

Mendocino County Russian River Flood Control & Water Conservation Improvement District **Policies**

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Last Updated

08/05/24
08/03/26
08/05/24

2010 Records Retention

The following retention schedule identifies the length of time each District record must be retained in active storage in District facility and a time period that the original record must be kept in archived storage before it can be placed in permanent storage or destroyed. The retention period is the period of time during which records must be kept before final disposition into permanent storage or destruction. The column for retention period includes description and a number. The description represents the triggering event that commences the retention period. The number represents the number of years (unless otherwise noted) that the District must keep the record.

The General Manager is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.

The following is the District's retention schedule:

Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
FINANCE		
Accounting Records		
Bank Deposits	Audit	Audit + 2
Bank Statements	Audit	Audit + 5
Purchase Orders (retained copy)	Audit	Audit + 2
Warrants, Checks	Audit	Audit + 7
Journal Vouches	Audit	Audit + 7
Ledgers	Audit	Audit + 7
Trial Balance (general ledger)	Audit	Audit + 2
Balance Sheet	Audit	Audit + 2
Budget	Audit + 5	Permanent
Audits	Audit + 10	Permanent
Audit Review or Hearing Documentation	Audit	Audit + 2
Improvement Districts	Life + 5	Permanent
Loans & Grants	Life	Life + 5
Cash Receipts	Audit	Audit + 5

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Security Deposits	Audit	Audit + 5
Payroll	Audit	Audit + 5
Warrant Voucher	Audit	Audit + 5
Meter Books	Audit	Audit + 5
Depreciation Schedules	Audit	AU + 5
Annual Financial Report	Closed/Completion	Closed/Completion + 2
Bonds (Final Bond Documentation)	Closed/Completion	Closed/Completion + 10
Grants	Closed/Completion	Closed/Completion + 5
PERSONNEL		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Payroll, personnel forms and authorizations	Current Year	Current Year + 3
Vehicle Mileage Reimbursement Rates	Record is Superseded	Record is Superseded + 2
Travel Records	Current Year + 2	Current Year + 2
Bonds and Garnishments	Date of Termination	Date of Termination + 3
Accident Reports, Injury Claims & Settlements	Closed/Completion	Closed/Completion + 3
Employee Rights (grievances, union requests, sexual harassment, civil rights, disciplinary actions, etc.)	Date of Termination	Date of Termination + 6
Benefit Plan Claims	Permanent	Permanent
Denial of Benefit Plan Enrollment	Closed/Completion	Closed/Completion + 4
DMV Reports	Closed/Completion	Closed/Completion + 7
Immigration Earning Records	Date of Termination	Date of Termination + 3
IRS Forms	Current Year	Current Year + 3
Employee Handbook	S	S + 2
Employee Programs (EAP, etc.)	Closed/Completion	Closed/Completion + 2
Medical Leave	C Closed/Completion L	Closed/Completion + 30
Negotiation (notes, correspondence, MOUs)	Record is Superseded + 2	Permanent
Employment Test Results (Non Hires)	Closed/Completion	Closed/Completion + 2
Employment Applications, Tests, Changes, Terminations	Date of Termination	Date of Termination + 3
Employee Insurance Records	Date of Termination	Date of Termination
Job Descriptions	Record is Superseded	Record is Superseded + 3
Job Announcements, Recruitment Materials, Eligibility Lists	Closed/Completion	Closed/Completion + 3
Performance Evaluations & Disciplinary Actions	Date of Termination	Date of Termination + 6
Retirements	Life	Life

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Time Sheets or Cards	Closed/Completion	Closed/Completion + 5
Employee Training Records	Current Year + 7	

OPERATIONS AND MAINTENANCE RECORDS		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Reports and Surveys from State Agencies	Current Year	Current Year + 10
Customer Complaints	Current Year	Current Year + 2
Work Orders	Current Year	Current Year + 2
Water Rights and Water Permits and Licenses	Life	Life + 5
Master Plans	Life + 5	Permanent
Groundwater and Project Studies	Life + 5	Permanent
Construction photos and videos	Life	Life + 5
OSHA and other agency Certificates and Permits	Life	Life + 2
ENGINEERING		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Construction Project Inspection Reports	Closed/Completion	Life + 7
Construction Videos and Photos	Closed/Completion	Life + 7
Reports, Plans, Studies Contracted by District	Closed/Completion	Closed/Completion + 7
Bids, Proposals and Notices	Closed/Completion	Closed/Completion + 3
Contract and As-Built Drawings and Submittals	Closed/Completion + 7	P
Construction Related Correspondence	Closed/Completion	Closed/Completion + 7
Permits (Issued by Others)	Life	Life + 3
Environmental Impact Studies and Reports	Life	Life + 3
Maps	Life	Permanent
Easements, Encroachments and Deeds	Life	Life

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MISCELLANEOUS		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Correspondence (To or From District)	Current Year	Current Year + 2
Staff and Committee Reports	Current Year	Current Year + 2
Agreements, Contracts, Leases	Date of Termination + 4	Permanent
Legal Opinions	Current Year	Current Year + 5
Annexations and Detachments	Record is Superseded	Permanent
Policies, Rules and Regulations	Record is Superseded	Record is Superseded + 5
Press Releases and Newsletters	Current Year	Current Year + 2
PURCHASING RECORDS		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Purchase Orders and Requisitions (with backup)	Closed/Completion	Closed/Completion + 3
Inventory Records	Current Year	Current Year + 3
Disposal of Surplus Property	Current Year	Current Year + 3
Bids and Quotes	Closed/Completion	Closed/Completion + 2
Maintenance Agreements	Life	Life + 4
ADMINISTRATION		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Agendas (Board)	Current Year + 2	Permanent
Minutes (Board)	CU + 5	Permanent
Resolutions and Ordinances	Permanent	Permanent
Public Records Act Requests	Current Year +1	Current Year +1
ELECTIONS/POLITICAL		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Elections Materials and Results	Election	Election + 5
Proposition 218 Ballots	Election	Permanent
Canvass	Election	Permanent
Campaign Statements, Conflict of Interest	Current Year	Current Year + 5
Campaign Disclosure (Elected)	Election	Permanent
Campaign Disclosure (Not Elected)	Election	Election + 5
Candidate Statements	Election	Election + 4
Statement of Economic Interest (Elected)	Date of Termination	Date of Termination + 7

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Statement of Economic Interest (Not Elected)	Election	Election + 5
Oaths of Office	Date of Termination	Date of Termination + 6
RISK MANAGEMENT		
Record	Retention Period (Years Unless Specified)	
	Active (Office)	Inactive (Archives)
Insurance	Current Year	Current Year + 5
Accident Reports	Closed/Completion	Closed/Completion + 7
Bonds, Insurance	Current Year + 3	Permanent
Incident Reports	Closed/Completion	Closed/Completion + 7
Insurance (Joint Powers Agreement)	Closed/Completion + 4	Permanent
Worker's Compensation Insurance and Claims	Current Year + 4	Permanent
Risk Management Reports	Current Year	Current Year + 5
Suits, Claims, Liens where District is Party	Closed/Completion + 5	Permanent

2020 Electronic Document Retention

This policy governs the retention of text messages, voicemail messages, social media posts, and email messages sent or received in the conduct of District business ("Electronic Records"). Electronic Records are intended as a medium of communication only. The District's systems should not be used for the electronic storage or maintenance of documentation, including, but not limited to, official District records, which are records required to be retained by the District pursuant to the District's Record Retention Schedule.

Electronic Records and their attachments containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District constitutes a "public record" and must be printed out and the hard copy filed in the appropriate subject file, or stored in the District's Electronic Document Management System (EDMS), and retained based on their content and associated retention period.

Definitions

1. Email Message: An electronic communication sent and received via web mail or email client.
2. Social Media: Information posted to websites and applications that enable users to create and share content or to participate in social networking, including Facebook, Twitter, Instagram, Snapchat, and LinkedIn.
3. Text Message: An electronic, written communication sent and received via telephone or Internet connection.
4. Voicemail Message: An electronic, oral communication sent or received via telephone or Internet connection.

This policy applies only to the conduct of District business that is subject to the Public Records Act. It has no application to communications to or from Trustees in their other public and private capacities or communications to or from District staff that are personal, private, or otherwise not District business.

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Individual employees are responsible for the management of their mailboxes and associated folders. To ensure maximum efficiency, staff members should delete Electronic Records after (1) the Electronic Records have been preserved outside the relevant system or (2) it has been determined the Electronic Records are not District records. Examples of Electronic Records that are not District records are as follows:

- Electronic Records which are considered transitory such as preliminary drafts, notes, interagency or intra- agency e-mails are non-records that should not retained by the District after they have fulfilled their purpose. These Electronic Records do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt; rather, they are informal communications with no historical significance or public importance. Transitory and personal Electronic Records that do not provide insight into government business should be deleted after it is no longer needed.
- Personal communications unrelated to District business.

Examples of Electronic Records that are District records and which shall be retained as such include, but are not limited to, any Electronic Records which:

- Concern official actions or transactions concerning official District business;
- Concern reports or recommendations;
- Are kept in connection with the discharge of official duties;
- Have legal, fiscal, historical or administrative value; or
- Provide unique information that contributes to the understanding of a major decision of the District

2030 Electronic Signature

This Policy establishes when electronic signature technology may replace a hand-written signature, applies to all signatures used in processing various District documents, and assumes the signer has authority to sign the document. This Policy applies to documents requiring a signature of any person where the signature is intended to show authorship, approval, authorization, or certification, as allowed by law. This Policy does not require any party to use electronic signatures.

Digital or electronic signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature

The use of electronic signatures is permitted and shall have the same force and effect as the use of a “wet” or manual signature if all the following criteria are met: 1. The electronic signature is unique to the person using it. 2. The electronic signature is capable of verification. 3. The electronic signature is under the sole control of the person using it. 4. The electronic signature is linked to the data in such a manner that if the data is changed after the electronic signature is affixed, the electronic signature is invalidated.

Electronic Records will be retained consistent with the document retention policy and all parties to the record/transaction will be provided a copy of Electronic Records.