



## RECORD RETENTION

It is the Policy of Pliocene Ridge CSD to comply with State requirements for the storage, accessibility, reproduction, and destruction of public records and documents. State law ensures that permanent public records remain permanent, that legal records are not altered, that historic documents are not lost or destroyed, and that local agencies do not retain nonpermanent materials unnecessarily.

Unofficial and non-records are not subject to formal retention and destruction procedures nor disclosure, and may be destroyed when no longer needed. Unofficial records include drafts, works in progress, electronic records used to create a final version, copies of records, hand-written notes, and materials that are in a preliminary state and do not yet reflect the official position of the District. Non-records include library/research materials, publications, blank forms and other material generally available to the public that does not reflect the position of the District.

The District Secretary is responsible for the maintenance of the District's record keeping system and is authorized to destroy records per this policy.

### **Procedures:**

Sensitive or Confidential documents should be shredded before discarding. These are defined as any document that contains any of the following: Patient records, Personnel private information such as performance reviews, social security numbers, dates of birth etc., bank account numbers and other information deemed to be confidential by district Staff. Staff is advised to err on the side of caution while determining if a document is sensitive in nature or not.

Non-sensitive documents can be placed in the recycle bin or thrown away. Non-sensitive documents are all documents that are normally accessible to the public.

Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored on the District's back-up file and/or website. For the purposes of this section, every reproduction shall be deemed to be an original record. The exceptions to this section are Minute Books and Legal Documents as listed on the attached schedule. A hard copy of all Minute Books and Legal Documents shall be retained.

Any duplicate record, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

All records, papers and documents not listed may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State.

**Per the Local Government Records Management Guidelines as set forth by the Secretary of State PRCSD is prohibited from destroying or disposing of a record that is any of the following:**

- 1) Relates to the formation, change of organization, or reorganization of the District.
- 2) A District ordinance unless it has been repealed or is invalid or unenforceable in which case it can be destroyed after five years after it was repealed or became invalid or unenforceable.
- 3) Minutes of any meeting of the District's legislative body.
- 4) Relates to a pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- 5) Records that are subject of a pending Public Records Act request, whether or not the District maintains that the record is exempt from disclosure, until the request is granted or two years have passed since denial.
- 6) Relates to construction that the District has not accepted, or as to which a stop notice claim legally may be presented.
- 7) Relates to any non-discharged debts of the District.
- 8) Relates to the title to real property to which the District has an interest.
- 9) Relates to any non-discharged contract to which the District is a party.
- 10) Has not fulfilled its administrative, fiscal, or legal purpose for which it was created or received.
- 11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
- 12) Specifies the amount of compensation paid to District employees or officers or to independent contractors, or relates to expense reimbursement to District Directors or employees, or the use of District credit cards or travel compensation. These records may be destroyed seven years after the audit for that period is completed.

The attached table represents PRCSD's official Record Retention schedule.

**Storage of documents**

Permanent records shall be stored in the Pike City Firehouse. Digital files shall be backed up periodically onto a flash drive stored in the bank safety deposit box and/or a secure cloud-based storage location.

The current-year working documents may be stored at the work location of the official performing such work provided that at least one other staff member is aware of the location and records are moved to the storage room at the Pike Firehouse at the end of the fiscal year.

Working documents pertaining to operations may be kept at the corresponding firehouse. For example: training logs and equipment manuals.

Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
<i>BOARD</i>		
Board member applications	Closed + 7	County Clerk Recorder keeps these documents for us
Board Compensation	Audit + 7	
Fair Political Practices Commission (FPPC) Statements and Conflict of Interest	Current Year + 5	FPPC Opinions
Oath of Office (Elected Officials)	2	The County Recorder keeps these on file.
Statement and Conflict of Interest	1	Form 700 County Recorder keeps these for us.
Training Records	Current + 4	Ethics Training & any others that board members attend
<i>HUMAN RESOURCES</i>		
Action Requests / Grievances	Permanent	
Applications	5	
Employee Records	Permanent	Active until employee leaves/terminates.
Negotiation	Permanent	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Payroll Records	Audit +7	
Personnel Records (copies)	Current Year + 2	Attendance; evaluations; drafts; worksheets; postings.
Training Records	Current Year + 7	Staff training records
<b>LEGAL</b>		
Agendas & Notices	Permanent	Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Boards.
Articles of Incorporation	Permanent	
Deeds	Permanent	Property deeds
Contracts and Agreements	Termination + 7	Includes leases, equipment, services or supplies
Grants	25 Years*	*Funding source will usually specify retention requirement
Legal Documents/Lawsuits	Permanent	Includes any legal filings or opinions rendered
Minutes	Permanent	Official minutes and hearing proceedings of governing body or board, commission or committee.
Ordinances	Active	Active plus most recent rescinded version
Resolutions	Permanent	
<i>Policies &amp; Procedures</i>	Active	Active plus most recent rescinded version
<i>Public Records Requests</i>	Closed + 5	
<i>Meeting Recordings</i>	N/A	
<i>INSURANCE</i>		
Accident/Incident Reports	Permanent	Reports and related records
Bonds, Insurance Certificates, Insurance Policies	Permanent	Bonds and insurance policies insuring property & other assets including Liability insurance.
Workers Compensation Insurance	Permanent	Claim Files, Reports, Incidents (working files) originals filed with Administrator.

Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
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<i>ACCOUNTING</i>		
Accounts Payable	Audit + 7	Invoices, check copies, supporting documents.
Accounts Receivable	Audit + 7	Customer payment records
Audit Reports	Permanent	
Bank Reconciliation (checks, payroll, cancelled, void)	Audit + 7	Statements, summaries for receipts, disbursements & reconciliation.
Budget	Audit + 2	Permanently kept as part of Audit report
Budget adjustments, journal entries	Audit + 2	Account transfers.
Deposits, Receipts	Audit + 7	Checks, coins, currency.
Inventory Lists	Current + 2	
Fixed Assets	Current +2	Documentation re: purchases & disposals
Fixed Assets Ledger	Permanent	
General Ledger Reports	Audit + 7	
Vendor Information	Active	
<i>REPORTS</i>		
Independent Audit Reports	Permanent	
Run Reports	Permanent	