SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY

Groundwater is a vital resource, together let's protect it.

midcountygroundwater.org • 5180 Soquel Drive • Soquel, CA 95073

Policy No.: 1 (Version 1)	**Policy Title**: Records Retention Schedule
Adopted Date: 5/18/2017	**Approval Resolution No**.: None
Policy Description: A schedule for the required retention of Agency records	

PURPOSE AND APPLICABILITY

Santa Cruz Mid-County Groundwater Agency establishes a schedule for the retention of records. This policy is to provide guidance on the requirements for the retention of all Agency records.

POLICY

See attached.

SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY
RECORDS RETENTION SCHEDULE

CATEGORY: Administration

Record Type	Office	Storage	Legend	Remarks
Agency Correspondence Files Non Member Entity Member	2	5	E/D	Scan after 5 years in storage and destroy if files are prepared or received pursuant to statute; otherwise destroy w/o scanning. CY+2 years Government Code GC 60200-60203
Board of Directors Meeting				
Agendas Meeting Notices Back Up Agenda Material Committee Agendas Materials	2		*E/D	*Prepared by Statute CY+2 years GC 60200-60203
Meeting Recordings			D	Erase 6 months after approval of minutes. (GC 54953.5 (b), Brown Act, requires retention of 30 days)
Minutes, Resolutions, Ordinances Inter-Agency Agreements			*E/P/H	*Scan, keep originals permanently GC 60200-60203, 34090

Note: This retention schedule is modeled upon the schedule adopted by Soquel Creek Water District in August 2014. References to Government Code (GC) are applicable to special districts and/or state guidelines as indicated. These GC are included herein for information purposes.

A=Active
C=Confidential
CA LC=Calif. Labor Code
CCP=Calif. Code of Civil Procedure
CCR=Calif. Code of Regulations
CFR=Code of Federal Regulations
CL=Closed
CY=Current Year
D=Destroy
E=Electronic File
GC=Calif. Government Code
H=Historical
P=Permanent
S=Superseded
T=Termination

SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY
RECORDS RETENTION SCHEDULE

CATEGORY: Administration

Record Type	Office	Storage	Legend	Remarks
Community Information				
General Correspondence, Reports, Photos, Slides, Diagrams, Drawings, Agency Publications	2	5	E/D E/P/H	GC 60200-60203 Historical
Conflict of Interest Forms				
Board Members	4	3	T/+3/D	Copies. Originals sent to County
Designated Employees	CY	3	T/+3/D	Copies. Non-electeds. Originals to County
Consultant Agreements, Reports	5	P	E/P/D	Keep at least one original copy of agreement.
Grants (includes application, agreement, correspondence, deliverables)	5	P	E/P/D	Keep at least one original copy of agreement. Note: Grant agreement may stipulate record retention requirements
Contracts (excluding those for land, building and improvements)		5	D	Expiration +5 years State Controller's Guidelines (County Accounting & Procedures Committee) Note: construction contracts should be archived with the construction files and kept permanently
Corporate – General				
Joint Powers Authority and related Formation Records			E/P/H E/P/H	Keep permanently Keep permanently
Historical Information	S		E/D	Keep working copy in office until superseded
Rules & Regulations	S		E/D	

A=Active
C=Confidential
CA LC=Calif. Labor Code
CCP=Calif. Code of Civil Procedure
CCR=Calif. Code of Regulations
CFR=Code of Federal Regulations
CL=Closed
CY=Current Year
D=Destroy
E=Electronic File
GC=Calif. Government Code
H=Historical
P=Permanent
S=Superseded
T=Termination

Record Type	Office	Storage	Legend	Remarks
Policies & Procedures				

CATEGORY: Administration

Correspondence	CY	2	D	Destroy CY+2 GC 60200-60203
Directors' Files	Active	7	E/D	Scan and destroy after 7 years GC 60200-60203
Insurance Plans				Keep for full period of plan and for at least 1 year after its termination 29CFR1627.3
Lawsuits	Active	10	D	Destroy 10 yrs after settlement GC68152 Exception: eminent domain and real property actions affecting title or an interest in real property – keep permanently
Legal Opinions/Non-Confidential files	CY	5	E/D	GC34090
Liability Insurance Policies, Procedures, Premiums	Active		E/P	Scan & keep original permanently. CCP Secs. 337,338,343
Liability Insurance Small Claims Reports	Active	2	D	Destroy after 2 yrs GC60200-60203
Public Records Requests	CY	2	D	Destroy after 3 yrs GC34090

A=Active
C=Confidential
CA LC=Calif. Labor Code
CCP=Calif. Code of Civil Procedure
CCR=Calif. Code of Regulations
CFR=Code of Federal Regulations
CL=Closed
CY=Current Year
D=Destroy
E=Electronic File
GC=Calif. Government Code
H=Historical
P=Permanent
S=Superseded
T=Termination

SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY
RECORDS RETENTION SCHEDULE

CATEGORY: Accounting

Record Type	Office	Storage	Legend	Remarks
Accounting – Source Documents Invoices (AR/AP) Purchase Orders Requisitions Receipts Bank Statements Bank Deposits Checks – Cancelled	1	5	D	Destroy after 5 years in storage Review before destroying for grant-related expenses or expenses subject to reimbursement under federal or state disaster relief. State Controller's Guidelines Claims, warrant vouchers –keep 5 years if index or register kept. State Controller's Guidelines GC 26907
Accounting – Journals Cash Receipt Registers Cash Disbursement Registers Accounts Receivable Register Accounts Payable Register Check Register General Journal Payroll Journal	1	7	D	Destroy provided audited financial statements are on file. State Controller's Guidelines

A=Active
C=Confidential
CA LC=Calif. Labor Code
CCP=Calif. Code of Civil Procedure
CCR=Calif. Code of Regulations
CFR=Code of Federal Regulations
CL=Closed
CY=Current Year
D=Destroy
E=Electronic File
GC=Calif. Government Code
H=Historical
P=Permanent
S=Superseded
T=Termination

Record Type	Office	Storage	Legend	Remarks
Accounting – Ledgers Expenditure Revenue General	1	7	D	Destroy provided audited financial statements are on file. State Controller's Guidelines

CATEGORY: Accounting

Accounting – Misc. Trial Balance	1	7	D	Destroy provided audited financial statements are on file. State Controller's Guidelines
Accounting – Fixed Assets	1	5	F/P	Scan & destroy
Accounting – Statements Balance Sheet Profit & Loss Audited Financial Statements	1	7	D E/P	Destroy if dated at least 7 years prior to commencement of the current fiscal year (provided audited financial statements are on file). State Controller's Guidelines
Accounting – Other Documents Schedule of Investments (part of Board pkts –scanned) Inventory Records Lease/Purchase Records Depreciation Schedule Petty Cash Records Budgets Cancelled Bonds & Coupons	1 CY	7 P 5	D P/H D	Destroy if dated at least 7 years prior to the commencement of the current fiscal year (provided audited financial statements are on file). State Controller's Guidelines Archive one bound copy State Controller's Guidelines GC 26907.1

A=Active
C=Confidential
CA LC=Calif. Labor Code
CCP=Calif. Code of Civil Procedure
CCR=Calif. Code of Regulations
CFR=Code of Federal Regulations
CL=Closed
CY=Current Year
D=Destroy
E=Electronic File
GC=Calif. Government Code
H=Historical
P=Permanent
S=Superseded
T=Termination

SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY
RECORDS RETENTION SCHEDULE

Record Type	Office	Storage	Legend	Remarks

A=Active
C=Confidential
CA LC=Calif. Labor Code
CCP=Calif. Code of Civil Procedure
CCR=Calif. Code of Regulations
CFR=Code of Federal Regulations
CL=Closed
CY=Current Year
D=Destroy
E=Electronic File
GC=Calif. Government Code
H=Historical
P=Permanent
S=Superseded
T=Termination