

F-110 RECORDS RETENTION

Purpose

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.

F-110-10 Definitions. The term "records" includes documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

F-110-20 Implementation. The General Manager is authorized by the Board to interpret and implement this policy, and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications as specified in the Records Retention Schedules, and in accordance with State and Federal laws.

F-110-20-10 Destruction of an original record that has exceeded its retention period must be authorized in accordance with the provisions of the District's Resolution. The approval of the Department Head and General Manager is required prior to destruction.

F-110-20-20 Approval of the Department Head and General Manager is required prior to destruction (or deletion) whether the District's original record or official record is stored in electronic or paper (hard copy) format.

F-110-20-30 Copies, drafts, notes and non-records do NOT require authorization , and can be destroyed "When No Longer Required."

F-110-30 Legal Requirements. The Records Retention Schedules, and the District's implementation will be consistent with the provisions of California Government Code §60200 through §60204 and other State and Federal laws and regulations.

F-110-30-10 The District's Records Retention Schedules shall be updated periodically so they accurately reflect current State and Federal law.

F-110-30-20 With the consent of the Department Head and General Manager, updates are authorized to be made to the Records Retention Schedule without further action of the Board of Directors.

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| Resolution No. 2022-2292 | Date Approved : December 1, 2022 |
| President of the Board | Last Reviewed: December 1, 2022 |