



Policy No. P200-23-1	Type of Policy: General
Policy Title: Records Retention	
Policy Description: Establishment of retention schedules for the management and destruction of District records	

Approval Date: 6/6/2023	Last Review Date: 2023
Approval Resolution No.: 16-23	Next Review Date: 2027
Rescinded Resolution No.: 21-15	Rescinded Resolution Date: 4/7/2015

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to institute comprehensive and uniform methods for the management of the District’s records in accordance with legal requirements, industry standards, and business needs; and to establish records retention schedules in accordance with Government Code Sections 60200–60204 relating to destruction of records of special districts.

1. Introduction and Scope

Pursuant to Government Code Section 60201(b)(2), Dublin San Ramon Services District has adopted the Secretary of State’s "Local Government Records Management Guidelines" established pursuant to Government Code Section 12236 to assist in determining minimum retention periods for records for which the statutory provisions for Destruction of Records of Special Districts (Government Code Sections 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 and the California Public Records Act (Government Code Section 6250, et seq.) provide the basis for establishing reasonable records retention schedules to meet regulatory requirements, operational and administrative needs, and best records management practices, and to classify the District’s records by series and establish a standard protocol for their destruction or disposition.

This policy and the attached Dublin San Ramon Services District Records Retention Schedules address all District records, regardless of media and storage. Email and other electronic communications are more fully addressed under a separate policy.

2. Storage of Records

Retention of official electronic records is managed in the District’s Trustworthy Enterprise Content Management System (ECMS), a trusted system defined by Government Code Section 12168.7(c) as “a combination of technologies, policies, and procedures for which there is no plausible scenario in which a

Policy No. P200-23-1	Policy Title: Records Retention
-----------------------------	--

public record retrieved from or reproduced by the system could differ substantially from the public record that is originally stored.” Physical records may be stored in offices, department filing areas, storage rooms, inactive records centers, or secured records vaults.

3. **Official Records, Copies, and Non-Records**

For retention purposes, a **record** includes any writing containing information relating to the conduct of the business prepared, owned, used, or retained by the organization regardless of physical form or characteristics. Government Code §6252(g) defines “**writing**” as “any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.” Records include the subsets of trusted copies, confidential records, vital records, historical records, electronic records, and transitory records, as defined below in this policy or the attached Records Retention Schedules.

“**Official record**” is the original record or “trusted copy” having the legally recognized and enforceable quality of any writing containing information related to the conduct of the District’s business. A “**trusted copy**” is a copy of an originally created record if the copy is created on a trusted system. “Trusted copies” are photographically or electronically generated documents controlled by daily operational procedures and policies to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document. Once a “trusted copy” is created, it will replace the original source document as the official record, and the “trusted copy” must then be retained as the official record in accordance with the requirements of this policy and the attached Records Retention Schedules. The original source document shall then be considered a “duplicate copy” and can be destroyed in the approved manner.

“**Duplicate copy**” is a copy of an “official record” if the copy is not within the definition of a “trusted copy.” In addition to hard copies of official records, “duplicate copies” also include, but are not limited to, database backups or other copies of electronic records. Per Government Code Section 60200, duplicates and copies of official records may be destroyed at any point after immediate use and/or before the retention period of the original record, but must not be retained longer than the total retention period of the original record. A “duplicate copy” may be destroyed after the employee ensures it is no longer required for the operational needs of the department. The District realizes that it neither has control over, nor can it enforce the storage, management, and disposal of, duplicate records released to outside entities.

“**Transitory record**” is a writing with only short-lived value because the information is used for a relatively short period of time and may be destroyed at any time after the employee ensures the record is not an official record and is no longer required for the operational needs of the department. Examples of transitory records may include, but are not limited to, the following documents that are not retained in the ordinary course of business: preliminary drafts, notes, interagency/intra-agency memoranda, email and electronic communications, voicemails, and audio recordings.

Policy No. P200-23-1	Policy Title: Records Retention
-----------------------------	--

“**Non-record**” means any writing which is not within the definition of a record. Examples of “non-record” include writings that are not directly related to the conduct of the District’s business and/or are used specifically for reference including, but not limited to, text books, brochures, catalogs, or seminar announcements.

4. Legal Holds on Destruction

Government Code Section 60201(d)(4) requires that 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. The District may also suspend destruction due to discovery requests, public records requests, or for any other reason.

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 specific individuals, and a specific subject or set of information, documents unrelated to the legal hold may be disposed according to the approved retention periods.

5. Records Destruction

The District Secretary, in whose custody the District’s records are kept, is hereby authorized to destroy District records in accordance with the adopted Records Retention Schedules after review and concurrence by department heads. Paper records may be destroyed by shredding or disposed of by placing in a recycling or trash receptacle. Electronic records may be destroyed by deleting or overwriting.

Notwithstanding the adopted Records Retention Schedules, the District Secretary is not authorized to 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.

6. Responsibilities

The General Manager (or designee) shall develop comprehensive rules and procedures in furtherance of this policy and is hereby directed and authorized from time to time to make and implement such changes in the attached Records Retention Schedules as may be determined, in conjunction with District’s General Counsel, to be required by the law then applicable.

The District Secretary (or designee) shall manage and implement the District’s Records Management Program, including dissemination of information, providing training to staff, assisting departments in the maintenance and destruction of records, providing review of changes in records management practices and any proposed amendments to this policy, and prepare recommendations for approval by Board of Directors.

Policy No. P200-23-1	Policy Title: Records Retention
-----------------------------	--

The District staff shall handle and process District records in accordance with the Department’s records management methods and this policy.

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

Schedule Headings

Series Code	Set of numbers assigned to a record series, a group of similar records arranged under a single filing system or kept together as a unit.
Series Name	Title of a record series.
Description of Documents	Details of a record series when a title is not sufficient.
Office of Record	Department responsible for maintaining records in a record series. This can be the department that creates the record, receives the record from outside of the District, or receives the record from another department within the District. Where the designation is "Districtwide," the Office of Record can be any department that may maintain documents in the record series.
System of Record	System used for maintaining records in a record series, as further described below.
Special Attributes	Identification of confidential, historical, or vital record, as further described below.
Total Required Retention	Length of time a record must be retained to fulfill its administrative, fiscal, and/or legal function.
Citations and Legal Basis	Legal requirements for a minimum retention period.

Systems of Record

EL	Electronic media.
MX	Mixed media: paper or electronic.
PA	Paper media.

Special Attributes

C	Confidential record, in general, is any record not disclosed to the public unless directed by court order.
H	Historical records have long-term value and document accomplishments, changes, and growth of the District.
P	Permanent records are required in perpetuity, usually identified by statute or other written guidance.
V	Vital record are critical records that are needed to continue or resume basic District operations.

Retention Codes

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 retention 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 retention code often applies to databases, since the data may be perpetually maintained in the software system.

LOB/LOV/ LOI/LOS/LOR

Maintain the documents for the life of board/committee, building, vehicle, improvement, system, or registrant.

P

Maintain all associated documents permanently.

S

After document is superseded, such as a policy or procedure.

+[Number]

Associated retention code, plus the number of years or months (shown with "Y" or "M" after number).

Office of Record Listing

Office of Record	Office of Record Description
Districtwide	Any department may maintain documents in the record series.
Board of Dir	Board of Directors - Vital records of the District such as resolutions, ordinances, agendas, minutes, agreements, easements, deeds, destruction reports.
Capital	Capital Projects - Design, construction, bids, etc.
Dev & Const	Development & Construction Services - Development/other projects, construction, permits, inspections, etc.
Exec	Executive Services - Board of Directors, Fair Political Practices Commission, Public Records Act requests, elections, subpoenas, legal, compliance, records management, event planning, facility use, etc.
Field Ops	Field Operations - Water, wastewater, recycled water infrastructure maintenance and repair, etc.
Finance	Financial Services - Operations budget, rate studies, payroll, accounts receivable/payable, audit, revenue, billing, debt and refinancing, etc.
General Mgr	Office of the General Manager - Reference materials used and maintained by the General Manager.
HR & Risk	Human Resources & Risk Management - Personnel, benefits, recruitment, claims, workers compensation, performance management, labor relations, leaves, employee engagement, risk management, training, etc.
IC&E	Instrumentation, Controls & Electrical - Supervisory Control and Data Acquisition (SCADA).
ITS	Information Technology Services - Applications, computer equipment, work devices, backups, licenses, programming, telephony, WiFi, cybersecurity, etc.
Lab & Tech	Laboratory & Technical Services - Sampling, compliance reports, quality assurance, chain of custody, microbiology, etc.
Mech Maint	Mechanical Maintenance - Equipment, fleet, facilities related.
Ops Library	Operations Library - Reference manuals, reports, procedures, etc.
Ops Support	Operations Support Services - Safety, emergency response, training, reports, etc.
Plan & Asset	Planning & Asset Management - Planning, environmental, pollution prevention, conservation, graphical information system, etc.
Plant Ops	Plant Operations - Treatment plant, recycled water plant, permits, industrial waste, etc.
Public Affairs	Public Affairs - District history, public outreach and communications, social media, district branding, official logo/graphics.
UB & CS	Utility Billing & Customer Services - Customer accounts, billing, delinquencies, meter rental, payment processing, etc.

0100-00 OFFICE ADMINISTRATION & REFERENCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	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.	Districtwide		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 – Departmental		Districtwide		CY+2	State of California Guidelines; Administrative Record
0101-03	Correspondence – Outside of District		Districtwide		CY+2	State of California Guidelines; Administrative Record
0101-04	District Policies	Vital Record. Includes District policies related to board business, general, operations, finance, purchasing, service, and personnel.	Districtwide	V	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.	Districtwide	V	S+5	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-06	Mission Statements		Districtwide	V	S+5	State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-07	Department Annual Goals & Objectives		Districtwide		S+5	State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded
0101-08	(Series Available for Use)					
0101-09	Departmental Staff Meetings	Departmental staff meetings and meeting notes for non-formal meetings. Non-agenda related reports and supporting documentation.	Districtwide		CY+2	State of California Guidelines; Administrative Record
0101-10	District Administration		Districtwide		CY+2	State of California Guidelines; Administrative Record
0101-11	Regulations		Exec	V	S+5	State of California Guideline: 5 years after superseded or expired
0101-12	Visitor Sign-in Sheets		UB & CS		CY+2	State of California Guidelines; Administrative Record
0101-13	Facility Use Applications & Insurance	Applications and insurance certificates from outside agencies and companies that use District facilities (Boardroom, meeting rooms, parking lots, etc.)	Exec		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for facility use permits and insurance binders
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.	Districtwide		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		Districtwide		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	Includes information on or from individual employee professional associations and organizations.	Districtwide		CY+2	State of California Guidelines; Administrative Record
0102-04	Community Organizations	Includes information and correspondence from local organizations outside of the District.	Districtwide		CY+2	State of California Guidelines; Administrative Record
0102-05	Newsletters/Publications - External	Newsletters and other publications received by the District. Potential Historical information.	Districtwide		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

0100-00 OFFICE ADMINISTRATION & REFERENCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ®
0102-06	(Series Available for Use)					
0102-07	(Series Available for Use)					
0102-08	Complaints	General complaints received by the district. Does not include Prop 218 protests or complaints.	Districtwide		CY+2	State of California Guidelines; 2 year plus the current year for maintenance and operations documents
0102-09	Historical Records	Includes newspaper clippings, photographs and other historical documents and materials. Historical records include materials valuable to inside and outside parties.	Districtwide	H	P	Administrative Decision: Maintain records designated as important to the history of the District permanently
0102-10	Special Events	Includes District hosted or attended events, such as employee recognition, receptions, ribbon cuttings, St. Patrick's Day Parade and other events.	Districtwide	H	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
0103-00	Forms Management					
0103-01	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.	Districtwide		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.	Districtwide		S	State of California Guidelines; Administrative record
0103-03	Form Letters	Does not include controlled forms.	Districtwide		S	State of California Guidelines; Administrative record
0103-04	Form Masters	Does not include controlled forms.	Districtwide		S	State of California Guidelines; Administrative record
0104-00	Records Management					
0104-01	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.	Districtwide		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		Exec	V	P	State of California Guidelines; 2 years after superseded Administrative Decision: Permanent for destruction tracking purposes
0104-03	Directives & Procedures		Exec		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		Exec	V	S	Administrative Decision; Retain current version only. Destroy printed versions older than 30 days, due to potential updates
0104-05	Inactive Records Storage Information		Exec		S+2	State of California Guidelines; 2 years after superseded

0100-00 OFFICE ADMINISTRATION & REFERENCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0105-00	<u>Public Affairs</u>					
0105-01	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.	Districtwide		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.
0105-02	District Newsletters	Review for historical content.	Public Affairs	H	CY+2, AR	Administrative Record, State of California Guidelines Review for historical content prior to destruction
0105-03	Public Relations	Potential historical information and may include photographs with historical value. Historical information should be reclassified to 0102-09 Historical Records.	Districtwide		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
0105-04	Customer Satisfaction Surveys & Questionnaires		Public Affairs		AC+2	State of California Guidelines; 2 years after completion for general studies and surveys
0105-05	District Reports	Includes annual and biannual District reports, District at a Glance, budget in brief, and other District produced reports to the public.	Public Affairs		CY+2	State of California Guidelines; Current year plus 2 years for annual activity/statistical reports by division
0105-06	Campaigns		Public Affairs		CY+7	State of California Guidelines; Current year plus 7
0105-07	Public Affairs Mailings	Includes Prop 218 notices, inserts, postcards and other mailings created by Public Affairs for other departments.	Public Affairs		CY+2	Administrative Record, State of California Guidelines
0105-08	Social Media	Applications such as ArchiveSocial.	Public Affairs		CY+2	Administrative Record, State of California Guidelines
0105-09	News Releases	Historical information should be reclassified to 0102-09 Historical Records.	Public Affairs		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
0106-00	<u>Information Technology</u>					
0106-01	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.	Districtwide		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	Equipment Inventory	Does not include logs. Only an active inventory listing updated as equipment is managed.	ITS		ACT	State of California Guidelines; Administrative Record, maintain while active
0106-03	Software	Includes installed software licenses and annual maintenance.	ITS		AT+4	CCP 343; Statutes of limitations of 4 years 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.
0106-04	Backups	Includes backups of programs and directories. Backups are for accidental deletions and disaster recovery only.	ITS		CM+12M	State of California Guidelines; Current month plus 2 months for daily backups Administrative Decision: Maintain server backups for the current month plus 12 months for disaster recovery and accidental deletions

0100-00 OFFICE ADMINISTRATION & REFERENCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0106-05	Video Surveillance Recordings	Includes storage of video. Storage eventually overwritten. Located at the District Office.	ITS		7 Days *	GC 53160; 100 days for routine video monitoring & telephone recordings. 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
0106-06	Voicemail Recordings	Deleted from systems after 31 days. Located at the District Office.	ITS		31 Days *	GC 53160; 100 days for routine video monitoring & telephone recordings. 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
0106-07	Electronic Conversations	Includes text messages and other electronic based conversations.	ITS		180 Days *	GC 53160; 100 days for routine video monitoring & telephone recordings. 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.
0106-08	Administrative Meeting Recordings	Includes meeting recordings and other internal audio and video recordings. Does not include Board meeting video recordings.	ITS		180 Days *	GC 53160; 100 days for routine video monitoring & telephone recordings. 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.
0107-00	Safety					
0107-01	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.	Districtwide		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 program outlines and forms.	Ops Support		S+7	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 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. Administrative Decision: Maintain for 7 years after the program is superseded
0107-03	(Series Available for Use)					

0100-00 OFFICE ADMINISTRATION & REFERENCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0107-04	Procedures		Ops Support		S+5	State of California Guideline: 5 years after superseded or expired
0107-05	(Series Available for Use)					
0107-06	(Series Available for Use)					
0107-07	Safety Meetings	Includes agendas and meeting minutes for various safety workgroups such as Emergency Communications, Emergency Planning, and Safety Committee.	Ops Support		CY+7	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 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	Includes Hazardous Materials Business Plan, information booklets, waste manifests, Department of Toxic Substances control manifests, hazardous materials management plan, carcinogen reports, hazardous materials inventory statements.	Ops Support		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.
0107-09	CalOSHA Logs		Ops Support		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.	Ops Support		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. Maintenance and other documents.	Ops Support		S+5 CY+2	State of California Guidelines; 2 years for maintenance records, 5 years after superseded for procedures
0107-12	Incident Reports		Ops Support		AC+7	42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
0107-13	Training Rosters		Ops Support		CY+7	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
0107-14	Equipment & System Manuals		Ops Support		LOS+2	State of California Guidelines; Life of the equipment plus 2 years

0100-00 OFFICE ADMINISTRATION & REFERENCE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0107-15	Safety Suggestions	Department prefers to maintain for 10 years.	Ops Support		CY+10	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision: Maintain safety suggestions for the current year plus 10 years for activity reference
0107-16	Ergonomic Evaluations & Assessments	Includes ergonomic assessment reports, evaluation forms, evaluation pictures and reports to staff.	Ops Support		CY+3	CCP 338(d); 3 years to commence action for mistakes
0107-17	Facility Inspections	Includes Safety Committee facility inspections and Fire & Life safety inspections.	Ops Support		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
0107-18	Equipment Inspections	Includes crane, fall protection equipment, SPCC equipment and tanks.	Ops Support		CY+2	State of California Guidelines; 2 years plus the current year
0107-19	Facilities Equipment Permits	Includes elevator, facility and other permits not related to water or sewer.	Ops Support		AE+2	State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
0107-20	Environmental Permits	Includes Bay Area Air Quality Management District, hazardous materials business plans, and other county, regional, state or federal agency environmental permits.	Ops Support		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

0200-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	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.	Districtwide		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		Plan & Asset	V	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.	Districtwide		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		Plan & Asset		S+2	State of California Guidelines; 2 years after master plan is superseded
0202-03	Annexations/Sphere Of Influence	Includes reports, agreements, public notices.	Plan & Asset		P	GC 60201(d); Real property records, permanent State of California Guidelines; Permanent
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.	Districtwide		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		Plan & Asset		S+2	State of California Guidelines; 2 years after master plan is superseded
0203-03	East Dublin		Plan & Asset		S+2	State of California Guidelines; 2 years after master plan is superseded
0203-04	West Dublin		Plan & Asset		S+2	State of California Guidelines; 2 years after master plan is superseded
0203-05	Dougherty Valley		Plan & Asset		S+2	State of California Guidelines; 2 years after master plan is superseded
0203-06	LAVWMA/TWA		Plan & Asset		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.	Districtwide		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.
0204-02	Water	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		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.

0200-00 PLANNING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0204-03	Recycled Water	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		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	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		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	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		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	Original master plan and documents leading up to the final version, including consultant and RFP information for completion of master plan.	Plan & Asset		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.	Districtwide		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.
0205-02	California Environmental Quality Act	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations.	Plan & Asset		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.	Plan & Asset		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

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	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.	Board of Dir		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	(Series Available for Use)					
0301-03	Minutes	Official minutes of the Board of Directors	Board of Dir	V	P	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent
0301-04	Agenda Packets	Includes agenda face sheets, draft minutes, staff reports and attached materials, letters and memos and documents received, created and/or submitted to the Board for regular, special, workshop and other Brown Act Board meetings.	Board of Dir		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, Notices of Completion, Certificates of Acceptance	Official minute orders of the Board of Directors.	Board of Dir	V	P	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent for minutes and recorded documents
0301-06	Agenda Reference Items	Includes images and physical files of agenda face sheets, staff reports and attached materials, letters, memos, and working documents maintained by the departments for reference purposes.	Districtwide		CY+5	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record Administrative Decision: Maintained in OnBase for 5 years as a courtesy for departments to reference.
0301-07	Proposition 218 Written Protests & Ballots	Also includes affidavit of mailing for protests and ballots.	Finance		CY+4	CCP 343, 349; Statutes of limitations GC 53755(3)(d); Maintain protests for 2 years GC 53753(d)(2); Maintain ballots for 2 years R&T 5097(a)(2); 4 years to claim tax refund League of California Cities Propositions 26 & 218 Implementation Guide Pg 114; Maintain protest materials for 4 years to meet R&T code 5097
0301-08	Board Meeting Video Recordings	Video recording of Board meetings	Board of Dir		CY+5	GC 54953.5; 30 days after recording Administrative Decision: Maintain Board video recordings for the current year plus 5 years as a courtesy for departments and the public to reference.
0301-09	Board Correspondence	Includes District customers and other agency correspondence to and from the Board.	Board of Dir		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0301-10	SB 343 Documents, Agenda Related	Documents received within 72 hours prior to a Board meeting directly relating to the agenda packet. Maintained in a binder at the front desk.	Board of Dir		CY+75	GC 54957.5; Make documents available to the public State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0301-11	SB 343 Documents, Informational	Documents received by the Board at meetings not relating to the agenda packet. Includes speaker cards, informational handouts, correspondence and other information received by the Board prior to meetings.	Board of Dir		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records

0300-00 DISTRICT ADMINISTRATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	Board of Dir		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	Committee Reference Materials	Includes images and physical files of agenda face sheets, staff reports and attached materials, letters, memos, and working documents maintained by the departments for reference purposes.	Board of Dir		CY+5	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record Administrative Decision: Maintained in OnBase for 5 years as a courtesy for departments to reference.
0302-03	SB 343 Documents, Agenda Related	Documents received within 72 hours prior to a Committee meeting directly relating to the agenda packet. Maintained in a binder at the front desk.	Board of Dir		CY+20	GC 54957.5; Make documents available to the public State of California Guidelines; Current year plus 2 years general recommendation for local government agency
0302-04	(Series Available for Use)					
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.	Board of Dir	V	P	GC 60201(d)(3); Minutes of governing bodies, Permanent State of California Guidelines; Permanent
0302-06	Committee Agenda Packets	Includes agenda face sheets, draft minutes, staff reports and attached materials, letters and memos and documents received, created and/or submitted to the Committee for regular, special, workshop and other Brown Act Committee meetings.	Board of Dir		CY+20	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Current Year plus 20 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.	Districtwide		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	Does not include annual District report which is provided by Public Affairs.	Districtwide		CY+5, AR	State of California Guidelines; 2 years plus the current year for general studies and reports. Administrative Decision; Current year plus 5 years, review annually for relevance to projects.
0303-03	Other Agency Generated		Districtwide		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.
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.	Board of Dir		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.	Board of Dir	V	P	GC 60201; Permanent GC 53901; Maintain budget, indefinite State of California Guidelines; Permanent

0300-00 DISTRICT ADMINISTRATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	Board of Dir	V	P	GC 60201; Permanent GC 53901; Maintain budget, indefinite State of California Guidelines; Permanent

0400-00 FINANCIAL SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	Districtwide		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.	Finance		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.	Finance		AA+2	State of California Guidelines; 2 years after audit
0401-04	Invoices	Paid invoices, CalCard statements and payments, account analysis, receipts, AP postings, employee requests for reimbursements, and supporting vendor documents.	Finance		AA+7	GC 60201(12); Maintain district credit card statements and payments for 7 years after payment. State of California Guidelines; 4 years after audit
0401-05	Cash Receipts		Finance		AA+4	CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0401-06	Journal Entries	Detail maintained in Eden/Munis. Postings maintained in OnBase	Finance		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.	Finance		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.	Districtwide		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	Cancelled Receivable Checks	Checks scanned and maintained in Remit Plus. Electronic copy of the cancelled check is the official record. Paper cancelled checks are maintained for 1 month for reconciliation purposes, then shredded.	Finance		AA+4	CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0402-03	Bank Statements/Reconciliation	Includes statements, summaries for receipts, disbursements & reconciliation.	Finance		AA+5	26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
0402-04	Remit Plus Database	Used to submit checks to banks for deposits.	Finance		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision: Duplicate and/or transitory records.
0402-05	Check Registers		Finance		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.	Finance		AA+5	CCP 337; Statutes of limitations, 4 years for action State of California Guidelines; Permanent Administrative Decision: Maintain investment statements and reports for 5 years after the annual audit to match the bank statement retention period.

0400-00 FINANCIAL SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	Districtwide		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.	Finance		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		Finance		P	State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.
0403-04	Performance Bonds		Finance		AC+2	State of California Guidelines; 2 years after completion for performance bonds
0403-05	Workers Compensation Insurance	Insurance and plan documents.	Finance		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.	Finance		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.	Finance		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.	Finance		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.	Finance		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
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.	Districtwide		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. Board of Directors time sheets maintained in OnBase.	Finance		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

0400-00 FINANCIAL SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0404-03	CalPERS Pension Reporting	Includes payroll processing CalPERS reports.	Finance		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
0404-04	Earnings/Withholding Reports (Taxes)	Forms 1096, 1099, W-4 and W-2.	Finance		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		Finance		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; Permanent for payroll registers
0404-06	Employee Payroll Changes	Includes payroll changes, workpapers, calculations and notes based on approved Personnel Action Forms. Duplicate records of documents maintain by Human Resources.	Finance		CY+2	GC 60200; Duplicate records may be destroyed at any point before the total retention period Administrative Decision: Maintain payroll changes for the current year plus 2 years for reference purposes.
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.	Districtwide		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.
0405-02	Annual Budget	Operating budget. Does not include 0802-03 Capital Improvement Budget.	Finance		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	Detail maintained in Eden/Munis. Postings maintained in OnBase.	Finance		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. Does not include 0802-04 Capital Improvement Budget Working Papers.	Finance		AA+2	State of California Guidelines; 2 years after audit

0400-00 FINANCIAL SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	Districtwide		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	Includes rate and fee studies.	Finance		S+2	State of California Guidelines; 2 years after superseded
0406-03	(Series Available for Use)		Finance			
0406-04	Reimbursement	Reimbursement to District for services from other agencies, such as DERWA, LAVWMA, etc. Detail maintained in Eden/Munis. Postings maintained in OnBase.	Finance		AA+4	CCP 337; Statute of limitations of 4 years
0406-05	Fees		Finance		S+2	State of California Guidelines; 2 years after superseded
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.	Districtwide		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.	UB & CS		AA+4	CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
0407-03	Customer Complaints		UB & CS		CY+2	State of California Guidelines; Current year plus 2
0407-04	Collections		UB & CS	C	AA+4	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit
0407-05	Bankruptcies	Includes bankruptcy notifications and court documents associated with bankruptcies where services must be provided by the District while the bankruptcy is active.	UB & CS	C	AC+4	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit for collections. Administrative Decision: Maintain bankruptcy files for 4 years after closure of the case to match collections retention recommendations.
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.	Districtwide		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.	Finance		AC+10	CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues
0408-03	Mandated Annual Reporting (Continuing Disclosure Documents)		Finance		AC+10	CCP 337.5; Statutes of limitations FC 30210; Maintain State of California Guidelines; 10 years after

0400-00 FINANCIAL SERVICES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0408-04	Bond Issues		Finance		P	CCP 337.5; Statutes of limitations, 10 years after expiration FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration, and Permanent for bond issues

0500-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0501-00	Personnel Data					
0501-01	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.	Districtwide		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.	HR & Risk	C	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.	HR & Risk	C	AT+6	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(a); 4 years after termination or action State of California Guidelines; 3 years after termination
0501-04	(Series Available for Use)					
0501-05	(Series Available for Use)					
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.	HR & Risk	C	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.	HR & Risk	C	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, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		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.
0502-02	Classification & Compensation	Includes job descriptions, organizational charts, District compensation surveys and reclassification data.	HR & Risk	C	CY+7	GC 60201d(12); 7 years. GC 12946(a); 4 years after termination or action 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	HR & Risk		S+5	CCP 343; 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
0502-04	DMV Employer - Pull Notice Program	Includes DMV annual employer pull notices. Notices are pulled every 12 months.	HR & Risk	C	S	VC 1808.1; must pull record at least every 12 months
0502-05	(Series Available for Use)					
0502-06	EEO Data / Surveys	Voluntarily completed by employees and filed separately from personnel records.	HR & Risk		CY+2	State of California Guidelines; Current year plus 2 years for employee statistics reports.

0500-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0503-00	Personnel Recruitment					
0503-01	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.	Districtwide		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.	HR & Risk	C	AC+4	GC 12946(a); 4 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, and EEO surveys completed by applicants.	HR & Risk	C	AC+4	GC 12946(a); 4 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
0504-00	Personnel Benefits & Compensation					
0504-01	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.	Districtwide		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.	HR & Risk	C	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.
0504-03	Deferred Compensation	Benefit plan documents and plan administration.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-04	Dental Plan	Benefit plan documents and plan administration.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.

0500-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	HR & Risk	C	AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-06	Health Plan	Benefit plan documents and information related to annual open enrollment, and health benefit vesting.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-07	Employee Assistance Program	Benefit plan documents.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
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.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-09	Life Insurance/Disability Plans	Benefit plan documents.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.

0500-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0504-10	EDD - Unemployment	Unemployment claims administration, claim information, and reporting. Maintained in the HR Manager's office.	HR & Risk		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.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-12	Vision Plan	Benefit plan documents.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-13	Share the Savings (Medical In-Lieu)	Benefit plan documents.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0504-14	Pay for Performance	Benefit plan documents.	HR & Risk		P	GC 60201d(12); 7 years. GC 12946(b); 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.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.

0500-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0504-16	Supplemental Benefits	Program documents for supplemental benefit plans including research, analysis, and administration.	HR & Risk		CY+2, AR	State of California Guidelines; Administrative Record
0505-00	CalPERS Administration					
0505-01	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.	Districtwide		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	Valuation Reports		HR & Risk		P	GC 34090; 2 year minimum requirement GC 12946; 4 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
0505-03	(Series Available for Use)					
0505-04	(Series Available for Use)					
0505-05	Contract Amendments		HR & Risk		P	GC 60201(12); 7 years after date of payment GC 12946(a); 4 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.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0505-07	Home Loan Program	Includes program information.	HR & Risk		AT+4	GC 12946(a); 4 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 4 years after plan termination. Other superseded plan documents may be destroyed after 4 years.
0505-08	Election Information	Includes Board of Elections documents, such as proof of distribution.	HR & Risk		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.	HR & Risk		CY+7	GC 60201(12); 7 years after date of payment 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.	HR & Risk		CY+5	State of California Guidelines; 5 years after completion for risk management actuarial studies
0505-11	Audit	Required CalPERS audit.	HR & Risk		P	State of California Guidelines; Permanent
0505-12	(Series Available for Use)					

0500-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0505-13	my-CalPERS	Includes online access authorization forms.	HR & Risk		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.	HR & Risk		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0506-00	Personnel Education And Training					
0506-01	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.	Districtwide		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.	HR & Risk		CY+7	29 CFR 1627.3(b); 1 year for training records GC 12946(a); 4 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.
0507-00	Personnel Occupational Health					
0507-01	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.	Districtwide		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.	HR & Risk		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
0508-00	Employee Relations					
0508-01	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.	Districtwide		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	Employment Actions	Administration of employee demotions, failed probationary periods, furloughs, layoffs, and terminations (confidential). Maintained in the HR Manager's office.	HR & Risk	C	AT+6	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; 4 years after termination or action State of California Guidelines; 3 years after termination
0508-03	Performance Management	Performance management program administration, annual evaluations, elements, procedures, surveys, and software (confidential). Maintained in the HR Manager's office and EE personnel files.	HR & Risk	C	AC+7	GC 60201d(12); 7 years
0508-04	Discipline	Administration of employee discipline (confidential). Individual disciplinary actions and/or decision communications are kept separately in the employee's human resources file. Maintained in the HR Manager's office.	HR & Risk	C	AT+2	GC 12946(b); Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees

0500-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0508-05	Investigations	Administration of fraud, harassment, hostile work environment, misconduct, retaliation, and vandalism-theft; and third-party vendor reporting (confidential). Maintained in the HR Manager's office. Hired employees: Applicants who filed a complaint:	HR & Risk	C	AT+2	GC 12946(b); 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
0508-06	DFEH Claims	Hired employees: Applicants who filed a complaint:	HR & Risk		AC+2 AT+4 AC+4	GC 12946(a); 4 years after completion 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, 5 years after termination for safety employees
0509-00	Labor Relations					
0509-01	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. Maintained in Labor Files.	Districtwide	C	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. Maintained in Labor Files. 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). Maintained in Labor Files.	HR & Risk	C	P CY+7	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 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. Maintained in Labor Files. 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). Maintained in Labor Files.	HR & Risk	C	P CY+7	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 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.

0500-00 HUMAN RESOURCES

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0509-04	International Federation of Professional and Technical Engineers, Local 21	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. 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). Maintained in Labor Files.	HR & Risk	C	P CY+7	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 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.
0509-05	Senior Management / At-Will	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. 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). Maintained in Labor Files.	HR & Risk	C	P CY+7	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 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	Unrepresented Employees	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Maintained in Labor Files. 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). Maintained in Labor Files.	HR & Risk	C	P CY+7	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946(a); 4 years after termination or action 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, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Districtwide		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.	HR & Risk		AC+4	GC 12946(a); 4 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.	HR & Risk		AC+4	GC 12946(a); 4 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.	HR & Risk		AC+4	GC 12946(a); 4 years after completion/position filled State of California Guidelines; 2 years after completion for employee programs and recognition.

0600-00 PURCHASING & MATERIAL ACQUISITION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	Districtwide		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:	Districtwide		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.	Finance		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.	Finance		CY+2	State of California Guidelines; Current year plus 2
0601-06	Vendor Information		Finance		ACT	Reference documents; Maintain while vendor is active or associated with the District
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.	Districtwide		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.	Districtwide		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:	Districtwide		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:	Districtwide		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.

0600-00 PURCHASING & MATERIAL ACQUISITION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	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.	Districtwide		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		Finance		AA+4	State of California Guidelines; 4 years after audit for fixed asset inventories.
0603-03	Vehicles & Equipment	Maintenance, repairs, and parts data and records.	Mech Maint		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	Space Planning		Exec		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0603-05	Surplus Property		Finance		AA+4	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit
0603-06	Vehicle & Other Titles	Includes pink slips from DMV and Dept of Housing. When vehicles or trailers are ready to sell, Maintenance requests the pink slip to complete the process.	Finance		LOV	State of California Guidelines: Maintain vehicle title for the life of the vehicle. No citation listed.

0700-00 LEGAL & LEGISLATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	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.	Districtwide		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		Board of Dir	V	P	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
0701-03	Resolutions		Board of Dir	V	P	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
0701-04	State Legislation	Correspondence and information in support or opposition to legislation.	Public Affairs		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-05	Ordinance Work Papers		Districtwide		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-06	Resolution Work Papers		Districtwide		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-07	District Code	Includes supplements.	Board of Dir	V	P	State of California Guidelines; Permanent
0701-08	Federal Legislation	Correspondence and information in support or opposition to legislation.	Public Affairs		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0701-09	County Legislation	Correspondence and information in support or opposition to legislation.	Public Affairs		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
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.	Districtwide		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	Formal Legal Opinions	CONFIDENTIAL. Includes formal written opinions from legal counsel. Opinions may be superseded due to changes in statutes or new case law.	Exec	C	S+2	State of California Guidelines: 2 years after superseded
0702-03	General Subject Legal Advice		Exec	C	CY+2, AR	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records Administrative Decision: Maintain general subject related legal advice documents for the current year plus 2 years to follow the State's general retention recommendation. Review
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.	Districtwide		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.

0700-00 LEGAL & LEGISLATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0703-02	Deeds/Quitclaim Deeds		Board of Dir	V	P	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent
0703-03	Easements, Right of Way, Right of Entry		Board of Dir	V	P	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent
0703-04	Agreements/Contracts Hard Copies	Maintained as duplicate once scanned version is imported into OnBase.	Districtwide		ACT	Administrative Decision: Maintained until scanned into OnBase
0703-05	Claims Against the District		HR & Risk		AC+6	42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 5 years after settlement or closure
0703-06	Assessment District		Exec		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0703-07	Litigation	General cases: High profile cases including significant impacts on the District (major tort, employment, etc.), broad reach, rates/fees/charges, wrongful death, possible publicity due to nature of a matter and other significant cases: Documents include all materials supporting the case and leading up to the court decision.	Districtwide		AC+7 P	State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
0703-08	Annexations/Detachments		Exec	V	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.	Districtwide		CY+4	CCP 343, 349; Statutes of limitations State of California Guidelines; Maintain legal and meeting notices for the current year plus 4 years.
0703-10	Public Records Requests	Granted and denied requests.	Exec		AC+2	GC 60201(d)(5); Until request is granted or 2 years after request has been denied in writing Administrative Decision: Maintain all public records requests for 2 years after completion for reference.
0703-11	Summons & Subpoenas		Districtwide		CY+2	State of California Guidelines; Current year plus 2 years for subpoena copies (originals are kept with the counties)
0703-12	Service, Supply & Equipment Agreements	Vendors, product acquisitions, services, professional services and consultants and all other general District agreements.	Districtwide		AC+5	CCP 337.2; Statutes of limitations CCP 343; 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.

0700-00 LEGAL & LEGISLATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0703-13	CIP / Infrastructure Agreements	Capital improvement, development and other infrastructure or labor related agreements.	Districtwide		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.
0703-14	Grant & Loan Agreements		Finance		AFP+5 *	21 CFR 1403.36(i)(11); 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 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 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. * State recommends referring to grant application close-out procedures, if any.
0703-15	Bond Agreements		Finance		AFP+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
0703-16	General Construction Agreements		Districtwide		AC+10	CCP 337.15; 10 years 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. State of California Guidelines; 10 years after project completion
0703-17	Joint Powers / Use Agreements		Board of Dir		P	State of California Guidelines; Permanent for joint powers authorities for insurance.
0703-18	Labor Agreements	Includes MOUs and employment agreements.	HR & Risk		P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
0703-19	Lease & License Agreements		Districtwide		AC+5	CCP 337.2; Statutes of limitations CCP 343; 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.
0703-20	Real Property Acquisitions, Agreements & Transactions		Districtwide		P	GC 60201(d)(8); Permanent for land and property related documents CCP337, 337.1(a), 337.15; Statutes of limitations H&S 19850; Life of Building, with exceptions.
0703-21	Settlement Agreements - Recorded		Districtwide		P	CCP 343; Statutes of limitations, general 4 years State of California Guidelines; Permanent for recorded documents
0703-22	Settlement Agreements - General		Districtwide		AC+4	CCP 343; Statutes of limitations, general 4 years
0703-23	Property Appraisals		Districtwide		AC+2	State of California Guidelines; 2 years for appraisals
0704-00	Agencies					

0700-00 LEGAL & LEGISLATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	Districtwide		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.	Districtwide		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.	Districtwide		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.	Districtwide		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.	Districtwide		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.	Districtwide		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.	Districtwide		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.	Districtwide		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.
0704-09	Water Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		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.	Districtwide		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.

0700-00 LEGAL & LEGISLATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0704-11	Membership Agencies	Correspondence & reports not attached to contracts, agreements or specific projects.	Districtwide		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.
0705-00	<u>Grant/Loan Programs</u>					
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.	Districtwide		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.	Districtwide		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 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.	Districtwide		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 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
0706-00	<u>Elections/Fair Political Practices Commission (FPPC)</u>					
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.	Districtwide		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 - Elected & Appointed	Includes FPPC form 700 - Statement of Economic Interest for elected and appointed officials.	Exec		AC+7	GC 81009e; 7 years after election closes

0700-00 LEGAL & LEGISLATION

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0706-03	Elections	Records used to compile final election results, may include copy of consolidated election application packets, final election certifications from counties, oaths of office, notices from counties, appointment applications, etc. Results are kept 2 Years After Election Closes, since originals are kept with the County.	Exec		AC+2	EC 17302-6; 6 months after election, if no contest, for election records 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 Administrative Decision: Maintain election materials for 2 years after the election closes for reference purposes.
0706-04	Form 800's	Includes Forms 802, 804 & 806.	Exec		AC+7	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies

0800-00 ENGINEERING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ®
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.	Districtwide		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.	Capital		AC+10	CCP 337.1(a), Statutes of limitations 4 years after completion of contract CCP 337.15, Statutes of limitations 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 for construction related projects.
0801-03	Specifications		Capital		P	CCP 337.15, Statutes of limitations 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		Capital		AC+10	CCP 337.15, Statutes of limitations 10 years after completion for development improvements and associated work. State of California Guidelines; Completion of project plus 10 years.
0801-05	Bids - Unsuccessful		Capital		CY+2	GC 60201(d)(11); 2 years for unaccepted bids or proposals State of California Guidelines; Current year plus 2, unsuccessful bids
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.	Capital		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 conformed or record drawing documents relating to planning, design, construction, conversion or modification of local government-owned facilities, structures & systems. Non-conformed and partial drawings are considered transitory and can be disposed of after the conformed or record drawings are completed.	Capital		P	CCP 337.15, Statutes of limitations 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0802-03	Capital Improvement Budget		Capital		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.	Capital		AC+2	State of California Guidelines; Current year plus 2 years for proposed budgets. Administrative Decision: Maintain budget workpapers for 2 years after budget approval.
0802-05	Labor Cost Tracking	Costs by employee & program.	Capital		AA+2	State of California Guidelines; 2 years after audit

0800-00 ENGINEERING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0803-00	<u>CORR Projects</u>					
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.	Districtwide		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.	Dev & Const		P	CCP 337.15, Statutes of limitations 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0804-00	<u>Facilities Maps & Plans</u>					
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.	Districtwide		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	Service Area		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-03	Tract/Subdivisions		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-04	Parcels		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-05	Hydrant Locations		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-06	Plot Maps		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-07	Expansions	Includes maps and plans for projects.	Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-08	LAVWMA	Includes maps and plans for projects.	Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-09	Fire Line	Includes maps and plans for projects.	Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-10	Collection System Facilities		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-11	Recycled Water Facilities		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-12	Clean Water Revival		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent

0800-00 ENGINEERING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ®
0804-13	CIP Project Maps & Plans		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-14	District Office	Includes maps and plans for projects.	Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-15	Special Purpose		Dev & Const		P	GC 60201(d)(8); Permanent for land and property related documents State of California Guidelines; Permanent
0804-16	Adjacent Cities		Dev & Const		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0804-17	Alameda County		Dev & Const		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period
0804-18	California Dept of Transportation		Dev & Const		ACT	GC 60200; Duplicate records may be destroyed at any point before the total retention period
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.	Dev & Const		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		Dev & Const		AC+2	State of California Guidelines; Completion of study plus 2 years
0805-03	(Series Available for Use)					
0805-04	Certificates of Capacity Rights	Permits to connect to the District's sewer and water systems.	Dev & Const		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.	Dev & Const		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
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.	Districtwide		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	Engineering and construction development projects for residential, industrial and commercial locations. Also includes Development Review Committee documents from cities and sewer capacity.	Dev & Const		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

0800-00 ENGINEERING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ®
0806-03	Conditional Use Permit Review	Includes comments from the District on municipal CUPs.	Dev & Const		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
0807-00	<u>Institutional Projects</u>					
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.	Districtwide		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.	Dev & Const		P	CCP 337.15, Statutes of limitations 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.	Dev & Const		P	CCP 337.15, Statutes of limitations 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.	Dev & Const		P	CCP 337.15, Statutes of limitations 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.	Dev & Const		P	CCP 337.15, Statutes of limitations 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.	Dev & Const		P	CCP 337.15, Statutes of limitations 10 years after completion for development improvements and associated work. State of California Guidelines; Permanent
0808-00	<u>Repair/Overlays/Miscellaneous Projects</u>					
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.	Districtwide		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.	Dev & Const		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.	Dev & Const		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.	Dev & Const		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.	Dev & Const		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.	Dev & Const		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.

0800-00 ENGINEERING

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
0808-07	LAVWMA	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Dev & Const		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0808-08	Fee-Related Studies		Dev & Const		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.	Dev & Const		CY+2	State of California Guidelines; Current Year plus 2 years for maintenance projects.
0809-00	Record Group (Available for Use)					
0810-00	Record Group (Available for Use)					
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.	Dev & Const		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.	Dev & Const		P	State of California Guidelines; Current year plus 5. Administrative Decision: Maintain log books permanently to track and audit activity.
0811-03	Tract Inspections	Includes correspondence, fees, appeal requests and inspection reports.	Dev & Const		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.	Dev & Const		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.	Dev & Const	H	P	State of California Guidelines; Current year plus 2 years for building inspections. Administrative Decision: Maintain inspections permanently for historical content and photographs.
0811-06	Recycled Water Inspections	Include site inspection correspondence.	Plan & Asset		CY+2	State of California Guidelines; Current year plus 2 years for building inspections.

0900-00 FUNCTION AVAILABLE FOR USE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
-------------	-------------	--------------------------	------------------	--------------------	--------------------------	--------------------------------------

1000-00 WATER

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	Districtwide		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		Field Ops		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	(Series Available for Use)					
1001-04	Test/Logs/Reports	Compliance documentation including strip charts, sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Field Ops		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		Field Ops		CY+3	40 CFR 141.33; 3 years after completion for corrections to water system violations
1001-06	Infrastructure		Field Ops		P	State of California Guidelines; Locations and connection records are permanent
1001-07	(Series Available for Use)					
1001-08	Water System O & M Manuals		Field Ops		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		Field Ops		CY+10	40 CFR 141.33; Maximum 10 years after completion relating to sanitary surveys
1001-10	Backflow Test & Maintenance Reports		Field Ops		CY+3	17 CCR 7605; 3 years for backflow testing and maintenance reports
1001-11	Water/Sewer Service Calls	Includes work orders, entry cards, manholes, service to property owners, inspection, repairs, cleaning, reports, complaints.	Field Ops		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.	Field Ops		CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for water quality compliance documents
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.	Districtwide		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.	Ops Support		CY+2	State of California Guidelines; Current year plus 2 years for conservation records
1002-03	Drought	Conservation reports.	Ops Support		CY+2	State of California Guidelines; Current year plus 2 years for conservation records
1002-04	Urban Water Conservation	Conservation reports.	Ops Support		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.	Ops Support		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

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1003-00	<u>Water Resources</u>					
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.	Districtwide		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.	Ops Support		P	State of California Guidelines; Permanent for wells, mains, valves and hydrant locations.
1003-03	Water Sources	May include wells, lakes, rivers, other Districts.	Ops Support		P	State of California Guidelines; Permanent for wells, mains, valves and hydrant locations.

1100-00 RECYCLED WATER

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	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.	Districtwide		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 information on recycling programs, such as the Recycled Water Fill Station and other local programs.	Plant Ops		CY+2	State of California Guidelines; Administrative materials
1101-03	Task Forces		Plant Ops		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.	Plant Ops		CY+2	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
1101-05	Reports & Studies	General reports and studies from internal and external sources.	Plant Ops		ACT	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain reports while actively relevant.
1101-06	Recycled Water Permits		Plant Ops		AE+2	State of California Guidelines; Maintain for the Current Year plus 2 years
1101-07	Strategic Planning		Plant Ops		S+2	State of California Guidelines; 2 years after master plan is superseded.

1200-00 SEWER

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
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.	Districtwide		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		Field Ops		P	State of California Guidelines; Permanent for hydrograph reports and daily flow of streams.
1201-03	(Series Available for Use)					
1201-04	Sewer Line Testing	Does not include compliance documents.	Field Ops		CY+2	State of California Guidelines; Current year plus 2 years for maintenance and operations records.
1201-05	Rate Schedules		Field Ops		CY+2	State of California Guidelines; Current year plus 2 years for rates
1201-06	(Series Available for Use)					
1201-07	System Maintenance		Field Ops		CY+2	State of California Guidelines; Current year plus 2 years for maintenance and operations records.
1201-08	Infrastructure		Field Ops		P	State of California Guidelines; Locations and connection records are permanent
1201-09	(Series Available for Use)					
1201-10	Task Forces		Field Ops		CY+2	State of California Guidelines; Maintain for the Current Year plus 2 years

1300-00 WASTEWATER TREATMENT PLANT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1301-00	<u>Plant Administration/Operations</u>					
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.	Districtwide		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.	Plant Ops		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.	Plant Ops		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		Plant Ops		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.
1301-05	Reports & Studies		Plant Ops		CY+5	40 CFR 122.41; Up to 5 years after completion 18 CFR 125.3; 3 years for operation logs State of California Guidelines; Current year plus 5 years for discharge reports.
1302-00	<u>Government Reports</u>					
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.	Districtwide		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.	Plant Ops		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		Plant Ops		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.	Plant Ops		CY+5	40 CFR 122.41; 3 years for reports for permit State of California Guidelines; Current year plus 5 for discharge monitoring
1302-05	Industrial Waste Reports		Plant Ops		CY+10	40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
1303-00	<u>LAVWMA</u>					
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.	Districtwide		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.

1300-00 WASTEWATER TREATMENT PLANT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1303-02	EBDA Report	East Bay Dischargers Authority	Plant Ops		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
1303-03	Pump Station Report		Plant Ops		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		Plant Ops		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.	Plant Ops		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.	Plant Ops		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
1303-07	Chlorine Analysis		Plant Ops		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		Plant Ops		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

1300-00 WASTEWATER TREATMENT PLANT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1303-09	Digester Worksheet		Plant Ops		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		Plant Ops		CY+2	State of California Guidelines; Current year plus 2 years
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.	Districtwide		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		Plant Ops		P	State of California Guidelines; Permanent for field notes, maps and locations of equipment.
1304-03	Sludge Storage Basins/FSL Site		Plant Ops		P	State of California Guidelines; Permanent for field notes, maps and locations of equipment.
1305-00	Record Group (Available for Use)					
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.	Districtwide		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.	Plant Ops		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.	Plant Ops		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.	Plant Ops		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

1300-00 WASTEWATER TREATMENT PLANT

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1306-05	Recycled Water Users	Includes recycled water customer connection drawings.	Plant Ops		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.	Plant Ops		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
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.	Districtwide		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.
1307-02	Co-Generation		Plant Ops		AC+2	State of California Guidelines; 2 years plus the current year for maintenance projects.
1307-03	(Series Available for Use)					
1307-04	Work Orders		Plant Ops		CY+2	State of California Guidelines; 2 years plus the current year for service requests for maintenance.
1307-05	Hazardous Waste Manifests		Plant Ops		CY+10	40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
1307-06	Preventative Maintenance Reports - Annual		Plant Ops		AC+3	State of California Guidelines; 2 years plus the current year for maintenance projects. Administrative Decision: Maintain annual reports for 3 years after completion for reference and trending purposes.
1307-07	Preventative Maintenance Reports - Tri-annual		Plant Ops		AC+9	State of California Guidelines; 2 years plus the current year for maintenance projects. Administrative Decision: Maintain tri-annual reports for 9 years after completion for reference and trending purposes.

1400-00 FUNCTION AVAILABLE FOR USE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
-------------	-------------	--------------------------	------------------	--------------------	--------------------------	--------------------------------------

1500-00 FUNCTION AVAILABLE FOR USE

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
-------------	-------------	--------------------------	------------------	--------------------	--------------------------	--------------------------------------

1600-00 WWTP LIBRARY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	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.	Districtwide		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		Ops Library		AR	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. Review Annually for potential historical reference.
1601-03	Financial & Budgeting		Ops Library		AR	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. Review Annually for potential historical reference.
1601-04	Master Plans		Ops Library		AR	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. Review Annually for potential historical reference.
1601-05	Regulatory		Ops Library		AR	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. Review Annually for potential historical reference.
1601-06	Safety		Ops Library		AR	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. Review Annually for potential historical reference.
1601-07	Geological / Environmental		Ops Library		AR	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. Review Annually for potential historical reference.

1600-00 WWTP LIBRARY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1601-08	Infrastructure		Ops Library		AR	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. Review Annually for potential historical reference.
1601-09	In-Plant Utilities		Ops Library		AR	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. Review Annually for potential historical reference.
1601-10	Processes		Ops Library		AR	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. Review Annually for potential historical reference.
1601-11	Odor Control		Ops Library		AR	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. Review Annually for potential historical reference.
1602-00	Projects					
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.	Districtwide		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		Ops Library		AR	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. Review Annually for potential historical reference.
1602-03	DERWA Projects		Ops Library		AR	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. Review Annually for potential historical reference.

1600-00 WWTP LIBRARY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis ®
1602-04	Wastewater Treatment Projects		Ops Library		AR	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. Review Annually for potential historical reference.
1602-05	Water Projects		Ops Library		AR	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. Review Annually for potential historical reference.
1602-06	Collection Projects		Ops Library		AR	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. Review Annually for potential historical reference.
1602-07	Recycled Water Projects		Ops Library		AR	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. Review Annually for potential historical reference.
1602-08	Miscellaneous Projects		Ops Library		AR	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. Review Annually for potential historical reference.
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.	Districtwide		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		Ops Library		AR	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. Review Annually for potential historical reference.

1600-00 WWTP LIBRARY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1603-03	Projects / Facilities Manuals		Ops Library		AR	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. Review Annually for potential historical reference.
1603-04	Equipment Manuals		Ops Library		AR	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. Review Annually for potential historical reference.
1603-05	Miscellaneous Manuals		Ops Library		AR	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. Review Annually for potential historical reference.
1604-00	<u>Books/Magazines/Catalogs</u>					
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.	Districtwide		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.
1604-02	Books & Texts		Ops Library		AR	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. Review Annually for potential historical reference.
1604-03	Product Catalogs		Ops Library		AR	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. Review Annually for potential historical reference.
1604-04	Product Brochures		Ops Library		AR	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. Review Annually for potential historical reference.

1700-00 PLANT LABORATORY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1701-00	<u>Instrumentation</u>					
1701-01	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.	Districtwide		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.
1701-02	Metals Lab Reports		Lab & Tech		CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1701-03	Organics Lab Reports		Lab & Tech		CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1701-04	Anions Lab Reports		Lab & Tech		CY+10	40 CFR 141.33; 10 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1702-00	<u>Quality Assurance / Control</u>					
1702-01	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.	Districtwide		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.
1702-02	Calibration		Lab & Tech		CY+12	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1702-03	Reagent Preparation		Lab & Tech		CY+12	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1702-04	Proficiency Testing		Lab & Tech		CY+12	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.
1702-05	Daily Equipment Checks		Lab & Tech		CY+12	40 CFR 122.41; 5 years for calibration records Administrative Decision: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.

1700-00 PLANT LABORATORY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1703-00	<u>Chain Of Custody</u>					
1703-01	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.	Districtwide		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.
1703-02	Lab Sample Log Books		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-03	Environmental Compliance		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-04	Special Projects		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-05	Leaks / Sanitary Sewer Spill Overflow		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-06	New Construction		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1703-07	Drinking Water Distribution		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1704-00	<u>Microbiology</u>					
1704-01	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.	Districtwide		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.
1704-02	New Construction	For drinking water.	Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1704-03	Water Distribution		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1704-04	Fecal / Entero		Lab & Tech		CY+5	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis.
1704-05	DERWA		Lab & Tech		CY+5	40 CFR 122.41; 5 years for discharge monitoring.

1700-00 PLANT LABORATORY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1704-06	Microbiology Quality Control		Lab & Tech		CY+12	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis. Administrative Decision: Maintain microbiology records for at least the current year plus 12 years after completion to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.
1704-07	Special Projects	For both drinking and waste water.	Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1704-08	Microscope Examination	Worksheets for observations.	Lab & Tech		CY+5	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis.
1705-00	Wet Chemistry					
1705-01	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.	Districtwide		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.
1705-02	Cyanide		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-03	Phenol		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-04	Biochemical Oxygen Demand		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-05	Chemical Oxygen Demand		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-06	Ammonia		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-07	Total Dissolved Solids		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis. Administrative Decision: Maintain report for the current year plus 12 years to simplify destruction of records.

1700-00 PLANT LABORATORY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1705-08	Total Suspended Solids		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis. Administrative Decision: Maintain report for the current year plus 12 years to simplify destruction of records.
1705-09	Digester / Solids		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis. Administrative Decision: Maintain report for the current year plus 12 years to simplify destruction of records.
1705-10	Chlorine Residual		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-11	Silica		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-12	Langelier / Smp		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-13	Total / Calcium Hardness		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-14	Alkalinity		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-15	Turbidity		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1705-16	Process		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.
1706-00	Reports					
1706-01	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.	Districtwide		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.
1706-02	Self Monitoring Reports		Lab & Tech		CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports

1700-00 PLANT LABORATORY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EL - Electronic Media, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOV/LOI/LOS/LOR - Life of Board, Building, Vehicle, Improvement, System or Registrant, MX - Mixed Media (PA and EL), P - Permanent, PA - Paper Media, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents	Office of Record	Special Attributes	Total Required Retention	Citations & Legal Basis [®]
1706-03	Dept Of Drinking Water		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1706-04	Biosolid		Lab & Tech		CY+5	40 CFR 122.41; 5 years for sewage sludge use and disposal.
1706-05	Dedicated Land Disposal		Lab & Tech		CY+5	40 CFR 122.41; 5 years for sewage sludge use and disposal, and discharge monitoring.
1706-06	LAVWMA		Lab & Tech		CY+5	40 CFR 122.41; 5 years for discharge monitoring.
1706-07	Environmental Compliance		Lab & Tech		CY+12	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports
1706-08	Sub-Contracted Lab Reports	For wastewater analysis.	Lab & Tech		CY+12	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis. Administrative Decision: Maintain sub-contracted lab records for at least the current year plus 12 years to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.
1706-09	Other Reports		Lab & Tech		CY+12	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for compliance documents.
1706-10	Wells		Lab & Tech		CY+12	State of California Guidelines; Current year plus 2 years for water source records. Administrative Decision: Maintain well records for at least the current year plus 12 years to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.