Compressor Permit ⁴⁸
Water Testing Analysis	P	
Reports – Regulatory Inspection	P	Hazardous Waste Inspections
Reports – Regulatory Compliance	3	Backflow SSO's CCR Annual Report
Inspection Reports	10	FERC Facility DWR/CDPH County OSHA
Operation Plans	P	ERP SSMP BSSP SWTP/GW OP

Record	FIRE	
	Retention Period	Description/Examples
Emergency Management & Response		
Emergency Planning	L+3	Mutual Aid Plans Response Plans Evacuation Plans Business Pre-Plans
Incidents	3	Mutual Aid Incidents Strike Team Patient Care Records Reports - Dispatch & Incident ⁴⁹
Fire Safety		
Business Pre Plans	L+3	
Fire Codes & Manuals	L+3	⁵⁰
Inspections / Citations	L+3	Building, Business, Vacant Lots ⁵¹
Investigations	P	
Plans	L+3	Fire Alarm, Sprinkler
ISO Ratings	L+3	
Operations		
Daily Station Logs	P	Activities, Engine Company
Inventory & Supplies	L	⁵²
Operational Logs/Journals	3	Pass-down logs Training logs ⁵³
Permits	L+3	Confined Space Other Permits
Volunteer Programs		
Volunteer Programs	L+3	CERT Intern Programs Reserve Programs Operational Support Unit

FOOTNOTES

ADMINISTRATION

¹ CCP 337

CCP 337.2

CCP 343

² GC 34090

GC 34090.5

³ GC 53235.2

⁴ GC 81009b, 81009g

⁵ GC 81009e

GC 81009b

⁶ GC 34090

29 USC 1113

⁷ GC 34090

GC 40801

⁸ GC 34090d

GC 40806

GC 40801

GC 60201

⁹ GC 34090d

GC 40806

GC 40801

GC 60201

¹⁰ GC 34090

CCP 337.15

¹¹ GC 60201(d)(11)

¹² GC 34090d

¹³ GC 34090

¹⁴ GC 34090

¹⁵ 29 CFR 1904.2 29 CFR 1904.6

¹⁶ CCP 337.15

¹⁷ GC 34090

¹⁸ GC 34090a

¹⁹ GC 34090

GC 60201

²⁰ GC34090

²¹ GC 34090

²² GC 34090

GC 60201

²³ VC 9900 et seq.

FINANCE

²⁴ GC 34090.7

²⁵ GC 34090

CCP 337

CCP 343
26 GC 34090
27 GC 34090

28 GC 34090
CCP 337
29 GC 34090
26 CFR 16001-1
30 GC 34090
CCP 337
31 GC 34090
32 GC 34090
33 29 USC 436; 26 CFR 31.6001-4;
R & TC 19530; R & TC 19704; 26 USC 6001
34 GC 60201
35 GC 34090; CAC 22-1085-2; 29 CFR 516.6c
36 GC 34090; GC 37207; 29 CFR 516.5a, LC 1174d
37 GC 34090; 29 CFR 516.2; LC 1174d
38 CCP 337

PERSONNEL

39 29 CFR 1627.3
40 GC 12946
GC 34090
41 GC 34090
GC 12946
42 29 CFR 1627.3
43 29 USC 1027; 11 CCR 560; 29 CCR 1300.85.1; 29 CFR 1627.3(b)(2)
44 GC 12946
45 Insurance- GC 6410; 29 CFR 1910.20
Claims- CCR 14311; 15400.2, CA Labor Code 110-139.6

OPERATIONS

46 GC 34090
47 GC 34090
47 GC 34090

FIRE

49 GC 34090; CCP 338
50 GC 34090
CCP 340.5
51 UFC 103.34
52 GC 34090
53 GC 34090