

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Financial	<b>Policy #</b> 2004 - 04
<b>Title:</b>	Document Retention Policy	

## PURPOSE

The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Rancho Murieta Community Services 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.

## POLICY

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

The General Manager is authorized by the 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 below.

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 the Rancho Murieta Community Services District.

1. Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to electronic media.
2. 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 electronic media.
3. 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.

4. 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 copied to an approved electronic media;

B. The device used to reproduce such record, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

5. Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

A. There is no 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.

6. Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from 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. Listings, nonpermanent indices, other papers used for controlling work or transitory files.

7. All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been duplicated electronically and qualify for destruction section 4, 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 records of employees.
- F. Time cards.
- G. Classification specifications (job descriptions).
- H. Performance evaluation forms.
- I. Earning records and summaries.
- J. Retirements.

8. All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are recorded electronically as provided for section 4, above.

9. Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if recorded electronically as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if recorded electronically as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

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 recorded electronically as provided for in section 4, above. Recording shall be retained for a period of 30 days or until minutes of the meeting have been approved, whichever is later.

1. Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years 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.

2. Contracts should be retained for its life plus seven years. 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.

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

<b>Approved by CSD Board of Directors</b>	April 21, 2004
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**EXHIBIT A**  
**Definitions for Records Retention and Disposal Policy**

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are 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 Register
    - (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 Ledger
    - (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 include but are 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, photograph, drawing, chart, blueprint, map, tape, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

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 which is currently the District's Warehouse Facility.

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. All documents authorized for destruction will be shredded.

9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list 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.

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 schedule
- (9) District insurance records
- (10) District water rights
- (11) Employee accident reports, injury claims & settlements
- (12) Employee earning records
- (13) Employee fidelity bonds
- (14) Employee insurance records
- (15) Encroachment permits (by others)
- (16) Encroachment permits (by OWID)
- (17) Facility improvement plans
- (18) Improvement districts
- (19) Individual water rights
- (20) Individual claims/settlements
- (21) Inventory
- (22) Journal vouchers
- (23) Ledgers
- (24) Licenses & permits (to operate)
- (25) Loans & grants
- (26) Maps
- (27) Minutes of Board meetings
- (28) Payroll register
- (29) Policies, Rules & Regulations
- (30) Purchase orders & requisitions
- (31) Restricted materials permits
- (32) Rights of ways & easements
- (33) Spray permits
- (34) Statements of Economic Interest
- (35) State surplus acquisitions
- (36) Warehouse requisitions
- (37) Warrant/Voucher register
- (38) Warrants (with backup)
- (39) Water rights history

## Exhibit B Records Retention Disposal Schedule

	Years Records Retained		After Retention Period	
		Off-Site		
		Records	Media	Destroy
Record Description	Office	Center	Storage	Original
<b>Accounting Records</b>				
Bank Deposits	2			Yes
Bank Statements	5			Yes
Purchase Orders (retained copy)	2			Yes
Warrants, Checks (with backup)	2	8		Yes
Journal Vouchers	3	7	Yes	Yes
Ledgers	7		Yes	Yes
Trial Balance (general ledger)	2		Yes	Yes
Balance Sheets	2		Yes	Yes
Budgets	5			No
Audits	Perm.			No
Improvement Districts	Life	4		No
Insurance (District)	Life	10		No
Loans & Grants	3	4		No
Title Reports	2			Yes
<b>Registers</b>				
Cash Receipts	7			No
Security Deposit	2	3		Yes
Payroll	2		Yes	No
Warrant/Voucher	5		Yes	Yes
Depreciation Schedules	2	3		Yes
Budgeted Cash Receipts & Disbursements	3		Yes	Yes
Aging Analysis	2			Yes
Cost Accounting Records	3		Yes	Yes
<b>Payroll-Personnel</b>				
Authorizations, misc.	Life + 3		Yes	Yes
Accident Reports, Injury Claims & Settlements	Life + 5		Yes	Yes
Deferred Comp. Annual Summary	2		Yes	Yes
DMV Reports	3			Yes
Earnings Records	Life + 3		Yes	Yes
Employment Tests & Scores	2			Yes
Employment Applications, Changes & Terminations	Life + 3		Yes	Yes
Fidelity Bonds	Life + 1	3		Yes
Garnishments	Life + 2			Yes
Immigration Act Affidavits	Life		Yes	Yes



	<b>Years Records Retained</b>		<b>After Retention Period</b>	
		Off-Site		
		Records	Media	Destroy
<b>Record Description</b>	<b>Office</b>	<b>Center</b>	<b>Storage</b>	<b>Original</b>
Insurance Records (employees)	Life		Yes	Yes
Job Descriptions (obsolete)	7		Yes	Yes
Job Postings	3			Yes
Job Recruitment Packets	3			Yes
Performance Evaluations & Disciplines	2			Yes
Medical Histories	Life		Yes	Yes
Retirements	Life		Yes	Yes
Time Cards	2	3	Yes	Yes
<b>Operations Records</b>				
Bacteriological Summaries (treatment plants)	0	5		Yes
Chemical Analysis Reports	10		Yes	Yes
Annual Report to State Health (domestic)	10		Yes	No
Customer Complaints	5			Yes
Sanitary Surveys	10			Yes
<b>Variances or exemptions</b>	5			
<b>Records and Corrective Actions Relating to a Violation</b>	3			
<b>Water Rights</b>				
District	Life		Yes	No
Individual	Life		Yes	No
Correspondence, misc.	3			Yes
Water Rights Study	Life		Yes	Yes
Report of Licensee	7		Yes	Yes
Progress Report by Permittee	3		Yes	Yes
Protests	5			Yes
<b>Maintenance Records</b>				
Construction Photos/Slides/Videos	10			Yes
Work Requests by Facility	2			Yes
Construction Work Orders	3			Yes
Pesticide Use Report USDA	5			Yes
Restricted Materials Permit	2			Yes
Daily Work Reports	10			Yes
Equipment Certificates OSHA	Life			Yes
Underground Service Alert	1			Yes
<b>Engineering</b>				
Individual Facility	10		Yes	Yes
Licenses & Permits (to operate)	Life			No
Construction Inspections	10			Yes
Construction Photos/Slides/Videos	10			Yes
Reports & Studies	10			Yes
Master Plans	20			

Feasibility Studies	10			
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	<b>Years Records Retained</b>		<b>After Retention Period</b>	
		Off-Site		
		Records	Media	Destroy
<b>Record Description</b>	<b>Office</b>	<b>Center</b>	<b>Storage</b>	<b>Original</b>
Encroachment Permits (by others)	Life			Yes
Facility Correspondence	3	5		Yes
Bids & Proposals	5			Yes
Submittals	2			Yes
Contract Drawings	1		Yes	Yes
As-Built Drawings	1		Yes	No
Maps	1		Yes	Yes
<b>Property</b>				
Rights of Way & Easements	Life		Yes	No
Encroachments	Life		Yes	Yes
Deeds	Life		Yes	
Abstracts of Title, Preliminary Title Reports & Litigation Guaranties	2			Yes
<b>Miscellaneous</b>				
Correspondence	3			Yes
Correspondence, legal	3			Yes
Suits, Claims, Liens, Bankruptcies	Life + 2			Yes
<b>Miscellaneous (continued)</b>				
Reports, Committees	2			Yes
Reports, Staff	3			Yes
Environmental	3			Yes
Water Availability	3			Yes
Legislation	Life			Yes
Conflict of Interest Statements	2	5		Yes
Agreements	Life + 1		Yes	Yes
Legal Opinions	10		Yes	Yes
Annexations & Detachments	1		Yes	Yes
Education	2			Yes
Elections	5			Yes
Minutes of Board Meetings	Perm.		Yes	No
Policies, Rules & Regulations	Life		Yes	
News Releases	2			Yes
Newsletters	2			Yes
<b>Purchasing Records</b>				
Purchase Orders (with backup)	3	5		Yes
Requisitions	2	5		Yes
Disposal of Surplus/Excess Property	2	5		Yes
Bids & Quotes	3	2		Yes
Disposal of Scrap Materials	2	5		Yes
Correspondence	3			Yes