



NOTICE OF ADMINISTRATION COMMITTEE MEETING May 10, 2022

Covering Policy, Administration and
Community Relations/Communications

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a special meeting of the Administration Committee to be held on **Tuesday, May 10, 2022, 1:00 p.m.**, via video/teleconference.

There will not be any physical location for this meeting. Pursuant to AB 361 and San Lorenzo Valley Water District Resolution No. 4 (21-22) this meeting will be conducted by video/teleconference. Any person in need of any reasonable modification or accommodation in order to participate in the meeting may contact the District Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting. The meeting access information is as follows:

<https://global.gotomeeting.com/join/269830453>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073
- One-touch: <tel:+18773092073,,269830453#>

United States: +1 (571) 317-3129
- One-touch: <tel:+15713173129,,269830453#>

Access Code: 269-830-453

AGENDA

1. Convene Meeting/Roll Call

2. Oral Communications

This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications.

Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.

3. New Business:

Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

A. LEGISLATION PARTICIPATION

Discussion by the Committee regarding Legislation Participation.

B. RECORDS RETENTION POLICY

Discussion by the Committee regarding Record Retention Policy.

4. Unfinished Business: None

Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

5. Informational Material:

Here is a link <https://www.slvwd.com/node/286/minutes> to previous Admin Committee meeting minutes.

6. Adjournment

Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on May 6, 2022, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the Admin Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on May 6, 2022.

Holly B. Hossack, District Secretary

Attachment A

**DRAFT REVISIONS TO POLICIES AND PROCEDURES
OF THE SAN LORENZO VALLEY WATER DISTRICT
ADOPTED BY RESOLUTION XX (17-18)**

Effective _____
Draft as of 6/18/18

Added:

ARTICLE VIII. RECORDS RETENTION

- SECTION 8.01 PURPOSE
- SECTION 8.02 GENERAL
- SECTION 8.03 DESTRUCTION
- SECTION 8.04 NON-DESTRUCTION OF CERTAIN RECORDS
- SECTION 8.05 RECORDS RETENTION SCHEDULE

Added:

ARTICLE VII. RECORDS RETENTION

Section 8.01 Purpose

- (a) This Article provides criteria for the establishment of policy and procedures for the retention or destruction of records. The District's primary concern is the efficient, effective, and economical management of information.
- (b) Nothing in this Article shall constitute acknowledgment of the existence or non-existence of any record. Nothing in this Article shall constitute or alter the public's right to view, inspect, copy, or otherwise access the records listed herein.

Section 8.02 General

- (a) The District shall conform to applicable Government Code Sections (60200 through 60203) with regard to the retention of District records.
- (b) The term "record" or "records" as used in this Article shall include all documents, instruments, books, microfilm, papers, and electronic files, including email, and other records as defined by California law.

Section 8.03 Destruction

- (a) The records of the District may be destroyed as provided for by Sections 60200 through 60203 of the Government Code of the State of California and the Records Retention Schedule. The Government Code authorizes the destruction of records within two years when retention is not required by state or federal laws. It further authorizes the retention of records on film or by other means in compliance with guidelines recommended by the American National Standards Institute or the Association for Information and Image Management.
- (b) It is the general policy of the District that a conservative attitude be exercised in the destruction of District records.
- (c) The District may dispose of the following records at any time, without maintenance of a copy: Rough drafts, notes and working papers prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document.
- (d) Notwithstanding any provisions of this Article, any duplicate copy of records which are no longer needed by the District is hereby authorized to be destroyed.
- (e) The destruction of any record as provided in this Article shall be requested by department heads and approved by the District Manager then sent to an authorized records destruction service chosen by the Records/Contracts Coordinator and District Manager and approved by the District Manager. The authorized destruction service shall provide the District with a Certificate of Destruction for all records destroyed.

Section 8.04 Non-Destruction of Certain Records

- (f) Records shall not be destroyed if any legal action, audit or government investigation involving those records is identified or ongoing.
- (g) In addition to any records required to be preserved permanently pursuant to the Records Retention Schedule, the following records of the District shall not be destroyed:
 - (i) The Certificate of Incorporation of the District;
 - (ii) Certifications of annexation proceedings;
 - (iii) Records affecting the title to real property or liens thereon;
 - (iv) Court records;

- (v) Documents received relating to claims brought against the District;
- (vi) Documents received pursuant to eminent domain proceedings brought by the District;
- (vii) Resolutions and ordinances;
- (viii) Minutes of meetings of the Board of Directors of the District or of any District Board Committee;
- (ix) Certificate of Assessed Valuation prepared by the Auditor;
- (x) Documents received from Tax Assessors detailing District taxes collected;
- (xi) Ballot arguments pro or contra on bond issues;
- (xii) Results of bond propositions received from the canvassing bodies;
- (xiii) Results of elections for the office of Board member of the Board of Directors received from the canvassing body;
- (xiv) Records of securities acquired with surplus District moneys;
- (xv) Receipts for securities from banks;
- (xvi) Records determined by the Board of Directors to be of significant and lasting historical, administrative, legal, fiscal or research value;
- (xvii) Records required to be kept by statute;
- (xviii) Records not included in the Records Retention Schedule that are less than two (2) years old.

Section 8.05 Records Retention Schedule

- (a) A Records Retention Schedule describing various District records and stating when the original or duplicate of such records may be destroyed is shown below.
- (b) The Records Retention Schedule shall be reviewed no less than annually by the Records/Contracts Coordinator and District Manager. Updates and/or changes shall be presented to the Board of Directors for approval.
- (c) All records shown on the Records Retention Schedule shall be retained for the period shown on the Records Retention Schedule and may be destroyed thereafter. The

District Manager of the District is hereby authorized to destroy records of the District according to the Records Retention Schedule without further authorization from the Board of Directors.

[INSERT RECORDS RETENTION SCHEDULE OR CROSS-REFERENCE EXHIBIT]

DRAFT

**ATTACHMENT B
SAN LORENZO VALLEY WATER DISTRICT
RECORDS RETENTION SCHEDULE**

All Departments

General			
No	Record Type	District Retention	Citations/Remarks
1.	Misc. Correspondence—not within another category	CY + 2 years	GC §§ 60201 Secretary of State Guidelines
2.	Contract & Agreements—excluding capital improvements <ul style="list-style-type: none"> • Equipment • Services or supplies • Insurance • Licensing agreements • Memorandum of Understanding • Warranties 	T + 5 years (CY + 7 if subject to audit)	48 CFR 2 GC § 60201 CCP §§ 337, 343 Secretary of State Guidelines

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RECORDS RETENTION SCHEDULE**

3.	Misc. Reports and Studies (Done by or generated for the District)	Close Out + 2	<p>Excludes formal project records/files</p> <p>Review for historical information before purging.</p> <p>GC § 60201 Secretary of State Guidelines</p>
4.	District/Departmental Procedures & Guidelines—Records setting forth procedures or guidelines for implementation of District rules, regulations, and/or policies	P	<p>GC § 60201 Secretary of State Guidelines</p>
5.	<p>Misc. records related to topics and issues important to the District / Department</p> <ul style="list-style-type: none"> • Memoranda • Research materials • Misc. data & information 	2 years	<p>Excludes formal project records/files</p> <p>Review and purge non-essential materials every two years.</p> <p>GC § 60201</p>

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ATTACHMENT B SAN LORENZO VALLEY WATER DISTRICT RECORDS RETENTION SCHEDULE

6.	Departmental Internal Audits Examples may include: <ul style="list-style-type: none"> • Payroll • Personnel Reports to State and Federal Agencies • Service year records 	P	Secretary of State Guidelines
7.	Email - Not within another Records Retention Category only	[Destroy when retention is no longer necessary or convenient or 2 years, whichever comes first]	See California Attorney General Opinion No. 80-1006

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SAN LORENZO VALLEY WATER DISTRICT
RECORDS RETENTION SCHEDULE**

Department: Administration / Human Resources

Administration			
No	Record Type	District Retention	Citations/Remarks
8.	Rules and Regulations / Board of Directors Policy Manual / Policies and Procedures	P	GC § 60201 Secretary of State Guidelines
9.	Corporate Records <ul style="list-style-type: none"> • District Formation Records • Certificate of Incorporation • Reorganization / Name Change • Bylaws • Other Historical Information 	P	GC § 60201 Secretary of State Guidelines
10.	Annexation Files / District Boundary Changes <ul style="list-style-type: none"> • Correspondence • Legal Descriptions • Maps • Reports • Redistricting Records 	P	GC § 60201
11.	Directors' Oath of Office Statements	6 years after Director leaves the Board.	2 CCR 18615, subd. (d) 29 U.S.C. 1113 Secretary of State Guidelines

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RECORDS RETENTION SCHEDULE**

12.	Directors' AB 1234 Ethics Certificates	5 years from the date certificate expires	GC § 53235.2
13.	Board of Director Meetings <ul style="list-style-type: none"> • Ordinances • Resolutions 	P	Scan for preservation, keep originals permanently. GC §§ 60200-60203 Secretary of State Guidelines
14.	Board of Director and Committee Meetings <ul style="list-style-type: none"> • Agenda • Affidavit of Posting Notice • Adjourned Meeting Notices 	CY + 2	GC §§ 60200-60203 Secretary of State Guidelines
15.	Board of Director and Committee Meetings <ul style="list-style-type: none"> • Board Packets • Minutes 	P	If Agenda/Board Packets/Minutes are not in electronic format, scan and keep electronic copy permanently. GC §§ 60200-60203
16.	Board Meeting / Committee Video & Audio Recordings	2 years	GC § 54953.5, subd. (b) See also California Attorney General Opinion No. 80-1006
17.	"Unofficial" Board / Committee Meeting Audio Recordings (i.e., made solely to facilitate the preparation of the minutes of the meeting)	Destroy 30 days or after preparation of meeting minutes	GC § 54953.5, subd. (b) See also California Attorney General Opinion No. 80-1006

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RECORDS RETENTION SCHEDULE**

18.	Long Range & Strategic Plans	Superseded + 2	Secretary of State Guidelines
19.	Election Files <ul style="list-style-type: none"> • County Registrar/Recorder Correspondence • Roster of Office Holders • Notifications & Publications • Election Results • Sample Ballots 	CY + 2	Review for historical information before purging GC §§ 60200-60203
20.	Statements of Economic Interest--Elected	T + 7	GC § 81009, subs. (e) & (g) Secretary of State Guidelines
21.	Directors' Files/General <ul style="list-style-type: none"> • Biographies • Itineraries/Conference/Travel Files 	CY + 2	Review for historical information before purging GC §§ 60200-60203 Secretary of State Guidelines
22.	Board Correspondence <ul style="list-style-type: none"> • All incoming and outgoing 	CY + 2	GC § 60201 Secretary of State Guidelines
23.	Conflict of Interest Files <ul style="list-style-type: none"> • Campaign Statements • Conflict of Interest forms 	CY + 5	FPPC Opinions Secretary of State Guidelines
24.	Public Hearings (e.g., Proposition 218) <ul style="list-style-type: none"> • Notices • Ballots • Minutes 	P	GC § 60201 Secretary of State Guidelines

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RECORDS RETENTION SCHEDULE**

25.	Proof of Publications <ul style="list-style-type: none"> • Print • Radio • TV 	CY + 4	Secretary of State Guidelines
26.	Public Records Requests & Responses	Closed / Completion + 2	Secretary of State Guidelines
27.	Legal Opinions	Superseded + 2	Secretary of State Guidelines
28.	Case Files—Eminent domain and real property actions affecting title or an interest in real property.	P	GC § 60201 Secretary of State Guidelines
29.	Case Files—High Profile (i.e., significant cases which have importance/or set legal Precedent)	P	Secretary of State Guidelines
30.	Case Files—Other, including: <ul style="list-style-type: none"> • Claims • Complaints • Affidavits • Depositions • Briefs & Exhibits • Motions • Court Orders • Etc. 	Close Out / Completion + 7	Secretary of State Guidelines
31.	Claims non-litigated	Close Out / Completion + 5	Secretary of State Guidelines

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RECORDS RETENTION SCHEDULE**

32.	Property Records <ul style="list-style-type: none"> • Documents of Title • Grant Deeds • Easements • Eminent Domain • Acquisition Records • Title Transfers • Liens 	P	Keep permanently – or until property is no longer owned by the District. GC § 60201 Secretary of State Guidelines
33.	Public Outreach Material, including: <ul style="list-style-type: none"> • Official photographs • Brochures • Publications • Fact sheets • Newsletter • Bulletins • Maps 	Superseded + 2	Review files and keep historical data pertaining to district permanently. GC § 60201 Secretary of State Guidelines
34.	Media Files, including: <ul style="list-style-type: none"> • News Clippings/Files • TV and radio tapes, news releases • Media Releases/Press Releases 	2 years	Review files and keep historical data pertaining to district permanently. GC § 60201
35.	Special Programs/Events Files, including: <ul style="list-style-type: none"> • Correspondence • Memoranda • Reports • Supplier information 	Close Out + 2	Secretary of State Guidelines

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36.	Insurance Coverage <ul style="list-style-type: none"> • Certificates • Policies • Declarations • Etc. 	P	Secretary of State Guidelines
37.	Records Retention Schedule	Superseded + 4	Secretary of State Guidelines CCP § 343
38.	Certificates of Final Disposition of Records	P	Secretary of State Guidelines
39.	Certificates of Final Disposition of Records	P	Secretary of State Guidelines
Human Resources			
No	Record Type	District Retention	Citations/Remarks
40.	Organization Chart/Structure	Superseded	GC § 60201 Secretary of State Guidelines
41.	Employee Handbook	Superseded + 2 years	General EE information including benefit plans. Secretary of State Guidelines
42.	Employee Program Files	Close Out / Completion + 2 years	Includes Employee Assistance Program (EAP) and recognition Secretary of State Guidelines

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SAN LORENZO VALLEY WATER DISTRICT RECORDS RETENTION SCHEDULE

43.	<p>EE Personnel Records (Active and Termed), may include:</p> <ul style="list-style-type: none"> • Applications • Resume • Job Descriptions • Offer Letter • EE reference checks • Background checks • Acknowledgments of Receipt – e.g., Employee Handbook • EE group health plan enrollment forms • Employment verification requests • Personnel Action Notices (PAN) • Performance Evaluations • Payroll Withholdings/Garnishments • Terminations • Etc. 	<p>Duration of employment + 6 years</p>	<p>Note: For Payroll records follow Finance Retention (7 years = Audit + 6 years)</p> <p>29 U.S.C. § 1027 29 CFR 1602.31 & 1627.3(b)(ii) GC § 12946</p>
44.	<p>EE Health & Medical Records, may include:</p> <ul style="list-style-type: none"> • Medical certificates/physicals • Return to Work releases • Medical Information related to reasonable accommodation • Toxic Substance Claims • Etc. 	<p>Duration of employment + 30 years</p>	<p>29 CFR 1910.20 29 CFR 1602.31, 1627.3(b)(ii) 8 CCR 3204</p>

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RECORDS RETENTION SCHEDULE**

45.	Medical Leave Records, may include: <ul style="list-style-type: none"> • Certificates • Family leave requests • Tests • W4s • Etc. 	Duration of employment + 30 years	29 CFR 1910.20 29 CFR 1602.30.32
46.	COBRA Files, may include: <ul style="list-style-type: none"> • Correspondence • Work papers • Election • Continuation Coverage Forms 	Active + 6 years	Best practice
47.	I-9 Forms <ul style="list-style-type: none"> • 	3 years after date of hire or 1 year after termination whichever is later	8 CFR 274a.2 Secretary of State Guidelines
48.	Motor Vehicle Pulls (DMV), including: <ul style="list-style-type: none"> • Active EEs current status of driver's license • DMV reports 	Superseded, or later to occur of: 2 years; or final disposition of any claim / case	GC § 12946

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RECORDS RETENTION SCHEDULE**

49.	Benefit Plan Administration, may include: <ul style="list-style-type: none"> • Benefit summaries • Benefit pricing/cost • Benefit policy coverage options • OPEB Actuarial Valuations • Discrimination testing • Plan documents 	Active + 6 years	29 U.S.C. § 1027 29 CFR 1602.31 & 1627.3(b)(ii) GC § 12946
50.	Benefit Plan Claims--may include: <ul style="list-style-type: none"> • Health • Dental • Vision • Disability • Life • Education • Dependent care & EE Assistance 	Duration of employment + 30 years	29 U.S.C. §§ 1027, 1113 29 CFR 1602.30, 1602.32, 1627.3 Labor Code § 1174
51.	EDD Records, including: <ul style="list-style-type: none"> • Unemployment Benefits Administration Forms • Employer Account Statements 	8 years	22 CCR §1085-2, subds. (b) & (c)
52.	OSHA Files, including: <ul style="list-style-type: none"> • Occupational injuries • Illnesses • Summary • 200 Log • 300 Log • Accompanying forms 	CY + 5 years	29 CFR1904.33, 1904.44 8 CCR 14300.33, subd. (a)

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53.	Workers Compensation Policy Administration, including: <ul style="list-style-type: none"> • Summary of Claims reports • Analysis reports • Loss Incident Reports 	5 years	Best practice
54.	Workers Compensation Claim Files, may include: <ul style="list-style-type: none"> • Claims • Incident Reports • Etc. 	Last to occur of the following: 5 years after date of injury; 5 years after compensation last provided Or Termination of employment plus 30 years for toxic substance claims	8 CCR 15400.2 8 CCR 3204, subd. (d)(1) 8 CCR 10102
55.	Labor Negotiation Files <ul style="list-style-type: none"> • Correspondence • Contracts • Memorandums of Agreements 	P	29 USC § 211, subd. (c)

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RECORDS RETENTION SCHEDULE**

56.	Grievances, Discipline & Investigations <ul style="list-style-type: none"> • Discipline • Grievances • Investigations • EE Hearing Files 	Later to occur of: 2 years; or final disposition of any claim / case	Filed separately for active personnel. File with Personnel File upon termination. GC § 12946
57.	Job Postings	Destroy 3 years after employment decision	29 CFR 1627.3 CA Labor Code § 1197.5 Secretary of State Guidelines
58.	Job Applications – Not Hired, may include: <ul style="list-style-type: none"> • Applications • Test results 	3 years	29 CFR 1602 et seq & 1627.3(a)(5) and (6) GC § 12946 Secretary of State Guidelines
59.	Retiree Files, records may include: <ul style="list-style-type: none"> • Retirement Status • Beneficiary Designation • Benefits Information 	Retirement Duration + 6 years	Statute of limitations for retirement benefits is 6 years from last action; 29 USC 1113
60.	Retirement Records, may include: <ul style="list-style-type: none"> • CalPERS • SSI 	P	Pension and insurance plans, as well as copies of any seniority system and merit systems, must be kept on file for the full period the plan or system is in effect, and for at least 1 year after termination. 29 CFR 1627.3
61.	Retirement Records, may include: <ul style="list-style-type: none"> • Deferred Compensation • Actuaries 	P	Pension and insurance plans, as well as copies of any seniority system and merit systems, must be kept on file for the full period the plan or system is in effect, and for at least 1 year after termination. 29 CFR 1627.3

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RECORDS RETENTION SCHEDULE**

62.	Sexual Harassment Prevention Training (AB 1825) Examples may include: <ul style="list-style-type: none"> • Rosters • Training materials • Instructor credentials 	5 years	Best practice GC § 12950.1
63.	Other Training Records	Active + 2 years	GC §§ 34090 & 12946

Department: Finance

FINANCE			
No	Record Type	District Retention	Citations/Remarks
53.	Audit Documents <ul style="list-style-type: none"> • Comprehensive Annual Financial Report (CAFR) 	P	GC § 34090 Secretary of State Guidelines
54.	Budgets	P	Annual operating budget approved by Board GC §§ 60201, 34090 Secretary of State Guidelines

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SAN LORENZO VALLEY WATER DISTRICT
RECORDS RETENTION SCHEDULE**

55.	Financial Statements – including: <ul style="list-style-type: none"> • General ledger • Profit & loss statement • Treasurer report • Trial balance • Work papers 	Audit + 7 years	GC §§ 60201, 34090.7 Secretary of State Guidelines
56.	Budget Transfers	Audit + 2 years	GC § 34090 Secretary of State Guidelines
57.	Journals, Ledgers, Statements <ul style="list-style-type: none"> • Bond Statements • Financial Statements • General Ledger • Journal Entries 	P	GC §§ 60201, 34090 CCP § 337 Secretary of State Guidelines
58.	Accounts Payable Files <ul style="list-style-type: none"> • Invoices • Check Register • Check Copies • Purchase Orders • Supporting Documents • Expense Reports Directors Staff 	Audit + 4 years	GC § 34090; 26 CFR 1.6001-1 Secretary of State Guidelines

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59.	Accounts Receivable Files <ul style="list-style-type: none"> • Check Log • Bank Deposit Slips • AR Reports • Demand List • Expense Reports Directors Staff	Audit + 4 years	GC § 34090 Secretary of State Guidelines
60.	Banking Files <ul style="list-style-type: none"> • Bank Statements (reconciliations) • Canceled Checks • LAIF Statements • Securities • Sweep Accounts 	Audit + 5 years	GC § 34090 State Controller's Guidelines Secretary of State Guidelines
61.	Payroll Records <ul style="list-style-type: none"> • Deferred compensation • Financial Statements • Leave accrual report • Payroll advice register • Payroll check register • Timesheets 	7 years = Audit + 6 years	Registers must be permanently kept. GC §§ 60201, 34090; 29 CFR 516.2
62.	Payroll Taxes – Federal and State <ul style="list-style-type: none"> • 1099 • W-2s • W-4s 	CY + 4 years	26 CFR 31.6001-1(e)

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RECORDS RETENTION SCHEDULE**

63.	Public Employment Retirement System <ul style="list-style-type: none"> • Summary Report of Member & Employee Contributions 	P	GC §§ 34090, 12946 29 CFR 1627.3(2) Secretary of State Guidelines
64.	Public Employment Retirement System <ul style="list-style-type: none"> • Correspondence 	2 years	GC § 60200-60203
65.	Investments <ul style="list-style-type: none"> • Cash Investment Tickets • Investment Files & Records • Investment Reports • Investment Transactions 	P	Summary of transactions, inventory & earnings re GC §§, 53607, 60201; 26 CFR 1.6001-1 CCP § 337 Secretary of State Guidelines
66.	Bond Files <ul style="list-style-type: none"> • Agreements • Bond Propositions • Certificates • Correspondence • Guaranteed Investment Contracts • Interest Statements • Statements • Withdrawal Requisitions 	Close Out + 10 years, unless record is subject of legal challenge within statutory 10-year statute of limitations.	Records related to claims brought against the District are retained permanently GC § 34090; CCP § 337.5 Secretary of State Guidelines
67.	Rate Analyses - supporting documents to official changes in rates	2 years after superseded by new rate	GC §§ 60201, 34090 Secretary of State Guidelines

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68.	Standby Charge Assessment Documentation <ul style="list-style-type: none"> Assessment Reports Methodology Reports and Studies 	P	
69.	Capacity Charge <ul style="list-style-type: none"> Calculations Spreadsheet Related correspondence 	[10 years] <i>Consider whether to keep permanently</i>	GC § 60201
70.	Grants/Contracts-Awarded <ul style="list-style-type: none"> Federal State 	Close Out + 5	Refer to grant application close-out procedure 2 C.F.R. § 200.333; see also 24 C.F.R. § 85.42, 24 C.F.R. § 570.502(a) (16) GC § 34090 Secretary of State Guidelines

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RECORDS RETENTION SCHEDULE**

Department: Operations / Engineering / Information Technology

Operations			
No	Record Type	District Retention	Citations/Remarks
71.	Capital Improvement Plan	Superseded + 2	Secretary of State Guidelines
72.	Contract & Agreements—capital improvements only, including: <ul style="list-style-type: none"> • Addenda • Amendments • Change Orders • Main Line Extensions 	P	48 CFR 2 GC § 60201 CCP §§ 337, 343 Secretary of State Guidelines
73.	All documents directly related to CIP projects, including: <ul style="list-style-type: none"> • Awarded bid/proposal • Bid or other solicitation-successful & unsuccessful • Approval form • Insurance & bonds, etc. 	P	All documents directly related to CIP projects; Final versions of documents only; no working versions No duplicates GC § 37090a; 4004; H&S § 19850 Secretary of State Guidelines
74.	Property Improvement Files-including <ul style="list-style-type: none"> • Expansion • Upgrades 	P	GC § 60201 Secretary of State Guidelines

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SAN LORENZO VALLEY WATER DISTRICT
RECORDS RETENTION SCHEDULE**

75.	Lease/License/Easements/Permits/Leases	P	GC §§ 60201,60203 Secretary of State Guidelines
76.	FEMA Records	3 years after expenditure of FEMA funds	44 CFR 13.42, FEMA Manual
77.	Inventory List <ul style="list-style-type: none"> • Equipment • Building • Emergency Items 	Superseded + 2	GC § 60201 Secretary of State Guidelines
78.	Equipment & Facilities Repair or Replace Records	Sale of Equipment + 2 years	GC § 60201 Secretary of State Guidelines
79.	Equipment/Maintenance Files <ul style="list-style-type: none"> • Communication Systems • Computer Systems • Office Building • Office Machines 	Active + 4 years	CCP §§ 337, 338, 343
80.	Operating & Maintenance Manuals	Life of Equipment	GC §§ 60201, 34090 Secretary of State Guidelines
81.	Surplus Property – Auction	Audit + 2 years	Listing of property GC § 34090 Secretary of State Guidelines

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**ATTACHMENT B
SAN LORENZO VALLEY WATER DISTRICT
RECORDS RETENTION SCHEDULE**

82.	Surplus Property – Disposal	Audit + 4 years	Sealed bib sales of equipment GC § 34090 CCP § 337 Secretary of State Guidelines
83.	Reports & Facility Security <ul style="list-style-type: none"> • Assessments • Plans 	Superseded + 5 years	
84.	Operating Permits	Active + 2 years	GC §§ 60201, 34090 Secretary of State Guidelines
85.	Operations & SCADA Hydraulic Data	10 years	
86.	Safety Plans	Active + 2 Years	
87.	Emergency Preparedness Plan Response & Disaster Recovery Files Records providing instructions in the event of a disaster. Includes: <ul style="list-style-type: none"> • Evacuation plans • Emergency response requirements • Staff duties 	Superseded + 2 years	

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RECORDS RETENTION SCHEDULE**

88.	Facilities Crime/Incident Reports	2 years	GC § 60201 Secretary of State Guidelines
89.	Security Surveillance Video	6 months	Records regular and ongoing operations; GC Sec. 60201

Engineering

No	Record Type	District Retention	Citations/Remarks
90.	As-built drawings	P	Keep in office permanently
91.	Well Driller's Logs	P	Keep in office permanently

Information Technology

No	Record Type	District Retention	Citations/Remarks
92.	Email System & Backups	[21 days]	
93.	Emails, Deleted	[1 year]	
94.	Hardware and Software Inventory Records	Superseded + 2 years	Running inventories of hardware and software used to track locations, to whom assigned, and licensing information.

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RECORDS RETENTION SCHEDULE**

95.	System and Data Documentation	Superseded or Obsolete + 2 years	Records documenting systems and data including, but not limited to, network diagrams, data dictionaries, flow charts, specifications, file layouts source code, metadata, configurations, system change notices, and security records.
96.	Hardware and Software Documentation and Maintenance Records	No Longer in Use + 2 years	Manuals, warranties, maintenance logs, and other records documenting the operation and use of IT hardware and software. Excludes documentation of repairs on end user computers and any other equipment located in department offices.
97.	Information System (IS) - • Backup Tapes- <u>excluding</u> email	CY + 3 previous backups	GC § 60201 (SDCWA) Note: Override tapes

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RECORDS RETENTION SCHEDULE**

Department: Environmental / Water Conservation

Environmental			
No.	Record Type	District Retention	Citations/Remarks
98.	CEQA, CEQA+ Environmental Documentation (District Projects) <ul style="list-style-type: none"> • Notice of Exemption • Notice of Determination • Notice of Preparation • Environmental Impact Report • Negative Declaration • Mitigated Negative Declaration • Notice of Filing • Notice of Completion • Adopted Environmental Documents 	P	GC Sec. 15095(c), CEQA Guidelines
99.	NPDES Permits	P	40 CFR 122.28,122.41,GC Sec. 60201
100.	Habitat Conservation SWRCB notices	P	
Water Conservation			
No.	Record Type	District Retention	Citations/Remarks
101.	Urban Water Management Plan	P	

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RECORDS RETENTION SCHEDULE**

102.	Education Programs <ul style="list-style-type: none"> • Schedules 	When no longer required Minimum 2 years	District Preference – Review and keep permanently if Historical GC Sec. 60201
103.	Education Publications <ul style="list-style-type: none"> • Bookmarks • Brochures • Mailers • Correspondence 	When no longer required Minimum 2 years	District Preference – Review and keep permanently if Historical GC Sec. 60201

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