

RESOLUTION NO. 2320

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT AMENDING AND UPDATING RECORDS RETENTION POLICY AND SCHEDULES

WHEREAS, the keeping of numerous records is not required after a certain period of time for the effective and efficient operation of the Leucadia Wastewater District; and

WHEREAS, Sections 60200 through 60203, and 34090 of the Government Code of the State of California allow the District to authorize the destruction or disposition of any category of records so long as the governing body of the District adopts a resolution finding that the destruction or disposition of this category of records will not adversely affect any interest of the District or of the public and maintains a categorical list of documents destroyed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Leucadia Wastewater District as follows:

Section 1. The Records Retention Policy and Schedules (attached) of the Leucadia Wastewater District shall be consistent with above mentioned Government Codes established by the State of California.

Section 2. The records of the Leucadia Wastewater District as set forth in the Records Retention Policy and Schedules and incorporated herein by this reference, are hereby authorized to be destroyed after the requisite minimum holding period as provided by Sections 60200 through 60203 and 34090 of the Government Code of the State of California in accordance with the provisions of said guidelines without further action by the Board of Directors of the Leucadia Wastewater District.

Section 3. The destruction of records not required to be retained will not adversely affect any interest of the District or of the public.

Section 4. The destruction of any record as provided for herein shall be by shredding or other effective method of destruction and the District shall maintain a categorical list of the destroyed information that reasonably identifies the information contained in the records in each category.

Section 5. The term "records" as used herein shall include any writing as defined by Government Code Section 6252.

Section 6. This resolution supersedes Resolution No. 2264.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held December 11, 2019 by the following vote:

AYES: Kulchin, Juliussen, Omsted, Hanson

NOES: None.

ABSENT: Sullivan

ABSTAIN: None.



David Kulchin, President

ATTEST:



Paul J. Bushee, General Manager
(SEAL)



Ref: 20-6939

RECORDS RETENTION POLICY and SCHEDULES

PURPOSE

The Records Retention Policy ("Policy") establishes record-keeping requirements and retention periods for Leucadia Wastewater District ("District") records. In addition, it provides the District with legal authority to dispose of records within an organized and controlled system.

SCOPE

The guidelines of this Policy and its procedures must be consistent with California Government code sections 34090 and 60200-60203. In addition, *District Records may be subject to public disclosure (see the District's Public Records Act Request Policy ref. 14-3862 and/or Government Code 6250 et seq.).*

This Policy supersedes Resolution No. 2264 Amending and Updating Records Retention Policy and Schedules.

DEFINITIONS

This Policy applies to all records including paper, electronic (including emails), microfilm, magnetic/paper tapes, and any other document produced, received, owned, or used by the District regardless of its physical form or characteristics. Records are classified as District Records and Non-Records.

Definitions and examples of records are as follows:

District Records: Any writing or document, including electronic files, containing information relating to the conduct of the District's business that is prepared, owned, used, received, or retained by the District, regardless of physical form or characteristic.

Non-Record: Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, library/research materials, publications, blank forms. Also documents such as preliminary drafts, works in progress, preliminary electronic records used to create a final version, copies of original records, hand-written rough notes, and other material used in the preparation or analysis of other documents.

RECORD RETENTION SCHEDULE

The Record Retention Schedule ("Schedule") is a comprehensive list of records sorted by departments that identify the length of time each District Record must be retained based on its operational, fiscal, regulatory, referential, legal, and historical value. Records listed on the Schedule are District Records unless otherwise specified.

POLICY

When records have fulfilled their administrative, fiscal, or legal function they should be either sent to the District's archive facility, recycled, and/or destroyed as soon as possible in accordance with the District's Schedule (Attachment A). Destruction of paper records shall be by shredding and destruction of electronic records shall be by deleting from the system on which they reside. Deleted electronic records, including emails are considered to have been destroyed once they have been deleted from the active computer system.

PROCEDURE

Designated department staff shall periodically review/purge department paper, electronic files, and emails according to the Schedule (Attachment A) and as follows:

1. Paper Files:

- Paper files that require storage at the archive facility shall be boxed and labeled, then provided to the Administrative Specialist for coordination of pick-up of boxes.
- If paper files have reached the end of their retention period, then they shall be boxed and labeled, then provided to the Administrative Specialist. The Administrative Specialist will complete a destruction approval form that lists the record's title and retention period end date. The form will need to be signed by the General Manager approving the destruction of the records.
- The Administrative Specialist will then coordinate the pick-up of boxes and will receive a certification of destruction form after the records have been destroyed by the archive facility.
- The Administrative Specialist will update the storage log and destruction of documents log, once the documents/files have been destroyed.

2. Electronic Files:

- Electronic files that are stored on the server/network in folders will need approval before deletion. Once the record has reached its retention period, the file should be transferred to the "Review and Approval for Destruction" folder on the server/network. A list of files to be destroyed and the retention period end date will be provided to the Administrative Specialist and signed by the Department Manager. The Administrative Specialist will complete a destruction approval form with the names of the files and the retention period end date. The form will need to be signed by the General Manager before the records are deleted. A destruction list of electronic records will be maintained by the Administrative Specialist.

3. Emails:

- Employees are responsible for the management of their email boxes. All users of District computers and/or electronic communication resources should review their email at least weekly and emails that qualify as District Records should be filed appropriately in a separate folder on the server/network. Once these emails have reached their retention period they should be transferred to the "Review and Approval for Destruction" folder on the server/network. Destruction of emails that are District Records should follow the same procedures as electronic files listed above.

4. Non-Records:

- Drafts used to create a final version shall be deleted after the final version or electronic file is completed, or if retained, shall be subject to the Schedule applicable to the document category.

- All other Non-Records shall be destroyed during the normal course of business when the item is no longer needed.
- Non-Record emails should be deleted in the normal course of business, generally after reading.
- Non-work-related emails should be immediately and permanently deleted (the same day the message is received).

LITIGATION HOLDS

When litigation is threatened or pending against the District or its employees, the law imposes a duty to preserve all relevant documents and records. A litigation hold directive must be issued to the legal custodians of those documents.

A litigation hold directive overrides this Policy, as well as any records retention schedules that may otherwise call for the transfer, disposal, or destruction of relevant documents, until the hold has been cleared.

Email and accounts of separated employees that have been placed on litigation hold status must be maintained by the District until the hold is released.

No employee who has received a litigation hold directive may alter or delete an electronic record that falls within the scope of that hold. Those employees are required to provide access to, or copies of, any relevant electronic records that they have downloaded and saved, or moved to some other storage account or device.

ROLE & RESPONSIBILITIES

Supervisors and/or Managers are responsible for providing records retention guidance to staff within their respective department. The guidance provided must be in accordance with this Policy.

Originators and custodians of electronic messages, records, and information that have lasting value are responsible for:

- Appropriately identifying and retaining such records in accordance with this Policy;
and
- Seeking assistance when unsure about how to categorize specific types of messages.

District employees who have been notified by management of a litigation hold are responsible for preserving all messages, records, and information that fall within the scope of the hold.

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Administration	General Correspondence (includes written protests)	Current year + 2 years	Current year + 2 years	GC 34090; 60201
Administration	Agreements - leases, equipment, services/supplies (through completion/termination) (excluding CIP)	Current year + 5 years	Current year + 5 years	CCP 337.2, 343; B&P 7042.5; GC 53066
Administration	Professional Services Agreements	7 years	7 years	GC 60201
Administration	Records Retention Schedules	Active until revised	until revised/rescinded	GC 60201
Administration	Policies and Procedures	Active until revised	until revised/rescinded	GC 60201
Administration	Legal Advertising (public notices)	Current year + 4 years	Current year + 4 years	GC 34090; CCP 343, 349 et seq.; GC 911.2
Administration	Public Records Request	Closed + 2 years	Closed + 2 years	GC 34090
Administration	Inventory of Records	Current year + 2 years	Current year + 2 years	GC 34090; 80 OPS Atty. General 106
Administration	Records Mgmt Disposition Certification	Permanent	Permanent	GC 34090
Administration	Management Reports	2 years	2 years	GC 34090
Administration	Plaques	Permanent	Permanent	Historic value
Administration	Audit hearing/review	2 years (after audit)	2 years (after audit)	GC 34090

Attachment A
Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Administration	Articles of Incorporation	Permanent	Permanent	GC 34090
Administration	Non-Elected Conflict of Interest filings	4 years (copies)	4 years (copies)	FPPC Regulations (original forms are filed at the County office)
Administration	Insurance Programs	Superseded + 2	Superseded + 2	GC 34090
Administration	Goals & Objectives	2 years	2 years	GC 34090
Administration	Travel Reports	7 years	7 years	GC 60201
Board	Board Correspondence - All incoming, outgoing, & written protest	2 years	2 years	GC 60201
Board	Board Meeting Audio Recordings	Current + 3 months	Current + 3 months	GC 54953.5 (b); GC 34090.7
Board	Mission/Vision Statements	Active until revised	until revised/rescinded	GC 34090
Board	Ordinances (repealed ordinances can be destroyed 5 yrs. after date of repeal)	Permanent	Permanent	GC 34090 (d); 60201
Board	Resolutions	Permanent	Permanent	GC 34090 (d); 60201
Board	Agendas	2 years	2 years	GC 34090 (d) (original agendas, special meeting notices, including cert. of postings, summaries, and attachments)
Board	Agenda reports	2 years	2 years	GC 34090

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Board	Minutes	Permanent	Permanent	GC 34090; 60201
Board	Council Proclamations (not assigned a resolution/ordinance)	2 years (after superseded)	2 years (after superseded)	GC 34090
Board	Elected Conflict of Interest filings	4 years (copies)	4 years (copies)	FPPC Regulations (original forms are filed at the County office)
Board	Applications (not selected)	2 years	2 years	GC 34090
Board	Applications (selected)	5 years (after termination)	5 years (after termination)	GC 34090
Board	Articles of Incorporation	Permanent	Permanent	GC 34090
Board	Appeals	3 years	3 years	GC 34090
Board	Petitions	1 year	1 year	GC 34090
Board	Travel Reports	7 years	7 years	GC 60201
CIP/Development	Bonds (development)	10 years	10 years	CCP 337.5
CIP/Development	Work Service requests rec'd or created (connection with the performance of work/services)	2 years	2 years	GC 34090
CIP/Development	Code books	Permanent	Permanent	GC 34090 e

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
CIP/Development	Correspondence (working documentation)	2 years	2 years	GC 34090 (d)
CIP/Development	Development conditions	life of infrastructure	life of infrastructure	GC 34090
CIP/Development	Development agreements	Permanent	Permanent	GC 34090;CCP337,337.1(a);337.15;8 CFR; 4.703
CIP/Development	Permits (includes encroachments, grading)	Permanent	Permanent	GC 34090
CIP/Development	Sewer Connection Records	Permanent	Permanent	GC 34090
CIP/Development	Maps & Plats, boundary maps, drawings, zoning, tentative subdivision, parcel, land use maps	Permanent	Permanent	GC 34090 (a)
CIP/Development	Master Plans (includes special/long range program plan)	2 years	2 years	GC 34090
CIP/Development	Projects not completed/denied	Closed + 2 years	Closed + 2 years	GC 34090
CIP/Development	Engineering Studies, Special projects	Closed + 2 years	Closed + 2 years	GC 34090 (d)
CIP/Development	Flood control/drainage facilities/zones	Permanent	Permanent	GC 34090
CIP/Development	Surveys (recording data and maps)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Blueprints, Specs (submitted by contractors w/ application for permit	2 years	2 years	GC 34090 (a)

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
CIP/Development	Construction approved (new commercial/residential/ room additions, block walls/remodeling)	Permanent	Permanent	GC 34090(a)
CIP/Development	Reports, Federal and State	Permanent	Permanent	GC 34090 (a) (records that may contain records affecting title to real property/liens)
CIP/Development	CIP Projects (planning, design, construction/modification of local government- owned facilities, structures and systems	Permanent	Permanent	GC 34090 (a)
CIP/Development	Environmental Quality records (Asbestos, CEQA, soil reports)	Permanent	Permanent	GC 34090 (a)(d)
CIP/Development	Sphere of Influence records	Permanent	Permanent	GC 34090
CIP/Development	Abandonment (buildings, condemnation, demolition)	Permanent	Permanent	GC 34090 (a)
CIP/Development	Annexation Case files	Permanent	Permanent	GC 34090(a)
CIP/Development	Lot Split Cases	Permanent	Permanent	GC 34090
CIP/Development	Certificates	life of infrastructure	life of infrastructure	GC 34090
CIP/Development	Acquisition/Disposition of property by District	Closed + 10 years	Closed + 10 years	GC 34090 (a); GC 6254
CIP/Development	Soil Reports	Permanent	Permanent	GC 34090 (d)
CIP/Development	Environmental Review (correspondence, consultants, issues, conservation)	3 years	3 years	GC 34090 (d)

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Field Services	Maintenance & Operations (work orders, inspections, repairs, cleaning, reports and complaints)	Current Year + 2 years	Current Year + 2 years	GC 34090 (d)
Field Services	Facilities (Correspondence)	Current Year + 2 years	Current Year + 2 years	GC 34090
Field Services	Reclamation (daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	Current year + 5 years	Current year + 5 years	40 CFR 122.41
Field Services	Reports (studies)	Current year + 2 years	Current year + 2 years	GC 34090
Field Services	Discharge monitoring reports	Current year + 5 years	Current year + 5 years	40 CFR 122.41
Field Services	Regulations (includes legislations)	until superseded + 2 years	until superseded + 2 years	GC 34090
Field Services	Tests (bacteriological analysis)	Current year + 5 years	Current year + 5 years	40 CFR 141.33
Field Services	Tests (Chemical analysis)	Current year + 10 years	Current year + 10 years	41 CFR 141.33
Field Services	Recycling Programs	until superseded + 2 years	until superseded + 2 years	GC 34090
Field Services	Sanitary Surveys	Current year + 10 years	Current year + 10 years	40 CFR 141.33
Field Services	State certification	Current year + 12 years	Current year + 12 years	40 CFR 141.91
Field Services	NPDES Permits	Permanent	Permanent	GC 34090 (Compliance w/CWA)

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Field Services	Rates	Current year + 2 years	Current year + 2 years	GC 34090
Field Services	Underground Tank Storage (Compliance & maintenance)	Permanent	Permanent	GC 34090
Field Services	Location Maps/Septic Tanks	Permanent	Permanent	GC 34090
Field Services	Hazardous Waste Disposal	11 years	11 years	CAL OSHA; 40 CFR 122.21
Field Services	Vehicle Ownership & Title	life	life	VC 9900 et seq.
Finance	Accounts Payable	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Accounts Receivable	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Bank Reconciliation (statements, summaries for receipts, disbursements & reconciliation)	Audited year + 4 years	Audited year + 4 years	GC 34090; 26 CFR 16001-1
Finance	Billing records (customer name, service address, usage, payments, applications/cancellations)	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	Budget adjustments and account transfers	Audited year +2 years	Audited year + 2 years	GC 34090
Finance	Journal Entries	Audited year +2 years	Audited year + 5 years	GC 34091
Finance	checks (includes payroll, canceled & voided)	Audited year + 5 years	Audited year +5 years	GC 34090

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Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Deposits, Receipts	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Invoices (copies sent for fees owed, billings)	Audited year + 2 (3) years	Audited year + 4 years	GC 34090
Finance	General Ledger	Permanent	Permanent	GC 34090; CCP 337
Finance	Utility Billings	3 years	3 years	GC 34090
Finance	Voucher (account postings w/ supporting docs.	Audited year + 4 years	Audited year + 4 years	GC 34090; CCP 337
Finance	Adopted Budget	Permanent	Permanent	GC 34090
Finance	Auction of surplus property	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	Disposal of surplus property	Audited year + 4 years	Audited year + 4 years	GC 34090
Finance	Payroll Adjustments	Audited year + 4 years	Audited year + 4 years	GC 34090; 29 CFR, 516.5 - 516.6
Finance	Employee Time Sheets	Audited year + 6 years	Audited year + 6 years	GC 34090; 29 CFR, 516.2
Finance	PERS Employee Deduction Reports	Termination + 4 years	Termination + 4 years	GC 34090; CAC 22-1085-3; PERS law

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Register (labor costs by employee & program	Permanent	Permanent	GC 34090; GC 37207
Finance	Salary Records (deduction authorization, beneficiary designations, unemployment claims, garnishments)	Termination + 3 years	Termination + 3 years	GC 34090; CCP 337
Finance	Bids, RFQ's, RFP's Successful	Audited year + 5 years	Audited year + 5 years	GC 34090; CCP 337
Finance	Bids, RFQ's, RFP's Unsuccessful	3 years	3 years	GC 34090; CCP 338
Finance	Purchase Orders	Audited year + 4 years	Audited year + 4 years	GC 34090; CCP 337
Finance	Vendor Register	Permanent	Permanent	GC 34090
Finance	Audits and Year End Workpaper Binders	Permanent	Permanent	GC 34090
Finance	Deferred Compensation reports	Termination + 5 years	Termination + 5 years	GC 34090; 26 CFR 16001-1
Finance	Federal & State Tax (forms 1096, 1099, W-4 & W-2)	Audited year + 4 years	Audited year + 4 years	GC 34090; 29USC 436
Finance	Investment Transactions	Permanent	Permanent	GC 34090; CCP 337; GC 53607
Finance	Labor Distribution (costs by employee & program)	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	State Controller reports	Permanent	Permanent	GC 34090

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Finance	Utility Rebates	3 years	3 years	GC 34090
Finance	Bank Statements	Audited year + 2 years	Audited year + 2 years	GC 34090
Finance	Bonds Account Statements (including supporting docs.)	Closed + 10 years	Closed + 10 years	GC 34090; CCP 337.5
Finance	Paid/Canceled Bonds	Closed + 2 years	Closed + 2 years	GC 34090; 53921
HR/Personnel	Benefit Plan Claims	Permanent	Permanent	GC 6250 et seq; OMB A-129; 29 CFR 1602.30; Lab Rel. Sect. 1174
HR/Personnel	Employee Fidelity Bonds	Termination + 2 years	Termination + 2 years	GC 34090
HR/Personnel	Employee Handbook (general employee info. Including benefit plans)	Superseded + 2 years	Superseded + 2 years	GC 34090
HR/Personnel	Employee Programs (includes EAP & Recognition)	Closed + 2 years	Closed + 2 years	GC 34090; GC 12946
HR/Personnel	Employee Rights (May include arbitration, grievances, union requests, sexual harassment, civil rights, complaints, disciplinary actions)	Termination + 2 years	Termination + 2 years	GC 13946; 29 CFR 1602; 29 USC 211 (e); 203 (m); 207 (g)
HR/Personnel	Hourly Employees	Termination + 6 years	Termination + 6 years	GC 12946; GC 34090; labor relations sect. 1174
HR/Personnel	I-9 forms	Termination + 1 year	Termination + 1 year	Immigration Reform Act
HR/Personnel	Medical leave (certifications, tests, W-4)	Closed + 30 years	Closed + 30 years	FMLA 1993 US OSHA; 29 CFR; 1910.20

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
HR/Personnel	Motor Vehicle Pulls (DMV)	Closed + 7 years	Closed + 7 years	GC 12946; USC 1324(a); CA 91009
HR/Personnel	Negotiation (notes, correspondence, contracts, and MOU	Permanent	Permanent	29 USC Sections: 211 C, 203 (m), 207 (g)
HR/Personnel	Personnel records (copies)	Current year + 2 years	Current year + 2 years	GC 34090; GC 6250
HR/Personnel	PERS, Social Security, SSI	Permanent	Permanent	29 CFR 1627.3 (2); GC 12946; 34090
HR/Personnel	Recruitment (applications, resumes, alternate lists/logs, answer sheets, job bulletins, eligibility; electronic databases)	Closed + 3 years	Closed + 3 years	GC 129446; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29CFR 1627.3
HR/Personnel	Reports (employee stats, benefit activity, liability loss	Current year + 2 years	Current year + 2 years	GC 34090
HR/Personnel	Classification/wage rates surveys and studies	Current year + 2 years	Current year + 2 years	GC 12946, 34090; 29 CFR 516.6 (2); 29 CFT 1602.14
HR/Personnel	Personnel training documenting internal & external training	Termination + 7 years	Termination + 7 years	GC 34090
HR/Personnel	Safety certifications/designations	Current year + 2 years	Current year + 2 years	GC 34090
HR/Personnel	Non-Safety employees release authorization; certifications; reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations; pre-employment medicals; fingerprints; identifications cards	Termination + 3 years	Termination + years	29 CFR 1627.3; CCRSec. 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090
Information Services/IT	Management of policies/supporting docs. relating to internet/WWW	Superseded + 2 years	Superseded + 2 years	GC 34090
Information Services/IT	Inventory of IT (hardware/software inventory logs, manuals)	Superseded + 2 years	Superseded + 2 years	GC 34090

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Information Services/IT	Network Information Systems (LAN/WAN -config. Maps&Plans)	Current year + 4 years	Current year + 4 years	GC 34090; CCP 337.2; 343
Information Services/IT	Program files and directories (Annual backup)	Current year + 2 years	Current year + 2 years	GC 34090
Information Services/IT	Program files and directories (daily backup)	Current year + 2 months	Current year + 2 months	GC 34090.7
Information Services/IT	Program files and directories (monthly backup)	Current year + 1 year	Current year + 1 year	GC 34090
Information Services/IT	Program files and directories (weekly backup)	Current year + 6 months	Current year + 6 months	GC 34090
Information Services/IT	Security Camera Video Footage/Surveillance recordings	1 year	1 year	GC 53160
Legal/Legislative	Appeals (civil)	Current year + 3years	Current year + 3years	CCP 583.320 (a)(3); GC 34090
Legal/Legislative	Case logs (from closed cases)	Closed + 7 years	Closed + 7 years	CCP 337.2; 343
Legal/Legislative	Case records (high profile)	Permanent	Permanent	GC 6254
Legal/Legislative	Opinions (confidential)	Superseded + 2 years	Superseded + 2 years	GC 34090; GC 6254
Legal/Legislative	Logs, Attorney Service requests	2 years	2 years	GC 34090

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DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Legal/Legislative	Case records - includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors 3 years after attaining 18 years)	Closed + 7 years	Closed + 7 years	GC 34090
Public Information/Outreach	Media Relations (includes cable, newspaper, radio, message boards and presentations)	Current Year + 2 years	Current Year + 2 Years	GC 34090
Public Information/Outreach	Brochures, publications, newsletters, bulletins	Superseded + 2 years	Superseded + 2 years	GC 34090
Risk Management	Accident Report (relating to LWD property)	Closed + 7 years	Closed + 7 years	CFR 1904.6
Risk Management	Bonds and Insurance policies insuring the District's property and assets	Permanent	Permanent	CCP 337.2; 343
Risk Management	Claims/Damage (Paid & Denied)	Closed + 5 years	Closed + 5 years	GC 34090; GC 25105.5
Risk Management	Incident Reports (includes theft, arson, vandalism, property damage / similar occurrence)	Closed + 7 years	Closed + 7 years	29 CFR 1904.2; 29CFR 1904.6
Risk Management	Insurance, Joint Powers Authority Agreement	Permanent	Permanent	GC 34090
Risk Management	Insurance Certificates (filed separately from contracts, includes filed by licensees)	Permanent	Permanent	GC 34090
Risk Management	Insurance, Liability/Property (may include certificates of participation, deferred, use of facilities)	Permanent	Permanent	GC 34090
Risk Management	Insurance Workers Compensation (indemnity; PERS - working files; original w/ Administrator)	Permanent	Permanent	GC 6410; 29 CFR 1910.20
Risk Management	Photographs	Closed + 2 years	Closed + 2 years	GC 34090

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Records Retention Schedule

DEPARTMENT	TYPE OF RECORD	LEGAL RETENTION PERIOD	LWD RETENTION	GOV'T CODE/STATUE
Risk Management	Reports (Federal OHSA forms; loss analysis reports, safety reports; actuarial studies)	Closed + 5 years	Closed + 5 years	OMB 1220-0029; 29 CFR 1904.4; GC 34090
Risk Management	Workers Compensation (claim files, reports, incidents (working files w/ Administrator)	Permanent	Permanent	CCR 14311; 15400.2; CA Labor Code 110-139.6

Citations: CCP - Code of Civil Procedure; CCR - Code of CA Regulations; CFR - Code of Federal Regulations; GC - Government Code