

RESOLUTION NO. 046

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CRESTLINE SANITATION DISTRICT
ADOPTING RECORDS RETENTION POLICY**

WHEREAS, the Board of Directors of the Crestline Sanitation District finds as follows:

A. The Crestline Sanitation District (“the District”) is a county sanitation district organized and operating pursuant to the California Health and Safety Code Section 4700 et seq.

B. Pursuant to Government Code Sections 60200-60204, the District’s Board of Directors (“the Board”) is authorized to destroy or dispose of any District record (with exceptions) by utilizing any of the procedures set forth therein.

C. Under Government Code Section 60201(b)(2), the Board may authorize the destruction or disposition of any District record that is not expressly required by law to be filed and preserved by adopting by resolution a records retention schedule that complies with guidelines provided by the Secretary of State, that classifies all of the District’s records by category, and that establishes a standard protocol for destruction or disposition of records.

THEREFORE, BE IT RESOLVED by the Board of Directors of the Crestline Sanitation District as follows:

Article 1. General Standard. It is the general policy of the District that all District records shall be retained, stored, or destroyed as authorized by the Board and allowed under California law.

Article 2. Authorization for Destruction of Records. Pursuant to Government Code Section 60201(b)(2), the record retention schedule attached hereto as Exhibit “A” and incorporated herein by this reference is hereby adopted in its entirety, subject to the exceptions contained in Article 6 of this Resolution. In accordance therewith, after the records referenced therein have been retained for the time periods and according to the process set forth therein, such records are hereby authorized to be destroyed. Pursuant to Government Code Section 60201(c), the District is not required to photograph, reproduce, microfilm, or make a copy of any record that is destroyed or disposed of in accordance with the provisions of this Article 2.

Article 3. Destruction of Records after Scanning. 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 in conformance with the requirements of Government Code Section 60203, the applicable provisions of which are attached hereto as Exhibit “B” and incorporated herein by this reference.

Article 4. Destruction of Duplicates. Pursuant to Government Code Section 60200, any duplicate record, paper, or document, the original or 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.

Article 5. Retention of Records Not Mentioned. All records, papers, and documents not mentioned in this Resolution may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendation of the Local Government Records Management Guidelines as set forth by the Secretary of State (February 2006) as the same may be amended from time to time.

Article 6. Retained Records. Pursuant to Government Code Section 60201(d), the District shall permanently retain records that relate to formation, change of organization, or reorganization of the District; a District ordinance unless it has been repealed, or is invalid, or is unenforceable for a period of five years; minutes of a meeting of the Board; pending claims and litigation records for two years after the disposition; records that are the subject of a pending Public Records Act request until the request is granted or two years have passed since denial; records of construction projects prior to notice of completion and release of stop notices, if any; records related to non-discharged contracts or debts; records of title for District real property; unaccepted construction bids/proposals until two years old; records that specify the amount of compensation paid to District employees, office or independent contractors until seven years old; and any records for which the administrative, fiscal, or legal purpose has not yet been fulfilled.

Article 7. Periodic Review. This Resolution will be reviewed and revised as deemed necessary by the Board.

Article 8. Effective Date. This Resolution shall take effect immediately upon its adoption.

Adopted this 8 day of June , 2017.

AYES: Matthew Philippe, Penny Shubnell, Sherri Fairbanks

NOES: None

ABSTAIN: None

ABSENT: Ken Nelsen, Jack Winsten


Chairman, Board of Directors

ATTEST:



Records Retention Policy

EXHIBIT A

For records that are not preserved in accordance with Article 3 of the District's Records Retention Policy, the District will follow the California Special District's Association Records Retention Schedule as follows:

	Number of years to Retain
FINANCE	
Bank Statements & Deposit Slips	5
Payroll (timecards)	5
Dividend Checks (cancelled)	6
Expense Reports	6
Subsidiary Ledgers (including A/P & A/R ledgers)	6
Trial Balances (monthly)	6
Checks (payroll & general)	8
Payroll (individual time reports & earning records)	8
Vouchers (for payments to vendors, employees, et al)	8
Audit Reports	Indefinite
General Ledgers & Journals	Indefinite
CORPORATE RECORDS	
Mortgages, Notes & Leases (expired)	8
Bylaws, Charter & Minute Books	Indefinite
Cash Books	Indefinite
Capital Stock & Bond Records (including stock certificates & transfer lists)	Indefinite
Checks (taxes, property & fulfillment of important contracts)	Indefinite
Contracts & Agreements	Indefinite
Copyrights & Trademark Registrations	Indefinite
Deeds & Easements	Indefinite
Labor Contracts	Indefinite
Patents	Indefinite
Proxies	Indefinite
Retirement & Pension Records	Indefinite
Tax Returns & Working Papers	Indefinite
CORRESPONDENCE	
General	Life of issue +2
License, Traffic & Purchase	6
Production	8
Legal & Tax	Indefinite
INSURANCE	
Policies (all types, expired)	4
Accident Reports	6
Fire Inspection Reports	6
Group Disability Records	8
Safety Reports	8
Claims (after settlement)	10

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PERSONNEL	
Contracts (expired)	7
Daily Time Reports	3
Disability & Sick Benefits Records	6
Personnel Files (terminated)	6
Withholding Tax Statements	6
PURCHASING & SALES	
Purchase Orders	3
Requisitions	3
Sales Contracts	3
Sales Invoices	3
TRAFFIC (RECEIVING & SHIPPING)	
Export Declarations	4
Freight Bills	4
Manifests	4
Shipping & Receiving Reports	4
Waybills & Bills of Lading	4
CUSTOMER SERVICE	
Billing Reports	5
A/R Reports	5
Correspondence	7
Underground Service Alerts	3
Field Cards	Indefinite
CAPITAL IMPROVEMENT PROJECTS	
Preliminary Design (redlines, redrafts, markups, progress)	Completion
Plans, Approvals, Bid Set	Indefinite
BOARD OF DIRECTORS	
Agendas (packets)	7
Audio Recordings & Written Minutes	30 Days After Approval
Signed Minutes	Indefinite
Budgets	7

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EXHIBIT B

The following sections of the California Government Code are incorporated into Article 3 of the District's records retention policy:

60203. Records, papers, or documents not required to be filed; conditions.

- (a) Notwithstanding [Government Code] Section 60201, the [District's Board of Directors] may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are compiled with:
 - (1) The record, paper, or document is photographed, micro-photographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 [below] for recording of permanent records or non-permanent records.
 - (2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions or changes to the original document images.
 - (3) The photographs, micro-photographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.
- (b) For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

12168.7 Standards for Recording Permanent and Nonpermanent documents in electronic media; trusted system.

- (a) The California Legislature hereby recognizes the need to adopt uniform statewide standards for the purpose of storing and recording permanent and nonpermanent document in electronic media.

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- (b) In order to ensure that uniform statewide standards remain current and relevant, the Secretary of State shall approve and adopt appropriate standards established by the American National Standards Institute or the Association for Information and Image Management.
- (c) The standards specified in subdivision (b) shall include a requirement that a trusted system be utilized. For this purpose and for purposes of Sections 25105, 26205, 26205.1, 26205.5, 278322.2, 34090.5, and 60203, Section 102235 of the Health and Safety Code, and Section 10851 of the Welfare and Institutions code, "trusted system" means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored.
- (d) In order to develop statewide standards as expeditiously as possible, and until the time that statewide standards are adopted pursuant to subdivision (b), state officials shall ensure that microfilming, electronic data imaging, and photographic reproduction are done in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute or the Association for Information and Image Management for recording of permanent records or nonpermanent records.