

<u>Type of Record</u>	<u>Retention Time</u>	<u>Remarks</u>
<u>1. ADMINISTRATION</u>		
Agendas/Supporting Documents	10 years	In Binders
Agreements/Leases		
Fire Station #44	Yearly	save + 5 years after current year
El Dorado Storage	Yearly	save + 5 years after current year
Post Office	Yearly	save + 5 years after current year
Correspondence		
<u>Emails</u>		No hardcopies in files
Non official District record	30 days	If not official document, may be deleted (determined by subject matter)
Official District record	30 days after saved	If classified as official document, save as hard or soft copy
<u>Faxes</u>		No hardcopies in files
Non official District record	30 days	If not classified as official document, may be destroyed
Official District record	Save per this guideline	Record should be saved as determined by subject matter.
<u>Letters</u>		see correspondence
<u>Correspondence</u>		
Non official District record	30 days	If not classified as official business, may be destroyed
Official District record	Save per this guideline	Record should be saved as outlined by this document
<u>Telephone</u> / logs/recorded messages	Until resolved	Delete messages that have been addressed/resolved, phone logs not required
Elections		
Ballot measures- successful	Permanent	Property related fees
Ballot measures- unsuccessful	Election + 2 years	
Conflict of Interest statement	Until superseded- 2 years	The district must update this document every 2 years
Election Notes	Election + 2 years	
Ethics Training	Termination + 6 years	
Letters of Intent	Termination + 6 years	
Letters of Resignation	Termination + 6 years	
Oath of Office	Termination + 6 years	
Candidate Statement	Election + 4 years	
Notices/Memos	Election + 2 years	
Director 700 forms	Termination + 7 years	Required every year
Notice/Publication/Posting	Election + 2 years	
Statement of Facts	Superceded	Submitted yearly
Equipment		

Receipts	5 years	
List of Inventory	Current	Old inventory list destroyed when new inventory completed
Insurance		
<u>SDRMA-Liability</u>	Current + 2 years	
Claims/Incident Report	Claim + 7 years	
Insurance Policy	Current + 2 years	
Notices/Memos	Current year	
<u>State Fund Workers Comp.</u>	Current + 2 years	
Audit Report	7 years	
Claims	Permanent	
Minutes		
Paper/Soft copy minutes	Permanent	In Binders
Digital/Tape Recording of Minutes	30 days	After the approval of minutes, but can consider keeping longer
Permits—Encroachment	Permanent	
Encroachment Ordinance	Permanent	
Encroachments	Current + 7 years	
Newsletters	Permanent	For historical perspective of district
Outside Agencies		
<u>CSDA</u>		
Election documents	Current year	
Policies relevent to GWCS D	Permanent until superseded	
Other correspondance	Current +2 years	
<u>El Dorado County</u>		
<u>Auditor/Controller</u>		
Notices/Memos	Until obsolete/changed	
Polices relevent to GWCS D	Until obsolete/changed	
<u>Grand Jury</u>		
Reports	10 years	1993-1994, and 2002 Grand Jury Reports
<u>Planning/Development</u>		
Notices/Memos	Current +2 years	
Meeting Notification	Current +2 years	
Adjacent development projects	Keep until obsolete	
Recorder/Assessor		
Notices/Memos	Current + 2 years	
<u>EID</u>		

Agreements/permits	Permanent	
Contracts	Permanent	
Notices/Memos	Current + 2 years	
<u>Federal Government</u>		
Documents	Current + 7 years	
Notices/Memos	Current + 2 years	
<u>Fire Safe Council</u>		
Agreements	Superseded or terminated	
Notices/Memos	Current + 2 years	
<u>Fire Services</u>		
Permits	Permanent	
Notices/Memos	Current + 2 years	
Reports	Current + 2 years	
<u>Law Enforcement</u>		
Reports	Current + 7 years	
Notices/Memos	Current + 2 years	
Multihazard Mitigation Plan	Superseded	
<u>LAFCO</u>		
Budget	Current + 3 years	
Elections	Current year	
Notices/Memos	Current + 2 years	
Municipal Services Review	Superseded	Required every 5 years
Relevant Policies for GWCS	Superseded	
<u>State of California</u>		
Documents	Current + 7 years	
Notices/Memos	Current + 2 years	
Mandatory loan	Payment + 7 years	One time loan to state
Statement of facts	Superseded	Submitted yearly
<u>Postage</u>		see agreements
P.O Box	until discontinued	
Post office memos/notices	2 years	
Certified receipts	2 years	
<u>Records Management</u>		
Records Destruction Authorization	Superseded+5 years	
Records Retention Schedule	Superseded+5 years	

Resident Information	2 years after change	Destroyed 2 years after resident leaves GWCS D
Road Equipment inventory		See equipment
Receipts	5 years	
List of Inventory	Current	Old inventory list destroyed when new inventory completed
Vendors		
<u>Attorney</u>		
Attorney informaton	Termination + 5 years	
Attorney Conflict of Interest	Current Year	
Notices/Memos/Correspondence	5 years	unless continued value
Invoices	7 years	
<u>CPA</u>		
<u>Accountant</u>		
CPA information	Termination + 5 years	
Audit information	Audit + 4 years	back up audit documents
Accountant Invoices	7 years	
<u>AT&T</u>		
Invoices	5 years	
Notifications/Correspondance	2 years	
<u>El Dorado Storage</u>		See agreements
Invoices	5 years	
Notifications/Correspondance	2 years	
<u>Independent Contractors</u>		See Human Resources
Contract/Scope of Work	7 years after termination	
List of Independent Contractors	5 years	
<u>Legal</u>		see Attorney
Attorney informaton	Termination + 5 years	
Attorney Conflict of Interest	Current Year	
Notices/Memos/Correspondence	5 years	unless continued value
Invoices	7 years	
Legal Opinion	Permanent	See District Organization
<u>PG&E</u>		
Invoices	5 years	
Notifications/Correspondance	2 years	
<u>Website- 1+1 Internet</u>		
Invoices	5 years	

Notifications/Correspondance	2 years	
2. ROAD MAINTENANCE		
2. DEVELOPMENT/ROADSIDE EASEMENTS		
Road Construction		Filed by year 1994-2015, plus Dolomite, Galena, Talcite
Bid Proposals- not accepted	year of proposal + 2 years	
Bid Proposals- accepted	Completed+ 5 years	
Contracts for Road work	Permanent	Kept with contract package
Unspecified contract documents	Permanent	Kept with contract package
Legal notices for project	Completed+ 5 years	
List of contractors/vendors	Completed+ 5 years	
Maps and Plats	Permanent	
Permits	Permanent	Kept with contract package
Plans/Drawings	Permanent	If utilized in a project-keep with package
Contractor Correspondence	Completed+ 5 years	
Road Construction Litigation		
Delta Litigation	Settlement + 10 years	Legal correspondence in binder
Signage		
Receipts	5 years	
List of Inventory	Current	Old inventory list destroyed when new inventory completed
Tree Trimming		2013, 2015 contracts
Roadside Easement Tree Trimming		
Bid Proposals- not accepted	year of proposal + 2 years	
Bid Proposals- accepted	7 years	Kept with contract package
Contracts for weed spraying	7 years	Kept with contract package
Unspecified documents	7 years	Kept with contract package
List of contractors	5 years	
Weed Control		2009-2015 contracts
Roadside Easement Weed Control		
Bid Proposals- not accepted	year of proposal + 2 years	
Bid Proposals- accepted	7 years	Kept with contract package
Contracts for tree trimming	7 years	Kept with contract package
Unspecified documents	7 years	Kept with contract package
List of contractors	5 years	
Real Property		See District Organization

Acquisition/Deposition	Closed/completed + 10	supporting documents re sale, purchase
Deeds	Permanent	
Maps	Permanent	
3. DISTRICT ORGANIZATION		
3. DISTRICT ORGANIZATION, POLICIES		
Adjacent Properties	Permanent	Cook Ranch, Maric
Annexation	Permanent	
Authorities of District	Permanent	
CC&Rs	Expiration + 10 years	
Codes: Government: CSD	Superseded + 5 years	CSD Law
Codes: Other pertinent codes	Superseded + 5 years	Labor Code, Elections, Public Contract Code, Etc.
Deeds	Permanent	
Easements	Permanent	
Formation Documents	Permanent	
Pre Formation Documents	Permanent	
Government Codes	Superseded + 5 years	
Labor Codes	Superseded + 5 years	
Legal Opinions	10 years	
Maps	Permanent	
Mica Fire Road	Permanent	1985-2010
Ordinances		
Current/Active	Permanent	Unless revised, then keep 5 years after revised, repealed, or invalid
Inactive	5 years after revised	or repealed,invalid, unenforceable
Other Relevant Codes	Superseded + 5 years	
Parcel Information/documents	Permanent	
Pertaining to sale/transfers	Year of transaction + 2 years	
Policies/Procedures	Permanent	Unless revised, then keep 5 years. In binders
Policy: Road	Superseded + 5 years	Variations of outdated policies
Public Contract Code	Superseded + 5 years	
Real Property		Common Area
Acquisition/Deposition	Closed/completed + 10	supporting documents re sale, purchase
Deeds	Permanent	
Maps	Permanent	
Resolutions		In Binder

Current/Active	Permanent	Unless revised then keep 5 years after revised, repealed or invalid
Inactive	5 years after revised	or repealed,invalid, unenforceable
4. FINANCE		
Audit	Permanent	Indepen. auditor analysis Years 1985-1993, 1994-2001, 2002-2007, 2008-2014
Bonds	Closed/completed + 10 yrs	
Budget - annual	Permanent	1985-2014
Annual Financial Report	Audit + 4 years	Required by county for special tax assessments
Appropriation Limitations Prop. 4	Audit + 4 years	
Claim Vouchers	Audit + 4 years	Monthly bills/invoices/supporting documents 2006-2013
County Financial Reports		Accounts payable/receivable/deposits 2006-2015
Monthly Rev/Exp/Ledger	Audit + 4 years	
Fiscal Year End Rev/Exp/Ledger	Permanent	
Credit Card	Last payment + 7 years	
Deposit permits	Audit + 4 years	
Direct charges/Annual Tax Roll		County provides accounting of Direct charges for year 2006-2014
Annual tax roll statement	10 years	
Direct Charge documents	10 years	
Grants	Closed/completed + 4 yrs	FEMA
Loans	Closed/completed +10 yrs	
Petty Cash	Audit + 4 years	Accounting of Petty Cash flow and balance
Property Tax Documents	10 years	County provides accounting of district property tax
State Financial Transaction Report	20 years	State mandated
State Mandated Reimbursements	7 years	State reimbursed costs for meeting materials
State Prop, 1A Mandatory Loan	Audit + 4 years	One time loan to State from Special Districts
5. HUMAN RESOURCES		
Directors		
Conflict of Interest -700	Termination + 7 years	See Elections
Education	Termination + 1 year	
Personal Information	Termination + 6 years	
Election information	Election + 4 years	
Job Description	Superseded/Revised	
Employees		
Job Description	Superseded/Revised	

Payroll	Audit + 4 years	
General Manager		Courtney Swart, Ed White
Conflict of Interest-700	Termination + 7 years	See Elections
Personal Information	Termination + 6 years	
Job Description	Superseded/Revised	
Notices/Grievances	Termination + 6 years	
<u>Independent Contractors</u>		
Consultant		Hope Leja
Contract/Scope of Work	7 years after termination	
List of Independent Contractors	5 years	
District Engineer		George Sanders
Contract/Scope of Work	7 years after termination	
Agendas		In binder
Minutes		In binder
Resolutions		In binder
Delta Legal Correspondence		In binder
Director Information		In binder
Policy and Procedure Manual		In binder
Resources:		
Federal:		
1. Records and Information Management Self Evaluation Guide, National Archives and Records Administration		
2. Disposition of Federal Records: A Records Management Handbook , 2000 Web edition		
State:		
1. Records Management Handbook, CA State Archives July 21,2014		
2. Recommended General Retention Schedule for Administrative or Common Use Records for Statewide Use.		
3. Email Retention Instructions CA State SCO, April 2003		
4. General Retention Schedule for Fiscal Records CA State SCO		
5. Secretary of State Local Government Records Management Guidelines February 2006		
Local:		
1. Cameron Estates CSD Record Retention Schedule 2010		