

Truckee Donner Recreation and Park District Policy Handbook

POLICY TITLE: Records Retention
POLICY NUMBER: 304

304.10 The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

304.20 Vital and important records are those having legal, financial, operational, or historical value to the District. These documents will be maintained indefinitely in their original form as well as copied to photographic or electronic media for preservation and protection.

304.30 The General Manager and/or District Clerk is authorized by the Board of Directors 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. Documents will be copied to electronic media in order of priority and may be outsourced for expediency.

304.40 Pursuant to the provisions of California Government Code 60200 through 60203, the guidelines prepared by the State Controller's Office, and the guidelines prepared by the Secretary of State's Office, the following qualifications will govern the retention and disposal of records of the District.

304.41 Duplicate or Non-Records such as copies of documents kept only for reference, working papers, appointment logs, stocks of publications, and library material intended solely for reference or exhibition, rough notes, calculations or drafts may be destroyed at any time without the necessity of copying to photographic or electronic media.

304.42 Originals of records, papers, and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

a) Department files and records may be destroyed after 2 years; however, each department may request files or documents are copied to electronic media for permanent retention.

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304.43 In no instance are records, papers, or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

304.44 Records, papers, or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

a) The record, paper or document is photographed or copied to an electronic media that is a trusted system that does not permit additions, deletions, or changes of the original document in compliance with Section 12168.7 for recording of permanent records.

b) The device used to reproduce such record, paper, or document, or retrieve and print the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

c) The photographs or reproductions are placed in conveniently accessible files and provisions are made for preserving, examining, and using the files. For purposes of this section, every reproduction shall be determined to be an original record.

304.45 Records required to be kept permanently by statute or District policy will also be copied to electronic media for preservation and protection. Permanent paper records (and other media) may be moved to storage when they are no longer necessary for daily operations.

304.46 Any accounting record, ***except journals, ledgers, audit reports, and budgets***, which are more than five years old and which were prepared or received in any manner other than pursuant to State or Federal statute, may be authorized for destruction without the necessity of copying to electronic media, provided that:

a) There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and

b) There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and

c) Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and

d) Said audit or audits contain the expression of an unqualified opinion.

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304.47 Journals, ledgers, audit reports, and budgets will be kept indefinitely in their original form, as well as copied to electronic media for preservation and protection.

304.48 Any accounting record created for a specific event or action may be destroyed five years after said event has in all respects terminated, without the necessity of copying to electronic media. Any source document detailed in a register, journal or statement may be authorized for destruction five years from the end of the fiscal period to which it applies without the necessity of copying to electronic media. The following may be destroyed at any time:

- a) Duplicates (original subject to aforementioned requirements).
- b) Rough drafts, notes, or working papers (except audit).
- c) Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

304.49 All payroll and personnel records will be retained indefinitely in electronic media. Originals may be destroyed after seven years retention provided said records have been copied to electronic media and qualify for destruction in 303.44 above. Payroll and personnel records include the following:

- a) Accident reports, injury claims and settlements, medical histories, injury frequency charts, applications, changes and terminations of employees, insurance records, time cards, classification specifications (job descriptions), performance evaluation forms, earning records and summaries, retirements, employee benefits, training certificates.

304.50 All assessing records will be maintained indefinitely in electronic media. Originals may be destroyed after seven years retention from lien date provided said records are copied into electronic media as provided for in section 303.44 above.

304.51 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if copied into electronic media for permanent storage as provided for in section 303.44 above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed if copied into electronic media for permanent storage. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

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304.52 Minutes of the meetings of the Board of Directors will be retained indefinitely in their original form as well as copied into electronic media for preservation and protection. Recording audio tapes of Board meetings are used only in the preparation of minutes and may be destroyed once the minutes have been approved.

304.53 Construction records and project files, such as bids, correspondence, change orders, etc. will be maintained indefinitely in electronic media. Originals may be destroyed after seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they should be kept for the life of the guarantee or grant plus seven years. Unaccepted bids or proposals for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed; however, they may be copied to electronic media along with the project file. ***As-built plans for any public facility or works will be retained as long as said facility is in existence.***

304.54 Contracts will be retained for life plus seven years then destroyed after copied to electronic media for permanent storage.

304.55 Property records, such as documents of title, will be kept until the property is transferred or otherwise no longer owned by the District. These records will also be copied to electronic media for preservation and protection and retained for permanent storage.