

Policy Number: 4.18.0

Title: Records Retention

Introduction:

This policy establishes the time period for retention of District records. Following the retention period for each type of record or file, that record or file may be destroyed. The time period for each type of record or file meets or exceeds that set forth in the appropriate legal authority.

Ends:

The attached table sets forth the retention period for each type of record and/or file that the District maintains. Following the time period indicated, the record or file may be destroyed. At that time, the records shall be inventoried. The Board Secretary shall certify that the retention period for each record or file to be destroyed, as set forth in this policy, has been exceeded. The Board Secretary shall also certify that the records or files: (1) do not affect title to real property or liens thereon, (2) are not court records, (3) are not the minutes, ordinances or resolutions of the District, and (4) to the knowledge of the Board Secretary, are not statutorily required to be kept for a longer period of time. The Board Secretary shall request the Board to grant authority to destroy the records and/or files pursuant to California Government Code section 34090.

Responsibility:

The General Manager shall be responsible for the implementation of this policy.