

Policy No. P200-15-1	Type of Policy: General
Policy Title: Records Retention Schedule	
Policy Description: Retention Schedules for District Records	
Approval Date: 4/7/2015	Last Review Date: 2015
Approval Resolution No.: 21-15	Next Review Date: 2019
Rescinded Resolution No.: 11-11	Rescinded Resolution Date: 3/15/2011

It is the policy of the Board of Directors of Dublin San Ramon Services District:

- Pursuant to California Government Code § 60201 subdivision (b)(2), Dublin San Ramon Services District has adopted the Secretary of State's "Local Government Records Management Guidelines" to assist in determining minimum retention periods for records for which the statutory provisions for Destruction of Records of Special Districts (Govt. Code §§ 60200-60204) do not provide specific guidance. Although not a dispositive source of authority, the District determines that, along with additional research, the State's guidelines provide the basis for establishing reasonable record retention schedules to meet regulatory requirements, operational and administrative needs, and best records management practices.

This policy addresses all District paper and electronic records regardless of location stored, with the exception of email communication. Email communication will be addressed under a separate policy currently under development which will be consistent with the District's Trustworthy Electronic Content Management System.

In addition, California Government Code § 60201 subdivision (d)(4) requires the District maintain any document that "relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years." Depending upon how long litigation remains pending or when settlement is reached, these "legal holds" can potentially extend the life of a document well beyond the otherwise applicable retention period set forth in the accompanying schedules.

Departments will be notified of legal holds on specific documents by the General Manager, District Secretary and/or the District's legal counsel. Since legal holds commonly target a specific subject or set of information, documents unrelated to the legal hold may be disposed according to the approved retention periods.

Policy No. P200-15-1

Policy Title: Records Retention Schedule

Any questions related to the retention schedules, citations or approved retention periods should be directed to the District Secretary.

2. To adopt a Records Retention Schedule that is in compliance with guidelines provided by the Secretary of State pursuant to Government Code Section 12236, and that retention schedules titled “Dublin San Ramon Services District Retention Schedules” 68 pages, classify all the District’s records by category and establish a standard protocol for their destruction or disposition.
3. The District Secretary, in whose custody such records are kept, is hereby authorized to destroy District records in accordance with such schedule after review and concurrence by department heads.
4. Notwithstanding the Records Retention Schedule adopted, the District Secretary may not destroy or dispose of any records the destruction or disposal of which is prohibited by any applicable provision of law enacted after this policy becomes effective.
5. The General Manager is hereby directed and authorized from time to time to make and implement such changes in the attached “Dublin San Ramon Services District Retention Schedules” as may be determined, in conjunction with District Counsel, to be required by the law then applicable.
6. See Attachment “A” Dublin San Ramon Services District Retention Schedules.

Retention Schedule Glossary**Administrative
Record**

Administrative Records include general subject information, reports and reference documents with minimal to no long term value and that may or may not relate to a specific record series. Although there is no requirement to keep these records beyond the State's minimum 2 year requirement, Administrative Records should be reviewed annually for relevance to current subject matter or projects.

AA

After the annual audit, either by a regulatory body or performed internally by the District.

AC

After completion of the project or task (such as a maintenance project or report preparation), or closure of the case or issue (such as a claim against the District).

ACT

Maintain documents while the subject is actively used, such as a vendor that works with the District. This code often applies to duplicates and copies of records.

AE

After expiration of a document or activity, such as a permit, license or agreement.

AFP

After final payment of a bond or grant.

AP

After approval of the document or finished task.

AR

Review the documents annually for relevance to current subject matters or projects and dispose of obsolete documents.

AT

After termination of employment or use of a system, such as software program.

CM	Maintain for the current month, plus any additional time listed.
CY	Maintain for the current year, plus any additional time listed.
EY	Maintain for the year the event occurred, such as a meeting or conference.
IND	Maintain the documents indefinitely. This code often applies to databases, since the data may be perpetually maintained in the software system.
LOB/LOV/ LOI/LOS	Maintain the documents for the life of board/committee, building, vehicle, improvement, or system.
P	Maintain all associated documents permanently.
S	After document is superseded, such as a policy or procedure.
+[Number]	Associated record retention code, plus the number of years or months.

0100-00 OFFICE ADMINISTRATION & REFERENCE

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis ®
0101-00 Office General Management						
0101-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the State minimum guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0101-02	Correspondence – Internal		CY+2		CY+2	State of California Guidelines; Administrative Record
0101-03	Correspondence – External		CY+2		CY+2	State of California Guidelines; Administrative Record
0101-04	District Policies	Vital Record. Includes District policies related to areas such as Board Business, General, Operations, Finance, Purchasing, Service, and Personnel.	S	5	S+5	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
0101-05	Administrative Procedures	Vital Record. Includes general administrative procedures of the District (not related to Standard Operating Procedures (SOPs) of an individual department/division).	S	5	S+5	State of California Guideline: 5 years after superseded or expired
0101-06	Mission Statements		S	5	S+5	State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
0101-07	Goals & Objectives		S	5	S+5	State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
0101-08	Assignments		S	5	S+5	State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
0101-09	Staff Meetings	Departmental staff meetings and meeting notes for non-formal meetings. Non-agenda related reports and supporting documentation.	EY	2	EY+2	State of California Guidelines; Administrative Record
0101-10	District Administration		CY+2		CY+2	State of California Guidelines; Administrative Record
0101-11	Regulations		S	5	S+5	State of California Guideline: 5 years after superseded or expired
0102-00 Office Reference						
0102-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0102-02	Chronological		ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
0102-03	Professional Associations / Organizations		CY+2		CY+2	State of California Guidelines; Administrative Record
0102-04	Community Organizations		CY+2		CY+2	State of California Guidelines; Administrative Record
0102-05	Newsletters/Publications	Potential Historical information.	CY+2, AR		CY+2, AR	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision; Current year plus 2, review for historical content

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0102-06	Public Relations	Potential Historical information. May include photographs with historical value.	EY+2, AR	5	EY+7, AR	State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
0102-07	Demographics		CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0102-08	Complaints		CY+2		CY+2	State of California Guidelines; 2 year plus the current year for maintenance and operations documents
0102-09	Newspaper Clippings		CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0102-10	Special Events		CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0103-00 Forms Management						
0103-01	General Information		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0103-02	Blank Forms	Does not include controlled forms	S		S	State of California Guidelines; Administrative record
0103-03	Form Letters	Does not include controlled forms	S		S	State of California Guidelines; Administrative record
0103-04	Form Masters	Does not include controlled forms	S		S	State of California Guidelines; Administrative record

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0104-00 Records Management						
0104-01	General Information		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0104-02	Certificates Of Destruction		P	P	P	State of California Guidelines; 2 years after superseded Administrative Decision: Permanent for destruction tracking purposes.
0104-03	Directives & Procedures		S	5	S+5	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
0104-04	Uniform Functional Filing System		S		S	Administrative Decision; Retain current version only. Destroy printed versions older than 30 days, due to potential updates.
0104-05	Inactive Records Storage Information		S+2		S+2	State of California Guidelines; 2 years after superseded
0105-00 Handouts						
0105-01	General Information		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0106-00 Computer						
0106-01	General Information		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0106-02	Hardware	Includes hardware inventories.	S+2		S+2	State of California Guidelines; 2 years after superseded for hardware inventory logs
0106-03	Software	Includes installation software and annual maintenance for productivity and other District software applications.	AT	5	AT+5	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 4.601; 5 years after completion for procurements exceeding \$25,000
0106-04	Vendor Information		ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0106-05	Exagrid Disk Array	Includes Disk-to-Disk backup and disaster recovery plan. The Exagrid archives at the "image" level. Located at WWTP.	CM+2M		CM+2M	State of California Guidelines; Current month plus 2 months for daily backups

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0106-06	Tape Backups	Veeam Tape Backup system used to move archive backups from Exagrid to tape for longer storage. Stored locally. Includes older backup tapes from superseded systems.	CM+2M		CM+2M	State of California Guidelines; Current month plus 2 months for daily backups
0106-07	DVDs / CDs	Includes burns of email PSTs and U: drives of exiting employees for supervisors to browse if necessary. Stored locally.	ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0106-08	USB Keys	Used for physical transport to either home or systems that are not connected via network. Stored locally	ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision: Duplicate and/or transitory records. USB key and drive contents deleted after return to ITS.
0106-09	Video Surveillance Disk Array	Includes Lenel Security System disk array for storage of video. Storage eventually overwritten. Located at DO.	7 Days *		7 Days *	State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * 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. Administrative Decision: Maintain video surveillance for 7 days due to system storage limitations.
0106-10	Voicemail Recordings	Deleted from systems after 31 days. Located at DO.	31 Days *		31 Days *	State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * 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. Administrative Decision: Voicemail recordings maintained for 31 days due to system storage limitations.
0106-11	Text Messages	Stored locally on PCs.	180 Days *		180 Days *	State of California Guidelines; 180 days for audio, telephone and radio communication tapes, * 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.

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
0107-00 Safety						
0107-01	General Information		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0107-02	Safety Programs	Includes Injury & Illness Prevention Plan (IIPP) and other safety training programs.	CY+7		CY+7	29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
0107-03	Audits		AC+2	3	AC+5	29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline: 5 years after completed for safety reports
0107-04	Procedures		S	5	S+5	State of California Guideline: 5 years after superseded or expired
0107-05	<i>(Series Available for Use)</i>					
0107-06	Contractor Safety Manuals		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
0107-07	Safety Meetings	Includes agendas and meeting minutes for various safety workgroups such as Emergency Communications, Emergency Planning, and Safety Committee.	CY+2	5	CY+7	29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination, general personnel records retention State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training. Administrative Decision: Maintain safety meeting materials for the current year plus 7 years to match training retention in Human Resources
0107-08	Hazardous Waste Manifests	Includes information booklets, waste manifests, Department of Toxic Substances control manifests, HMMP carcinogen reports, hazardous materials inventory statements.	CY+3	P	P	40 CFR 262.40; 3 years for manifests State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents. State recommends permanent for environmentally sensitive materials, such as hazardous materials storage permits.

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0107-09	CalOSHA Logs		CY+5		CY+5	29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102; 5 years from date of injury State of California Guideline: 5 years after completed
0107-10	Health & Fitness Issues	Includes general information on health and fitness for employees such as respirator/fit-testing. Does not include recommendations to specific employees or counseling for health and fitness issues. Respirator/Fit-testing clearance forms are kept separately in the employee's medical file.	CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0107-11	Security	Security plans and procedures	S+5		S+5	State of California Guidelines; 5 years after superseded for procedures, 2 years for maintenance records
		Maintenance and other documents.	CY+2		CY+2	

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Records Retention Schedules and UFFS™ Index

FINAL April 7, 2015
Resolution No. 21-15

0200-00 PLANNING

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
0201-00 Emergency Planning						
0201-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0201-02	Disaster Preparedness		S+2		S+2	State of California Guidelines; 2 years after superseded
0202-00 Planning						
0202-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0202-02	Long Range Planning		S+2		S+2	State of California Guidelines; 2 years after master plan is superseded.
0202-03	Annexations/Sphere Of Influence	Includes reports, agreements, public notices.	P	P	P	GC 60201(d); Real property records, permanent State of California Guidelines; Permanent
0202-04	<i>(Series Available for Use)</i>					
0203-00 Advanced Planning						
0203-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0203-02	Special Projects		S+2		S+2	State of California Guidelines; 2 years after master plan is superseded.
0203-03	East Dublin		S+2		S+2	State of California Guidelines; 2 years after master plan is superseded.
0203-04	West Dublin		S+2		S+2	State of California Guidelines; 2 years after master plan is superseded.
0203-05	Dougherty Valley		S+2		S+2	State of California Guidelines; 2 years after master plan is superseded.
0203-06	LAVWMA/TWA		S+2		S+2	State of California Guidelines; 2 years after master plan is superseded.
0204-00 Master Plan						
0204-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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0204-02	Water	Copies of the master plans Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	S+2 AC+2	 P	S+2 P	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids. Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.
0204-03	Recycled Water	Copies of the master plans Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	S+2 AC+2	 P	S+2 P	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids. Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.
0204-04	Sewer	Copies of the master plans Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	S+2 AC+2	 P	S+2 P	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids. Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.
0204-05	Wastewater Treatment	Copies of the master plans Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	S+2 AC+2	 P	S+2 P	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids. Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.
0204-06	Water, Sewer & Recycled Water	Copies of the master plans Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	S+2 AC+2	 P	S+2 P	CCP 337; Statute of limitations State of California Guidelines; 2 years after master plan is superseded; 5 years after audit for successful bids. Administrative Decision: Maintain original master plans and all documents leading up to the final master plan permanently for history and reference.
0205-00	Environmental Planning					
0205-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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0205-02	California Environmental Quality Act	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations.	CY+5	P	P	State of California Guidelines; Permanent recommendation for environmental related documents.
0205-03	Notices Of Preparations	Includes public notices and legal publications required for posting.	CY+2	2	CY+4	CCP 343; Statutes of limitations, 4 years State of California Guidelines; Current year plus 4 years for public notices

0300-00 DISTRICT ADMINISTRATION

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
0301-00 Board						
0301-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0301-02	Agenda	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Board of Supervisors.	CY+2		CY+2	State of California Guidelines; Maintain for the Current Year plus 2 years
0301-03	Minutes	Official minutes of the Board of Supervisors	P		P	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent
0301-04	Agenda Memos	Includes letters, memos, staff reports, and documents received, created and/or submitted to the Board for regular, special, workshop and other Brown Act meetings.	CY+2	73	CY+75	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 75 years for reference purposes.
0301-05	Minute Orders	Official minutes of the Board of Supervisors.	P		P	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent
0301-06	Agenda Packets	Includes letters, memos, staff reports, and documents maintained by the departments for reference purposes.	ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
0301-07	Proposition 218	Includes notices and ballots.	CY+2	P	P	State of California Guidelines; Permanent for Prop 218 ballots.
0301-08	Meeting Video Recordings	Video recording of Board meetings	CY+5		CY+5	GC 54953.5; 30 days after recording. Administrative Decision: Maintain for the Current Year plus 5 years for openness and transparency
0302-00 Committees						
0302-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0302-02	Board and Committees Applications	Selected applications to boards, commissions and committees. Unselected candidate applications maintained for 2 Years after completion.	CY+2	L+5	L+5	State of California Guidelines; 5 years after board, commission or committee is dissolved.
0302-03	Special Committee Agenda Packets	Includes letters, memos, staff reports, and documents received, created and/or submitted to the Committee - Liaison and Ad-Hoc.	CY+2	13	CY+15	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 15 years for reference purposes.
0302-04	Special Committees	Official minutes of legislative bodies - Liaison and Ad-Hoc.	P		P	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent

0300-00 DISTRICT ADMINISTRATION

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
0302-05	Committee Minutes	Official minutes of board appointed committees. Does not include ad-hoc committees, which may be kept for the Current Year plus 2 years.	P		P	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent
0302-06	Committee Agenda Packets	Includes letters, memos, staff reports, and documents received, created and/or submitted to the Committee.	CY+2	13	CY+15	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 15 years for reference purposes.
0303-00 Reports, Studies And Surveys						
0303-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0303-02	District Generated		CY+2, AR		CY+2, AR	State of California Guidelines; 2 years plus the current year for general studies and reports. Administrative Decision; Current year plus 2 years, review annually for relevance to projects.
0303-03	Other Agency Generated		CY+5, AR		CY+5, AR	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision; Current year plus 5 years, review annually for relevance to projects.

0300-00 DISTRICT ADMINISTRATION

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
0304-00 District Corporations						
0304-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0304-02	DSRSD Financing Corp	Includes administration and financial documents. Management reports may be kept for 2 years per State of California Guidelines.	CY+2	P	P	GC 60201; Permanent GC 53901; Maintain budget, indefinite State of California Guidelines; Permanent
0304-03	Dublin San Ramon Public Information, Inc.	Includes administration and financial documents. Management reports may be kept for 2 years per State of California Guidelines.	CY+2	P	P	GC 60201; Permanent GC 53901; Maintain budget, indefinite State of California Guidelines; Permanent

0400-00 FINANCIAL SERVICES

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0401-00 Accounting						
0401-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0401-02	Annual Audit Reports	Includes CAFRs, and other mandated reports.	AA+1	P	P	State of California Guidelines; Permanent
0401-03	Financial Reports/Statements	Includes monthly general financial reports for internal use only. Does not include state or other agency mandated reports, which are kept PERMANENTLY.	AA+2		AA+2	State of California Guidelines; 2 years after audit
0401-04	Invoices	Paid invoices, account analysis and supporting vendor documents.	AA+1	3	AA+4	State of California Guidelines; 4 years after audit
0401-05	Cash Receipts		AA+1	3	AA+4	CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0401-06	Journal Entries		AA+2		AA+2	State of California Guidelines; 2 years after audit
0401-07	Federal/State Mandated Reporting	Includes State Controller's Reports and other federal and state reporting.	CY+1	P	P	State of California Guidelines; Permanent
0402-00 Banking						
0402-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0402-02	<i>(Series Available for Use)</i>					
0402-03	Bank Statements/Reconciliation	Includes statements, summaries for receipts, disbursements & reconciliation	AA+1	4	AA+5	26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
0402-04	<i>(Series Available for Use)</i>					
0402-05	Check Registers		AA+2		AA+2	State of California Guidelines; After audit plus 2 years for warrant registers.
0402-06	Investments	Includes reports prepared for financials, summaries of transactions, inventory and earnings reports.	CY+2	P	P	CCP 337; Statutes of limitations, 4 years for action State of California Guidelines; Permanent

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0403-00 Insurance						
0403-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0403-02	Insurance Policies	Includes policy information pertaining to CSRMA insurance programs such as pooled liability, property, public official bond, workers' compensation, identity theft, etc. Workers' compensation claims administration, claims loss reports, and procedures are not included with policy information. (Note: Workers' compensation claims administration, claims loss reports, and procedures kept in 504-02)	CY+2	P	P	CCP 337.2, 343, Statutes of limitations, 4 years 29 CFR 1920.1020; 30 years after termination for medical records. State of California Guidelines; Permanent for workers compensation insurance working files and for insurance policies. Maintain to support workers compensation claims and employee medical files.
0403-03	Certificates Of Insurance		AE+2	P	P	State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.
0403-04	Performance Bonds		AC+2		AC+2	State of California Guidelines; 2 years after completion for performance bonds
0403-05	Workers Compensation Insurance	Insurance and plan documents.	AT+2	P	P	29 CFR 1920.1020; 30 years after termination for medical records. State of California Guidelines; Permanent for workers compensation insurance working files. Maintain to support workers compensation claims and employee medical files.
0403-06	Maintenance Bonds/Certificate Of Deposit	For construction projects.	AC+2	8	AC+10	CCP 337.5; 10 year statute of limitations State of California Guidelines; 10 years after completion for development bonds
0403-07	Payment Bonds	For construction projects.	AC+2	8	AC+10	CCP 337.5; 10 year statute of limitations State of California Guidelines; 10 years after completion for development bonds
0403-08	Letters Of Credit	For construction projects.	AC+2	8	AC+10	CCP 337.5; 10 year statute of limitations State of California Guidelines; 10 years after completion for development bonds
0403-09	Insurance Claims	Includes information pertaining to active/inactive damage claims involving District employees, personal and damage claims against the District, claim subrogation and recovery	AC+2	4	AC+6	29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure

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0404-00 Payroll						
0404-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0404-02	Time Sheets	Signed employee timesheets for audit reports. Electronic record.	AA+4	2	AA+6	29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
0404-03	<i>(Series Available for Use)</i>					
0404-04	Earnings/Withholding Reports (Taxes)	Forms 1096, 1099, W-4 and W-2.	CY+1	AA+7	AA+7	GC 60201d(12); 7 years after payment 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
0404-05	Payroll Registers		CY+1	P	P	GC 60201d(12); 7 years after payment 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
0404-06	Employee Payroll Changes		AA+1	6	AA+7	GC 60201d(12); 7 years after payment LC 1174; 3 years for payroll records LC 1197.5(d); 2 years for payroll records 22 CCR 1085.2(c); 4 years for unemployment contributions 29 CFR 516.2(a)(10); Maintain 29 CFR 516.6; 2 years LC 1174; 2 years after pay period 29 USC 255(a); 2 to 3 years statute of limitations for minimum and unpaid wages State of California Guidelines; 4 years after termination
0405-00 Budget						
0405-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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0405-02	Annual Budget		CY+2	P	P	GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent. Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
0405-03	Budget Adjustments		AA+1	1	AA+2	State of California Guidelines; 2 years after audit
0405-04	Budget Working Papers	Includes proposed budgets, and all work papers leading up to final annual budget.	AA+1	1	AA+2	State of California Guidelines; 2 years after audit
0406-00 Revenue						
0406-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0406-02	Rates And Service Charges		S+2		S+2	State of California Guidelines; 2 years after superseded
0406-03	<i>(Series Available for Use)</i>					
0406-04	Reimbursement	Reimbursement to District for services from other agencies, such as DERWA, LAVWMA, etc.	AA+1	3	AA+4	CCP 337; Statute of limitations of 4 years
0406-05	Fees		S+2		S+2	State of California Guidelines; 2 years after superseded

0400-00 FINANCIAL SERVICES

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0407-00 Billing Group						
0407-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0407-02	Service/Meters	Includes water applications, meter change slips, signed water forms, meter readings, usage, payments, customer name and address information, and cancellations.	AA+2		AA+2	State of California Guidelines; 2 years after audit
0407-03	Customer Complaints		CY+2		CY+2	State of California Guidelines; Current year plus 2
0407-04	Collections		AA+2	2	AA+4	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit
0408-00 Debt						
0408-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0408-02	Official Debt Offering Documents	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenant and cash/surety bonds.	AC+1	9	AC+10	CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain
		Bond issues	P	P	P	State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues
0408-03	Mandated Annual Reporting (Continuing Disclosure Documents)		AC+1	9	AC+10	CCP 337.5; Statutes of limitations FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration

0500-00 HUMAN RESOURCES

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0501-00 Personnel Data							
0501-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0501-02	Individual HR and Confidential Data Files – Active Employees / Supervisor's Records	Includes general employee information for active employees, and supervisor's "satellite" employee records. Supervisors should forward employee files to Human Resources upon termination/separate of the employee. All personnel related materials and correspondence. Does not include medical leave records, workers' compensation or PERS information.	C	ACT		ACT	Maintain in offices while employee is active, then transfer to 501-03 record series.
0501-03	Individual HR and Confidential Data File – Inactive/Separated Employees	Includes general employee information for active employees, and supervisor's "satellite" employee records. Supervisors should forward employee files to Human Resources upon termination/separate of the employee. All personnel related materials and correspondence. Does not include medical leave records, workers' compensation or PERS information.	C	AT+1	6	AT+7	GC 60201d(12); 7 years after payment for employees. 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
0501-04	<i>(Series Available for Use)</i>						
0501-05	<i>(Series Available for Use)</i>						
0501-06	Individual Medical Data File - Active Employees	All personnel related materials and correspondence. Includes medical leave records, worker's compensation, state/federal mandated leave records, and emergency notification instructions.	C	ACT		ACT	Maintain in offices while employee is active, then transfer to 501-07 record series.
0501-07	Individual Human Resources Data File - Inactive/Separated Employees	All personnel related materials and correspondence. Includes medical leave records, worker's compensation, state/federal mandated leave records, and emergency notification instructions.	C	AT+1	29	AT+30	8 CCR 15400.2; Maintain workers compensation claims 8 CCR 10102; 5 years after injury 8 CCR 3204(d)(1)(A), (B); 30 years after termination 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 years after termination
0502-00 Personnel Management							
0502-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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0502-02	Classification & Compensation	Includes job descriptions, organizational charts, District compensation surveys and reclassification data.		CY+3	4	CY+7	GC 60201d(12); 7 years. GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0502-03	Rules & Regulations	Includes current District personnel rules and policies, and General Manager Directives		S	2	S+2	State of California Guideline: 2 years after superseded
0502-04	<i>(Series Available for Use)</i>						
0502-05	<i>(Series available for use)</i>						
0502-06	EEO Data / Surveys	Voluntarily completed by employees and filed separately from personnel records.		CY+2		CY+2	State of California Guidelines; Current year plus 2 years for employee statistics reports.
0503-00 Personnel Recruitment							
0503-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0503-02	Temporary Employee Recruitments	Includes all information related to temporary employee/internship recruitments such as approved job requisitions, temporary agency information, candidate resumes and/or applications, advertising information, interview data.		AC	3	AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
0503-03	District Position Recruitment	Includes all information related to District recruitments such as approved job requisitions, candidate applications, advertising information, testing and/or interview data. (Note: Voluntary EEO Surveys are separate from those completed by employees in 502-06.		AC	3	AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
0503-04	<i>(Series Available for Use)</i>						
0504-00 Personnel Benefits & Compensation							
0504-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0504-02	Workers' Compensation	Includes claims administration, claims loss reports, and procedures. Employee claim files are kept separately in the employee's medical file at the closure of the claim.		AT+2	P	P	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.

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Series Code	Series Name	Description of Documents	Special Attributes	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
0504-03	Deferred Compensation	Benefit plan documents and plan administration.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0504-04	Dental Plan	Benefit plan documents and plan administration.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0504-05	Leave	Administration of and updates to required notices for State/Federal mandated leaves such as California Family Rights Act (CFRA), Family and Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL), Military Leave. Employee claim files are kept separately in the employee's medical file at the closure of the claim.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0504-06	Health Plan	Benefit plan documents and information related to annual open enrollment, and health benefit vesting.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0504-07	Employee Assistance Program	Benefit plan documents.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.

0500-00 HUMAN RESOURCES

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0504-08	COBRA	Includes COBRA audits and administration. Employee claim files are kept separately in the employee's medical file at the closure of the claim.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0504-09	Life Insurance/Disability Plans	Benefit plan documents.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0504-10	EDD - Unemployment	Unemployment claims administration, claim information, and reporting.		CY+5		CY+5	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statutes; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.
0504-11	Cafeteria Plan	Benefit plan documents related to Flexible Spending Account (FSA), Dependent Care Account (DCA), and Transit reimbursement programs.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0504-12	Vision Plan	Benefit plan documents.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.

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0504-13	Share the Savings (Medical In-Lieu)	Benefit plan documents.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0504-14	Pay for Performance	Benefit plan documents.		AT	P	P	GC 60201d(12); 7 years. GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees. Administrative Decision: Permanent for trending purposes.
0504-15	Sick Leave Incentive Program	Benefit plan documents.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0504-16	Supplemental Benefits	Program documents for supplemental benefit plans including research, analysis, and administration.		CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record
0505-00 CalPERS Administration							
0505-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0505-02	<i>(Series Available for Use)</i>			CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record
0505-03	<i>(Series Available for Use)</i>			AT+2	5	AT+7	GC 60201(12); 7 years after date of payment GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 4 years after termination for employee deduction reports
0505-04	<i>(Series Available for Use)</i>			S+2		S+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information.

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0505-05	Contract Amendments			S+2	P	P	GC 60201(12); 7 years after date of payment GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
0505-06	Long Term Care	Includes program information.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0505-07	Home Loan Program	Includes program information.		AT	2	AT+2	GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information. Administrative Decision: Maintain all benefit plan contracts for 2 years after plan termination. Other superseded plan documents may be destroyed after 2 years.
0505-08	Election Information	Includes Board of Elections documents, such as proof of distribution.		CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0505-09	Other Post Employment Benefits (OPEB)	Includes actuarial reporting data related to OPEB.		CY+2	3	CY+5	State of California Guidelines; 5 years after completion for risk management actuarial studies
0505-10	Retirement	Includes actuarial reporting data related to retirement, and CalPERS annual reports.		CY+2	3	CY+5	State of California Guidelines; 5 years after completion for risk management actuarial studies
0505-11	Audit	Required CalPERS audit.		AA+1	P	P	State of California Guidelines; Permanent
0505-12	(Series Available for Use)			S+2	P	P	GC 60201(12); 7 years after date of payment GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents; 4 years after termination for employee deduction reports
0505-13	ACES / my-CalPERS	Includes online access authorization forms.		CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0505-14	(Series Available for Use)						
0505-15	Requests for Service Credit	For non-active / former employees. Includes verification of prior CalPERS service.		CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0506-00 Personnel Education And Training							

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0506-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0506-02	Seminars, Courses & Professional Development	Materials for Mandatory training (Sexual Harassment Prevention, Workplace Violence Prevention, and Diversity in the Workplace); and Professional Development training (skills training) courses. Includes program information and applications for Tuition Reimbursement and Certificate Reimbursement Programs.		CY+2	5	CY+7	29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination, general personnel records retention State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
0506-03	<i>(Series Available for Use)</i>						
0506-04	<i>(Series Available for Use)</i>						
0507-00 Personnel Occupational Health							
0507-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0507-02	Occupational Health Services	Includes contracts, correspondence, and site visit information related to occupational health services. Formerly "Safety/Hazard/Accident Reports". Any files should be moved to 0107 Safety Administration group.		AC+2	3	AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000 State of California Guidelines; 5 years after termination
0507-03	<i>(Series Available for Use)</i> Formerly "Health & Fitness Issues". Series relocated to 0107 Safety group						
0508-00 Employee Relations							
0508-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0508-02	Discipline	Administration of employee discipline (confidential). Individual disciplinary actions and/or decision communications are kept separately in the employee's human resources file.	C	AT+2		AT+2	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees
0508-03	Employment Actions	Administration of employee demotions, failed probationary periods, furloughs, layoffs, and terminations (confidential). Formerly "Pay for Performance". Any files must be relocated to 0504-04.	C	AT+1	6	AT+7	GC 60201d(12); 7 years after payment for employees. 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination

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0508-04	Investigations	Administration of fraud, harassment, hostile work environment, misconduct, retaliation, and vandalism-theft; and third-party vendor reporting (confidential). Hired employees: Applicants who filed a complaint:	C	CY+3	AT+2	AT+2	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees
0508-05	Performance Management	Performance management program administration, annual evaluations, elements, procedures, surveys, and software (confidential).	C	AC+2	5	AC+7	GC 60201d(12); 7 years
0509-00 Labor Relations							
0509-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0509-02	International Union of Operating Engineers - Stationary Engineers, Local 39	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules).		CY+3	P	P	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0509-03	Mid-Management Employees' Bargaining Unit (MEBU)	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules).		CY+3	P	P	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0509-04	Professional Employees' Bargaining Unit (PEBU)	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules).		CY+3	P	P	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.

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0509-05	Senior Management / At-Will	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules).		CY+3	P	P	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions
				CY+3	4	CY+7	GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0509-06	Confidential Employees' Bargaining Unit (CEBU)	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules).		CY+3	P	P	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions
				CY+3	4	CY+7	GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
0510-00 Employee Programs							
0510-01	General Information	Includes general subject information, Standard Operating Procedures (SOPs), reports and reference documents relating to the record group, but not associated with a specific record series already in the group.		CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0510-02	Employee Suggestion Program	Program administration and suggestion tracking.		AC+2		AC+2	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.
0510-03	Employee Recognition/Appreciation	Program administration, annual recognition event/HR coordination, STAR awards administration and tracking.		AC+2		AC+2	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.
0510-04	Mentoring Program	Program administration, startup kit, marketing, presentations, surveys, and copyright information.		AC+2		AC+2	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.

0600-00 PURCHASING & MATERIAL ACQUISITION

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0601-00 Purchasing						
0601-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0601-02	Bids, RFQs & RFPs - General	Includes bids, RFQs & RFPs, not related to Development or Building Improvements. Successful bids, RFQs and RFPs: Unsuccessful bids, RFQs and RFPs:	 AC+5 CY+2		 AC+5 CY+2	GC 60201(d)(11); 2 years for unaccepted bids or proposals CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids, Current year plus 2 for unsuccessful bids Administrative Decision: 5 years after completion of project associated with the successful bid. Unsuccessful bids follow the State requirement.
0601-03	Purchase Orders	Original purchase orders.	AA+2	2	AA+4	CCP 337; Statute of limitations State of California Guidelines; 4 years after audit
0601-04	(Series available for use)					
0601-05	Requisitions	Completed forms for orders.	CY+2		CY+2	State of California Guidelines; Current year plus 2
0601-06	Vendor Information		ACT		ACT	Reference documents; Maintain while vendor is active or associated with the District

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0602-00 Contracting						
0602-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0602-02	Consulting Services	Includes any working documents related to development or building improvements, and associated work.	AC+2	8	AC+10	CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 10 years after project completion for capital improvement projects
0602-03	Bids, RFQs & RFPs - Development / Improvements / Construction	Includes successful bids, RFQs & RFPs for Development or Building Improvement projects. Successful bids, RFQs and RFPs: Unsuccessful bids, RFQs and RFPs:	AC+2 CY+2	8	AC+10 CY+2	GC 60201(d)(11); 2 years for unaccepted bids or proposals CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 5 years after audit, successful, Current year plus 2, unsuccessful Administrative Decision: 10 years after completion of project associated with the successful bid to match the statute of limitations. Unsuccessful bids follow the State requirement.
0602-04	Contract Employees	Includes any working documents related to development or building improvements, and associated work: Contracts:	AC+2 AC+2	8 P	AC+10 P	CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 10 years after project completion for capital improvement projects, permanent for CIP contracts.

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis ®
0603-00 Equipment And Furniture						
0603-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0603-02	Fixed Asset Inventory		AA+4		AA+4	State of California Guidelines; 4 years after audit for fixed asset inventories.
0603-03	Vehicles & Equipment		LOS	4	LOS+4	CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
0603-04	<i>(Series Available for Use)</i>					
0603-05	Surplus Property		AA+2	2	AA+4	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit

0700-00 LEGAL & LEGISLATION

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
0701-00 Legislative						
0701-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0701-02	Ordinances		P		P	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
0701-03	Resolutions		P		P	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
0701-04	State Legislation		S+2		S+2	State of California Guidelines; 2 years after superseded
0701-05	Ordinance Work Papers		CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-06	Resolution Work Papers		CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-07	District Code	Includes supplements.	S	P	P	State of California Guidelines; Permanent
0701-08	Federal Legislation		S+2		S+2	State of California Guidelines; 2 years after superseded
0701-09	County Legislation		S+2		S+2	State of California Guidelines; 2 years after superseded
0702-00 Attorney						
0702-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0702-02	Legal Opinions	CONFIDENTIAL	S	2	S+2	State of California Guidelines; 2 years after superseded

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0703-00 General Legal						
0703-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0703-02	Deeds/Quitclaim Deeds		P	P	P	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent
0703-03	Easements		P	P	P	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent
0703-04	Agreements/Contracts	Follow retention guidelines for different agreements and contracts as listed below:	AC+2	3	AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000 State of California Guidelines; 5 years after termination
	General Agreements/Contracts	Includes product acquisitions, services, professional services and consultants, City property leases and all other general City agreements.	AC+5		AC+5	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000
	Development Agreements	Includes Disposition & Development Agreements, Owner Participation Agreements and Development Agreements	AC+2	P	P	GC 60201(d)(8); Permanent for land and property related documents CCP337, 337.1(a), 337.15; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions.
	Bond Agreements		AC+2	8	AC+10	CCP 337.5; Statutes of limitations, 6 years after expiration FC 3368; Maintain FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration
	Capital Improvement Project Agreements	Includes Public Works Improvement Project contracts, bonds and insurance certificates. Specifications and all other project related documents are maintained by Public Works.	P	P	P	GC 60201(d)(8); Permanent for land and property related documents H&S 19850; Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent
	Non-CIP Construction Contracts & Agreements		AC+2	8	AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion

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	Lease Agreements		AE+2	3	AE+5	CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 4.601; 5 years for procurements exceeding \$25,000
0703-05	DFEH Claims	Hired employees:	CY+3	AT+2	AT+2	GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change
		Applicants who filed a complaint:	AC+2		AC+2	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
0703-06	Assessment District		CY+3	P	P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0703-07	Litigation	General cases	AC+2	5	AC+7	State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
		High profile cases	AC+2	P	P	
		Documents include all materials supporting the case and leading up to the court decision.				
0703-08	Annexations/Detachments		AC+2	P	P	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent State of California Guidelines; Permanent
0703-09	Affidavits Of Publication	Includes public notices and legal publications for council, boards, commissions and committee meetings, and other legal publication requirements.	CY+2	2	CY+4	CCP 343, 349; Statutes of limitations
0703-10	Public Records Requests	Granted requests	AC		AC	GC 60201(d)(5); Until request is granted or 2 years after request has been denied in writing
		Denied requests	AC+2		AC+2	

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0704-00 Agencies						
0704-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0704-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-04	Regional Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-06	Local Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-07	Joint Powers Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-08	City Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.

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0704-09	Water Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-10	Sanitation Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
0704-11	Membership Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	CY+2, AR		CY+2, AR	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.

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0705-00 Grant/Loan Programs						
0705-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0705-02	Federal Grants/Loans	Refer to grant application close-out procedure. Retention may vary depending upon grant details.	ACT	4*	AFP+5*	21 CFR 1403.36; 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report OMB Cir. A-110, (C)(53); 3 years after submission of final expenditure report or final disposition 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * Refer to grant application close-out procedures for specific retention, if any. If no retention exists, follow retention listed here.
0705-03	State Grants/Loans	Refer to grant application close-out procedure. Retention may vary depending upon grant details.	ACT	4*	AFP+5*	21 CFR 1403.36; 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report OMB Cir. A-110, (C)(53); 3 years after submission of final expenditure report or final disposition 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * Refer to grant application close-out procedures for specific retention, if any. If no retention exists, follow retention listed here.

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0706-00 Elections/Fair Political Practices Committee						
0706-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0706-02	Conflict Of Interest - Appointed	Includes FPPC form 700 - Statement of Economic Interest for appointed officials.	AC+2	5	AC+7	GC 81009e; 7 years after election closes
0706-03	Elections	Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results, special election results are kept 5 Years After Election Closes, since originals are kept with the County.	AC+2	3	AC+5	EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements
		Proof of publication and copies of documents:	AC+2		AC+2	State of California Guidelines; Permanent for Prop 128 ballots
		Proposition 218 Ballots:	AC+2	P	P	GC 60200; For all election documents where the State's requirement is permanent, but for which the County maintains the original documents, duplicate records may be destroyed at any point before the total retention period

0800-00 ENGINEERING

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0801-00 General Engineering						
0801-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0801-02	Bids - Successful	Includes successful bids, RFQs & RFPs for Development or Building Improvement projects.	AC+2	8	AC+10	CCP 337.1(a), SOL 4 years after completion of contract CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; 5 years after audit, successful bids Administrative Decision: 10 years after completion of project associated with the successful bid to match the statute of limitations.
0801-03	Specifications		AC+10	P	P	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Completion of project plus 10 years. Administrative Decision: Permanent or maintenance purposes
0801-04	Special Projects		AC+5	5	AC+10	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Completion of project plus 10 years.
0801-05	Bids - Unsuccessful		CY+2		CY+2	GC 60201(d)(11); 2 years for unaccepted bids or proposals State of California Guidelines; Current year plus 2, unsuccessful bids

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0802-00 Capital Improvement Projects						
0802-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0802-02	CIP Projects	Includes construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems	AC+5	P	P	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0802-03	Capital Improvement Budget		CY+2	P	P	CCP 337.15; 10 years after project completion State of California Guidelines; Permanent for budgets
0802-04	Capital Improvement Budget Working Papers	Includes proposed budgets, and all work papers leading up to final annual budget.	AA+1	1	AA+2	State of California Guidelines; 2 years after audit
0802-05	Labor Cost Tracking	Costs by employee & program.	AA+1	1	AA+2	State of California Guidelines; 2 years after audit
0803-00 CORR Projects						
0803-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0803-02	CORR Projects (Contingent On Revenue Receipt)	Includes construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems	AC+5	P	P	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0804-00 Development Projects						
0804-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0804-02	Dublin – Development Review Committee		CY+2, AR		CY+2, AR	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
0804-03	San Ramon – Development Review Committee		CY+2, AR		CY+2, AR	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record

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0805-00 Permits						
0805-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0805-02	Special Permit Related Studies		AC+2		AC+2	State of California Guidelines; Completion of study plus 2 years
0805-03	<i>(Series Available for Use)</i>					
0805-04	Certificates of Capacity Rights	Permits to connect to the District's sewer and water systems.	P	P	P	GC 60201(d)(8); Permanent for land and property related documents 40 CFR 122.28; Maintain 40 CFR 122.41; 5 years after completion 40 CFR 141.33; Maximum 10 years after completion 40 CFR 141.91; 12 years after testing State of California Guidelines; Permanent
0805-05	District Facility Construction Permits	Includes water and sewer construction permits for developers.	P	P	P	GC 60201(d)(8); Permanent for land and property related documents 40 CFR 122.28; Maintain 40 CFR 122.41; 5 years after completion 40 CFR 141.33; Maximum 10 years after completion 40 CFR 141.91; 12 years after testing State of California Guidelines; Permanent
0805-06	<i>(Series Available for Use)</i>					
0805-07	<i>(Series Available for Use)</i>					
0805-08	Facilities Permits	Includes elevator, facility and other permits not related to water or sewer.	AE+2		AE+2	State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
0805-09	Environmental Permits	Includes BAAQMD, HMBP and other county, regional, state or federal agency environmental permits.	AE+2	P	P	State of California Guidelines; Current year plus 2 years for federal and state agency permits. State recommends Permanent for environment related documents. Administrative Decision: Maintain environmental permits permanently to follow State suggestion.

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0806-00 Residential/Commercial/Industrial Projects						
0806-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0806-02	Projects		AC+2	P	P	GC 60201(d)(8); Permanent for land and property related documents GC 4003, 4004 & 4005; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property
0806-03	Conditional Use Permit Review	Includes comments from the District on municipal CUPs.	CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0807-00 Institutional Projects						
0807-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0807-02	BART Projects	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems	AC+5	P	P	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-03	Caltrans Projects	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems	AC+5	P	P	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-04	Alameda County	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems	AC+5	P	P	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-05	Army – Parks Rfta	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems	AC+5	P	P	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0807-06	Churches/Schools	Includes co-operative project construction and plan documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems	AC+5	P	P	CCP 337.15, SOL 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent

0800-00 ENGINEERING

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis ®
0808-00 Repair/Overlays/Miscellaneous Projects						
0808-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0808-02	Sewer System Repairs & Related Projects	Includes work orders, entry cards, manholes, service. to property owners, inspection, repairs, cleaning, reports, complaints.	CY+2		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-03	Water System Repairs & Related Projects	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	CY+2		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-04	Recycled Water System Repairs	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	CY+2		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-05	Buildings And Grounds	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	CY+2		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-06	WWTP	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	CY+2		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-07	LAVWMA	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	CY+2		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-08	Fee-Related Studies		AC+2		AC+2	State of California Guidelines; Completion of study plus 2 years
0808-09	Overlay Projects	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	CY+2		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0809-00 Record Group (Series Available for Use)						
0810-00 Underground Service Alert (USA)						
0810-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0810-02	DSRSD Location Notices		CY+2	P	P	H&S 19850; Plans and maps, permanent State of California Guidelines; Permanent for special district underground utility records.
0810-03	LAVWMA Location Notices		CY+2	P	P	H&S 19850; Plans and maps, permanent State of California Guidelines; Permanent for special district underground utility records.
0810-04	Dublin Location Notices		CY+2	P	P	H&S 19850; Plans and maps, permanent State of California Guidelines; Permanent for special district underground utility records.

0800-00 ENGINEERING

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0810-05	DERWA Location Notices		CY+2	P	P	H&S 19850; Plans and maps, permanent State of California Guidelines; Permanent for special district underground utility records.
0811-00 Inspection						
0811-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0811-02	Log Books	Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check and utilities.	CY+2	3	CY+5	State of California Guidelines; Current year plus 5.
0811-03	Tract Inspections	Includes correspondence, fees, appeal requests and inspection reports.	CY+2		CY+2	State of California Guidelines; Current year plus 2 years for building inspections.
0811-04	Street Inspections	Includes correspondence, fees, appeal requests and inspection reports.	CY+2		CY+2	State of California Guidelines; Current year plus 2 years for building inspections.
0811-05	Other Inspections	Includes correspondence, fees, appeal requests and inspection reports.	CY+2		CY+2	State of California Guidelines; Current year plus 2 years for building inspections.
0811-06	Facility Inspections	Includes Safety Committee facility inspections and Fire & Life Safety inspections.	AC+2	3	AC+5	UFC 103.34 New construction/alterations of buildings; Retain inspection records for 3 years. IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection
0811-07	Equipment Inspections	Includes crane, fall protection equipment, SPCC equipment and tanks.	CY+2		CY+2	State of California Guidelines; 2 years plus the current year.

0900-00 PROPERTY MANAGEMENT

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis ®
0901-00 District Property						
0901-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0901-02	Property Acquisition/ Transactions/ Transfers		AC+2	8	AC+10	GC 6254; Record disclosure CCP 337.1; 4 years after completion of construction or improvement CCP 337.15; 10 years after completion of construction or improvement 36 CFR 64.11; 3 years after last payment for public property acquisition. State of California Guidelines; Completion plus 10 years for property acquisitions and dispositions
0901-03	Right Of Way/Easement Acquisition		P	P	P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0901-04	<i>(Series Available for Use)</i>					
0901-05	<i>(Series Available for Use)</i>					
0902-00 District Leased Property						
0902-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0903-00 Property Management Reference Materials						
0903-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
0903-02	Diseases		ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
0903-03	Landscaping		ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
0903-04	Irrigation		ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
0903-05	Pesticides		ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record

1000-00 WATER

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1001-00 Water System						
1001-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1001-02	Hydraulic Modeling		CY+2	P	P	18 CFR 125.3; 5 years for internal statistical reports 40 CFR 141.91; 12 years after completion State of California Guidelines; Permanent for hydrography reports.
1001-03	<i>(Series Available for Use)</i>					
1001-04	Test/Logs/Reports	Compliance documentation including strip charts, sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	CY+2	P	P	40 CFR 141.91; 12 years after completion for quality tests, 5 years after completion for bacterial tests, 10 years after completion for chemical analysis of system. State of California Guidelines; Permanent for hydrograph records
1001-05	System Maintenance		CY+3		CY+3	40 CFR 141.33; 3 years after completion for corrections to water system violations
1001-06	Infrastructure		P		P	State of California Guidelines; Locations and connection records are permanent
1001-07	<i>(Series Available for Use)</i>					
1001-08	Water System O & M Manuals		ACT		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
1001-09	Cathodic Protection Surveys		CY+2	8	CY+10	40 CFR 141.33; Maximum 10 years after completion relating to sanitary surveys
1001-10	<i>(Series Available for Use)</i>					
1001-11	Water/Sewer Service Calls	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	CY+2		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
1001-12	Water Quality Control	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for water quality compliance documents

1000-00 WATER

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1002-00 Water Conservation						
1002-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1002-02	Conservation Ordinances	Conservation reports	CY+2		CY+2	State of California Guidelines; Current year plus 2 years for conservation records
1002-03	Drought	Conservation reports	CY+2		CY+2	State of California Guidelines; Current year plus 2 years for conservation records
1002-04	Urban Water Conservation	Conservation reports	CY+2		CY+2	State of California Guidelines; Current year plus 2 years for conservation records
1002-05	Water Audit	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	CY+2	10	CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for water quality compliance documents
1003-00 Water Resources						
1003-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1003-02	Water Acquisition	May include wells, lakes, rivers, other Districts.	CY+2		CY+2	State of California Guidelines; Current year plus 2
1003-03	Water Sources	May include wells, lakes, rivers, other Districts.	CY+2		CY+2	State of California Guidelines; Current year plus 2

1100-00 RECYCLED WATER

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis ®
1101-00	Recycled Water					
1101-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1101-02	Recycling Program	Includes outreach and information on recycling programs.	S+2		S+2	State of California Guidelines; 2 years after program materials are superseded.
1101-03	Task Forces		CY+2		CY+2	State of California Guidelines; Maintain for the Current Year plus 2 years
1101-04	Projects	Includes projects and programs from outside agencies. Not District CIP projects.	CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
1101-05	Reports & Studies		CY+3	2	CY+5	State of California Guidelines; Current year plus 5
1101-06	<i>(Series Available for Use)</i>					
1101-07	Strategic Planning		S+2		S+2	State of California Guidelines; 2 years after master plan is superseded.

1200-00 SEWER

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1201-00	Sewer					
1201-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1201-02	Hydraulic Modeling		CY+2	P	P	State of California Guidelines; Permanent for hydrograph reports and daily flow of streams.
1201-03	Sewer Districts	Inactive record series. Closed for future files.	CY+2		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
1201-04	Sewer Line Testing	Does not include compliance documents.	CY+2		CY+2	State of California Guidelines; Current year plus 2 years for maintenance and operations records.
1201-05	Rate Schedules		CY+2		CY+2	State of California Guidelines; Current year plus 2 years for rates
1201-06	<i>(Series Available for Use)</i>					
1201-07	System Maintenance		CY+2		CY+2	State of California Guidelines; Current year plus 2 years for maintenance and operations records.
1201-08	Infrastructure		S+2	P	P	State of California Guidelines; Locations and connection records are permanent
1201-09	Sewer Capacity	Capacity tracking working files tracked electronically, then saved to the development project file.	AC+2		AC+2	State of California Guidelines; 2 years after completion
1201-10	Task Forces		CY+2		CY+2	State of California Guidelines; Maintain for the Current Year plus 2 years

1300-00 WASTEWATER TREATMENT PLANT

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1301-00 Plant Administration/Operations						
1301-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1301-02	NPDES/MRP Permit Administration	Includes permit application and supporting paperwork.	CY+2	P	P	40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.28; Maintain NPDES general permits State of California Guidelines; Permanent for NPDES permits
1301-03	Daily Log Sheets	Includes daily flow quantities	CY+2	P	P	40 CFR 122.41; Up to 5 years after completion 18 CFR 125.3; 3 years for operation logs State of California Guidelines; Permanent for hydrograph records including daily flow of streams.
1301-04	Monthly Totals		CY+2	P	P	40 CFR 122.41; Up to 5 years after completion State of California Guidelines; Current year plus 10 years Administrative Decision: Maintain monthly totals permanently to support daily flow totals.
1302-00 Government Reports						
1302-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1302-02	RWQCB	Includes audits, correspondence and general information.	CY+2	3	CY+5	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1302-03	Quarterly Reports		CY+2	3	CY+5	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1302-04	Regulatory	Includes semi-annual and annual pretreatment, biosolids and dedicated land disposal reports.	CY+2	3	CY+5	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1306-05	Industrial Waste Reports		CY+2	8	CY+10	40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.

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1303-00	LAVWMA					
1303-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1303-02	EBDA Report	East Bay Dischargers Authority	AC+3		AC+3	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data
1303-03	Pump Station Report		AC+3		AC+3	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data
1303-04	Langelier Report		AC+3		AC+3	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data
1303-05	Pump Station Daily Meter Logs	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	CY+2	3	CY+5	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-06	Operators Inspection Check List	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	CY+2	3	CY+5	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years

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1303-07	Chlorine Analysis		CY+2	3	CY+5	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-08	Cathodic Protection		CY+2	3	CY+5	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-09	Digester Worksheet		CY+2	3	CY+5	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years
1303-10	O & M Reports		CY+2		CY+2	State of California Guidelines; Current year plus 2 years

1300-00 WASTEWATER TREATMENT PLANT

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
1304-00 Records Drawings/Photos						
1304-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1304-02	WWTP Site		P		P	State of California Guidelines; Permanent for field notes, maps and locations of equipment.
1304-03	Sludge Storage Basins/FSL Site		P		P	State of California Guidelines; Permanent for field notes, maps and locations of equipment.
1305-00 Laboratory						
1305-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1305-02	Atomic Absorption Worksheets	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. Stored in LIMS.	CY+2	5	CY+8	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years Administrative Decision: Maintain lab results for the current year plus 8 years to support process studies and trend analysis.
1305-03	Gas Chromatograph Worksheets	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. Stored in LIMS.	CY+2	5	CY+8	40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years Administrative Decision: Maintain lab results for the current year plus 8 years to support process studies and trend analysis.

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
1305-04	Lab Reports	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. Stored in LIMS.	CY+2	5	CY+8	<p>40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years</p> <p>Administrative Decision: Maintain lab results for the current year plus 8 years to support process studies and trend analysis.</p>
1305-05	Chain Of Custody	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, etc. Stored in LIMS.	CY+2	5	CY+8	<p>40 CFR 61.54; 2 years for sludge sampling 40 CFR 60.153; 2 years for treatment plant monitoring 40CFR 503.27; 5 years for sewage sludge monitoring 40 CFR 122.21; 3 years from application signature date for permit supporting data 40 CFR 122.41; 5 years for sewage sludge use & disposal activities State of California Guidelines; Current year plus 5 years</p> <p>Administrative Decision: Maintain lab results for the current year plus 8 years to support process studies and trend analysis.</p>

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
1306-00 Industrial Waste						
1306-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1306-02	Significant Users	Includes permits, inspections and correspondence.	CY+5	5	CY+10	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum. State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain for the current year plus 10 years for reference purposes by inspectors.
1306-03	Significant Users - Categorical	Includes permits, inspections and correspondence.	CY+5	5	CY+10	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum. State of California Guidelines; Current year plus 2 years Administrative Decision: Maintain for the current year plus 10 years for reference purposes by inspectors.
1306-04	Intermediate Users	Includes permits, inspections and correspondence.	CY+ 3		CY+3	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum State of California Guidelines; Current year plus 2 years
1306-05	Recycled Water Users	Includes recycled water customer connection drawings	P		P	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum State of California Guidelines; Permanent for connection maps and water line connections
1306-06	Commercial - Auto/Restaurant	Includes permits, inspections and correspondence.	CY+ 3		CY+3	40 CFR 262.40; 3 years after disposal CIWMB Title 14 Sec. 18814.2; Keep records 3 years minimum State of California Guidelines; Current year plus 2 years
1306-07	<i>(Series Available for Use)</i>					
1306-08	<i>(Series Available for Use)</i>					
1307-00 Treatment Plant Maintenance						
1307-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
1307-02	Co-Generation		AC+2		AC+2	State of California Guidelines; 2 years plus the current year for maintenance projects.
1307-03	Fuel Inventory Logs		AA+4		AA+4	CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit
1307-04	Work Orders		CY+2		CY+2	State of California Guidelines; 2 years plus the current year for service requests for maintenance.

1400-00 FACILITIES

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis [®]
1401-00 Boundary (Maps & Drawings)						
1401-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1401-02	Service Area		P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1402-00 Base Maps						
1402-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1402-02	Tract/Subdivisions		P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1402-03	Parcels		P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1402-04	Hydrant Locations		P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1402-05	Plot Maps		P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1403-00 Wastewater Treatment Plant						
1403-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1403-02	Expansions	Includes maps and plans for projects.	P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1403-03	LAVWMA	Includes maps and plans for projects.	P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1404-00 Water System Facilities						
1404-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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1404-02	Fire Line	Includes maps and plans for projects.	P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1405-00 Collection System Facilities						
1405-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1406-00 Recycled Water Facilities						
1406-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1407-00 District-Owned						
1407-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1407-02	Easements		P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1408-00 Standard Detail						
1408-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1408-02	CIP Projects		P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1408-03	District Office	Includes maps and plans for projects.	P		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1409-00 Special Purpose						
1409-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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1410-00 Other Agencies						
1410-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1411-00 Historical						
1411-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1411-02	Parks	Includes maps and plans for projects.	CY+2	P	P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1411-03	Fire	Includes maps and plans for projects.	CY+2	P	P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1411-04	Old Wells	Includes maps and plans for projects.	CY+2	P	P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
1411-05	Historical District Related Newspaper Articles		CY+2	P	P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent

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1501-00 Reports & Studies						
1501-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1501-02	Water		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1501-03	Sewer		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1501-04	LAVWMA		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1501-05	TWA		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1501-06	Other Agency		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1501-07	Self-Monitoring		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1501-08	Reclamation		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis ®
1501-09	DERWA		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1502-00 Specifications						
1502-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1502-02	Water		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1502-03	Sewer		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1502-04	LAVWMA		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1502-05	Other Agency		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1502-06	AWWA Standards		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1502-07	DERWA		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1503-00 Management Reference						

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1503-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1503-02	Minutes		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1503-03	Approved Budgets		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1503-04	Code Books		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1503-05	Planning Documents		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1503-06	Historical Documents		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1503-07	Finance Documents		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1503-08	Agreements		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis ®
1503-09	Rules & Regulations	Reference copies of District rules and regulations.	ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1504-00 Books/Magazines						
1504-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1504-02	Text Books		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1504-03	Magazines		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1504-04	Seminar Handouts & Notes		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1504-05	Computer Manuals		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1504-06	Video Tapes/Cd		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.

1600-00 WWTP LIBRARY

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Series Code	Series Name	Description of Documents	Active Suggested Retention	Inactive Suggested Retention	Total Required Retention	Citations & Legal Basis ®
1601-00 Reports & Studies						
1601-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1601-02	Administration / Miscellaneous		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1601-03	Financial & Budgeting		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1601-04	Master Plans		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1601-05	Regulator		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1601-06	Safety		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1601-07	Geological / Environmental		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1601-08	Infrastructure		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1601-09	In-Plant Utilities		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.

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1601-10	Processes		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1601-11	Odor Control		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
<u>1602-00 Projects</u>						
1602-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1602-02	LAVWMA Projects		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1602-03	DERWA Projects		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1602-04	Wastewater Treatment Projects		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1602-05	Water Projects		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1602-06	Collection Projects		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.

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1602-07	Recycled Water Projects		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1602-08	Miscellaneous Projects		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1603-00 Manuals						
1603-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
1603-02	Training / Standard Operating Procedures		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1603-03	Projects / Facilities Manuals		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1603-04	Equipment Manuals		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1603-05	Miscellaneous Manuals		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1604-00 Books/Magazines/Catalogs						
1604-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	CY+2, AR		CY+2, AR	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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1604-02	Books & Texts		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1604-03	Product Catalogs		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.
1604-04	Product Brochures		ACT		ACT	Reference Record; Copy of original record maintained for reference purposes only. Record may be destroyed after business need is completed, as long as an original version of the document is maintained for the total legal retention requirement.