



# Records Retention Schedule

---

Prepared by  
EID's Office of Records Management

2890 Mosquito Road  
Placerville, CA 95667



# Records Retention Schedule

## Amendment History

Amendment Number	Date	Revision
n/a	09/27/10	Retention Schedule Adopted
1	04/28/14	Edits to address omitted or inaccurate schedules in: Board of Directors, Contracts Management, Customer Service, Drinking Water, Engineering, Finance, General Counsel, IT, Payroll, Real Estate, Recreation, SCADA, Wastewater Utility Billing, Wastewater and Water Use Efficiency
2	10/15/14	Edits to address omitted or inaccurate schedules in: Contracts Management, Communications, Development Services, HR and Safety/Security
3	2/11/16	Complete departmental review and re-write
4	12/22/16	Edits to Insurance and Utility Billing sections based on organizational or procedural changes. Added Revision History, page numbers in preface section, and disposition of photographs with no identifiable value.
5	6/1/2018	Edits to Utility Billing section based on the implementation of a new program and Administrative Regulation. Edits to Legal section based on updates to the Local Government Records Management Guidelines.
6	7/19/2019	Edits to Board of Directors section based on procedural changes for Brown Act Compliance. Edits to Contracts Management section for clarity and the addition of a new Record Series. Edits to Insurance section to clearly define document retention start and end dates.
7	2/1/2021	Edits to Office of the General Manager Form 700 to comply with FPPC guidelines. Edits to Contracts Management CIP and Non-CIP record series for consistency and procedural changes. Edits to Accounts Payable to define retention on paper documents that are also stored electronically.
8	1/15/2022	Edits to Utility Billing based on procedural updates. Edits to Lab and Wastewater correspondence descriptions for clarification. Addition of a new Record Series to Wastewater. Edit to Meter Services to comply with third-party program retention.
9	9/2/2022	Edit to Industrial Pretreatment Prevention Program for consistency with other categories. Edit to Finance to update verbiage. Edit to Office of General Counsel retention and addition of new record series for correspondence. Edit to Utility Billing to clarify retention and locations of records.
10	4/30/2023	Edits to Recreation to include Logs. Edit to Insurance to limit retaining documents without value for ongoing lease agreements. Edit to Human Resources to update retention to match CFR requirements.



# Records Retention Schedule

11	7/31/2025	Addition to Board of Directors to include redistricting documentation. Edits to Development Services to update descriptions for clarity, to update retention policies to reflect value, and to add a series not yet defined. Edits to Finance to clean up verbiage and to clarify retention on working files where final documents are retained permanently elsewhere. Edits to Fleet to accommodate new electronic tracking requirements and to add series for new regulation documentation. Administrative edits to a variety of series to include newly implemented software where records are retained. Edits to Industrial Pretreatment to clarify record descriptions. Edit to Drinking Water to reflect retention periods as defined by CA Code of Regulations. Addition to Office of General Counsel to define retention on a new form. Edits to Recreation to update record titles for clarity, to update a policy to match like documents and to delete a series for documents that are not records to retain. Edits to Safety and Security to clarify what is included in record series.
12	6/1/2026	Edits to Contracts Management to consolidate publicly available project documents with the same retention period for efficiency and clarification, and to delete a duplicate series. Addition to Engineering to define retention requirements for plans that are not formal submittals. Deletion of a duplicate series from Environmental Review. Edits to Human Resources to address statutory and regulatory requirements and to support current department workflows. Edits to the Office of General Counsel to consolidate similar records with the same retention period, clarify descriptions, and delete duplicates. Addition to Recreation to define records for a new department process. Edit to Safety & Security to add a document type to an existing series for future reference. Consolidation of the Irrigation Management Systems section with Water Use Efficiency. Edits to Water Use Efficiency to update a record series for permanent retention and to delete series that are no longer relevant.



# Records Retention Schedule

---

## PURPOSE

This records retention schedule serves as El Dorado Irrigation District's (District) policy to be used for the proper management, retention, and disposition of District records and documents. Proper management of District records provides the following benefits:

- Higher quality and faster service to our customers
- Reduces records storage costs
- Perform searches for documents and information quickly

## DIRECTIVE

This records retention schedule shall be used by all departments, divisions, sections and units throughout the District as the policy for the proper management and retention of District records and documents.

This records retention schedule shall be applied to all document types, including hard copies, original copies, and scanned or imaged copies archived and managed in an electronic document management system.

No record or document shall be disposed of or destroyed before its required retention period. Nor shall any document be retained any longer than its required retention, unless the documents are pending litigation. If pending litigation, the documents shall be put on "legal hold" and shall be retained until further notice from the Office of the General Counsel. Any document provided to the public shall have any confidential information (i.e. names, addresses, account numbers, financial information of customer, etc.) redacted from documents.

## GUIDELINES

**Amendments-** If a new record series arises at the District that is not included in this records retention schedule and/or an amendment needs to be made to a current record series, then a records retention amendment form shall be filled out by the primary office of record and signed by the appropriate management personnel. The form shall be submitted to the Records Management office, and upon approval by the Office of General Counsel, the amendment(s) and/or new records series shall be incorporated into the records retention schedule. The District's General Counsel will provide the Board of Directors and General Manager with quarterly updates of any changes to the retention schedule. Please contact the Records Management office for amendment forms.

**Copies or Duplicates** – Copies or duplicates retained in an office in which a department, division, section, or unit is not the primary office of record can be disposed of by the non-primary office at their leisure. However, copies shall not be retained in any format, including hard copy, scanned, or imaged copy, longer than the specified retention period.

**Records Disposal-** When a record has reached its required retention period, no department, division, section, or unit shall dispose of any records in any format including, hard copy, scanned or imaged copy,



# Records Retention Schedule

---

without following the proper records disposal procedures established by the Records Management office.

Except as specified herein, a document destruction form must first be filled out and signed by the appropriate management personnel and the General Counsel. The original document destruction form shall be retained permanently by the Records Management office for record disposition verification. Records with a retention period defined as “supersede(s)” do not require a document destruction form so long as the District maintains the latest, most current version of such records.

Records Management staff will work closely with the records custodians to properly dispose of expired records. Records may be disposed of, regardless of retention period, if they pose a health risk, due to improper storage, or are stored within obsolete media that cannot be converted. Additionally, photographs with no label or other identifiable value shall be disposed of if their effectiveness cannot be determined.

No District official or employee has, by virtue of his or her position, any personal rights to District records even though he or she may have created or compiled them. The unauthorized destruction, removal, or use of such records is prohibited. Records Management prohibits the use of removable devices to store or backup records. Removable devices are defined as thumb drives, CD/DVD, external hard drives, and similar such devices.

## DEFINITIONS

**Confidential** – Documents that contain sensitive or confidential information and are not open for public review. These documents cannot be disclosed to the public upon request.

**Document** - A document can be any physical form of information, decision, or reporting whether written, electronic, photographs, physical sample, sample drawing, computer program, etc.

**Disposition** – Describes the current state of a record, whether or not it exists at the District, or if it has been disposed of.

**Historical** – Records that have enduring value because they reflect the District’s formation and significant historical events.

**Non-Record** – Materials that are not retained in the normal course of business, such as: records that contain no information of significant or lasting value such as acknowledgements, drafts, rough notes or calculations created and used in the preparation or analysis of other documents. As non-records are not retained in the normal course of business, they may be disposed of at any time. However, if a non-record is retained as an integral part of a file or in conjunction with original records, it shall be retained in accordance with the appropriate retention schedule.

**Primary Office of Record** – Department, division, section, or unit in which a record is generated or managed.



# Records Retention Schedule

---

**Public** – Documents that do not contain confidential information and are open for public review. These documents can be disclosed to the public upon request.

**Record** – All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, and other documentation produced, received, owned or used by the District, regardless of physical form or characteristics.

**Records Custodian** – A single individual, appointed by the Department Head, who satisfies the following conditions: 1) The person understands the record systems of the office 2) The person is able to make decisions on retention and disposition of records.

**Records Management** – The professional management of information in the physical form of records from the time records are received or created through the entire lifecycle of the record.

**Total Retention** - The length of time required for a record to be retained. No record shall be disposed of or destroyed before this given time period.



# Records Retention Schedule

---

## LEGEND

### Records Retention

AU=Audit Year

CL=Close or completion of project

CM=Current Month

CY=Current Year

L=Life

P=Permanent

S=Superseded

T=Termination

## CITATIONS

CCP= Code of Civil Procedure

CEQA = California Environmental Quality Act

CFR= Code of Federal Regulations

GC = Government Code

NPDES = National Pollution Prevention Discharge System

OSHA = Occupational Safety & Health Act

UFC = Uniform Fire Code

## ABBREVIATIONS

CM= Contracts Management

NTP=Notice to Proceed

PM = Project Manager

RM = Records Management

RFB=Request for Bid

RFP=Request for Proposal

RFQ=Request for Qualifications



# Records Retention Schedule

---

## INDEX

<b>Category</b>	<b>Page</b>
Administration	1
Board of Directors	1
Communications / Public Outreach	2
Contracts Management	3
Cross Connection and Backflow Prevention	4
Cultural Resources	5
Customer Service	6
Development Services	6
Engineering	8
Environmental Compliance and Review	11
Federal Energy Regulatory Commission (FERC)	12
Finance	12
Fleet	15
General Services	16
Hazardous Waste Management	16
Human Resources	17
Hydroelectric Operations	19
Industrial Pretreatment Prevention Program	21
Information Technology	22
Inspection Services	23
Insurance / Risk Management	24
Laboratory	25
Mapping	25
Meter Services	26
Office of the General Counsel	26
Office of the General Manager	29
Payroll	29
Pest and Vegetation Management	30
Purchasing	31
Real Estate Management	32
Records Management	33
Recreation	34
Recycled Water Compliance	35
Regulatory Compliance - State and Federal	37
Safety and Security	39
SCADA	41
Utility Billing	41
Wastewater / Recycled Water	44
Water	46
Water Policy	49
Water Use Efficiency	49



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>ADMINISTRATION</b>						
ADM01	Committee Meetings	District committee meeting minutes and agendas	Departmental	CY+10		Public
ADM02	Goals and Objectives	Departmental and division goals long term and short term	Departmental	S		Public
ADM03	Grants  Successful	Documentation of federal or state grant funding for various projects, programs, or emergencies / natural disasters.  Successful / Funded	Departmental	CL+5	Retain for 5 years after the final Financial Status Report is complete	Public
ADM04	Grants  Unsuccessful	Documentation of federal or state grant funding for various projects, programs, or emergencies / natural disasters.  Unsuccessful / Unfunded	Departmental	CL+2		Public
ADM05	Performance Measures	Departmental, divisional, individual performance measures	Departmental	S		Public
ADM06	Procedures Manuals	Departmental and divisional procedures. Created by departments and divisions for project and task reference	Departmental	S		Public
<b>BOARD OF DIRECTORS</b>						
BOD01	Board Agenda Items  Board Agenda Items - Material Presented During Meeting  Board Agenda Items - Material Presented Less Than 72 Hours in Advance of Meeting	Board AIS  Documents, letters, printed emails, etc. These are filed with the minutes.  Documents, letters, printed emails, etc. These are not filed with the minutes.	Board of Directors	P  P  CL+2	Closed Session Items = Confidential	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
BOD02	Board Agendas and Minutes	Official Board meeting minutes	Board of Directors	P	Closed Session Items = Confidential	Public
BOD03	Board Meeting Packets	Board Packets	Board of Directors	P	Closed Session Items = Confidential	Public
BOD04	Board Resolutions	Board Actions	Board of Directors	P	Closed Session Items = Confidential	Public
BOD05	Board Tapes/Audio	Board Room Recordings	Board of Directors	CL+1	Closed Session Items = Confidential  1 year after approval of Board meeting minutes	Public
BOD06	Power Point Presentations	Power Point slides and information presented at Board meetings. Retained for reference.	Board of Directors	CY+6	Closed Session Items = Confidential	Public
BOD07	Protest Letters	Protests, Proposition 218, etc.	Board of Directors	CL+3	Close date begins after last rate increase period.	Public
BOD08	Redistricting	Documents related to redistricting.	Board of Directors	S+10		Public
<b>COMMUNICATIONS / PUBLIC OUTREACH</b>						
COM01	Correspondence	Incoming and outgoing letters, emails, memos, and transmittals	Public Outreach	CY+2		Public
COM02	Event Materials	Event invitation (if sent), printed materials and handouts	Public Outreach	CY+2		Public
COM03	Press Release	Press releases initiated by the District	Public Outreach	P		Public
COM04	Publications	Press releases initiated by the District	Public Outreach	P		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>CONTRACTS MANAGEMENT</b>						
CM01	Project Related Documents - CIP and Operations	Includes, but is not limited to: addenda; advertisements-legal notices; bid opening checklists, summaries, proposals, and preliminary results; certified payroll; correspondence; emergency, project status, and public works forms; meeting agendas and minutes; Notices of Award, Intent to Award, and Notice to Proceed; payments and invoices; Requests for Proposals and Qualifications (RFP & RFQ); single source justification; stop notices and releases; and general release/waiver forms for property access and payments	Contracts Management	<b>CL+10</b>	Close is the project completion date.	Public
CM03	Agreements / Contracts	Fully executed agreements between the District and contractors, consultants or other entities. Contract Change Orders (CCO) are also to be retained with the related agreement or contract.  Includes, but not limited to: - Access Indemnity, and Release - Capital Improvement - Grants - MOU - On-Call - Reimbursement	Contracts Management	<b>P</b>		Public
CM04	Agreements - Escrow for Security Deposits in Lieu of Retention	Escrow agreements with contractors performing work on projects.	Contracts Management	<b>CL+10</b>	Close is the project completion date.	Confidential



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
CM10	Bid Escrow Documents  Capital Improvements	Information submitted by contractor as required in the Bid Specifications.	Contracts Management	CL	Shred immediately after project completion and close out. Close is the project completion date	Confidential
CM21	Form – SAM (System for Award Management)	Website search to ensure a contractor or consultant is not debarred from working in the USA.	Contracts Management	CL+10	Close is the project completion date	Public
CM24	Notice of Completion Form  Capital Improvements	Form stating a construction project is complete. Includes E-10 Form	Contracts Management	P		Public
CM29	Project Manual - Specifications  Capital Improvements	Project specifications and drawings.	Contracts Management	P		Public
CM36	Statements of Qualifications	Statement of Qualifications submitted by contractor or consultant in response to an RFQ issued by District.	Contracts Management	CL+10	First page of SOQ containing contact information is public. Everything else is confidential.  Supporting financial documents are disposed after RFQ results are finalized.  Close is the project completion date	Confidential
<b>CROSS CONNECTION AND BACKFLOW PREVENTION PROGRAM</b>						
CC01	Surveys	Onsite inspections of water on customers premises to evaluate actual and potential hazards to public water system.	Cross Connection	P		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
CC02	Correspondence	Cross connection, control, and compliance enforcement. Documents requiring water customers to comply with program requirements	Cross Connection	P		Public
CC03	Differential Pressure Gauge Calibrations	Annual calibration certification for backflow testing equipment.	Cross Connection	CY+3		Public
CC04	Drawings and Maps	Maps of water, recycled, and sewer line connections.  SEE MAPPING	Mapping	S		Public
CC05	Regulations	Cross Connection and Backflow Prevention Program Documentation supporting program regulations AR5021.	Cross Connection	S+2		Public
CC06	Test Records	Annual backflow prevention assembly test performed by Contractor.	Cross Connection	CY+3		Public
<b>CULTURAL RESOURCES</b>						
CUL01	Agreements /MOUs  Programmatic	Legal document used in conjunction with the management plan. Used to document agreement between participating parties pertaining to specific programmatic treatment of sites (as opposed to specific sites). Originated by department and other party.	Cultural Resources	P		Confidential
CUL02	Cultural Resources Reports and Supporting Documentation	Cultural Resources Reports, inventories and mitigation reports. Includes documentations to substantiate cultural resources reports, archaeological reports, letters and records of phone conversations, consultations with interested parties notes	Cultural Resources	P	CEQA Guidelines, 36 CFR 79, Historical	Confidential



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>CUSTOMER SERVICE</b>						
CS01	Correspondence	Incoming and outgoing letters regarding customer inquiries, disputes, and customer service related information	Customer Service	<b>CY+2</b>		Public
CS02	Customer Notifications	Notifications sent to customers to advise of a service interruption in their service area, drought related information, or other District information to customers via phone and email.	Customer Service	<b>CY+3</b>		Public
CS03	Customer Surveys	Customer satisfaction surveys distributed randomly to water and wastewater account holders. Used to determine satisfaction level with customer service, field service, reliability and rates.	Customer Service	<b>CY+10</b>		Public
<b>DEVELOPMENT SERVICES</b>						
DS01	Annexations	Annexation project files.	Development Services	<b>P</b>		Public
DS02	Correspondence	Includes letters, memos, fax, email – excluding developer correspondence.	Development Services	<b>CY+2</b>		Public
DS03	Developer Project Files	Project file created when a customer or developer want to take action on a property. Project files kept 10 years after the acceptance of a project.  EXCEPT: Sundry, record drawing, photos, Facility Plan Report, agreements, E-10 package, and project acceptance letter.	Development Services	<b>CL+10</b>	Close is date of acceptance.	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
DS04	Facility Improvement Letters – Non-Active	FILs in which a developer project did not occur.	Development Services	<b>CY+10</b>		Public
DS05	Facility Plan Report (FPR's)  Approved Final  Drafts	Completed plan reviews for active or potential-developer projects.	Development Services	<b>P</b>  <b>CY+10</b>		Public
DS06	Improvement Districts	Improvement district construction files.	Development Services	<b>CL+10</b>		Public
DS07	Private Water Line Files	Documentation of former private water lines.	Development Services	<b>P</b>		Public
DS08	Sundries – Non-Developer Purchases	Invoice for purchases that may include water, recycled water or sewer services, meter relocation, meter upsize/downsize, meter conversion. Documentation may include service application package and work orders.	Development Services	<b>P</b>		Public
DS09	Variances	When a project approval is requested that falls outside of established guidelines, a variance application may be completed. If approved, Variance becomes part of the developer project file, or applicant can proceed with service purchase (Sundry); both retained permanently	Development Services	<b>CY+2</b>		Public
DS10	Developer Project Files Not Completed	Proposed projects that do not become developer projects	Development Services	<b>CY+10</b>		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>ENGINEERING</b>						
ENG01	Correspondence – Internal, and External, Incoming and Outgoing	Letters, fax, memo, to or from contractors, or consultants regarding CIP projects.  DOES NOT INCLUDE GOVERNMENT REGULATORY OR DAMS	Engineering	CL+10	Close is project completion date.	Public
ENG02	Development Standards	Development, Design and Construction Standards	Engineering	S		Public
ENG03	DOT Projects	Projects initiated by the County Dept. of Transportation, requiring modifications to District infrastructure. May include RFIs and other Non-District specific information  Completed Projects  Documentation on work not performed and for RFIs that are not projects.	Engineering	CL+10  CY+1	Close is project completion date.	Public
ENG04	Historical	Citizen’s committees, rainfall history, Sly Park data, Drought history – vital to historical records and history of event.	Engineering	P		Public
ENG05	Manuals - O&M	Operations and Maintenance Manuals	Facility	S	Retain for the life of the facility	Public
ENG06	Permits	CIP – Engineering and Inspections related permits: Encroachment permits, building, signs, grading, and encroachment. Includes all permits for development, design, and construction.  DOES NOT INCLUDE GOVERNMENT REGULATORY OR DAMS	Engineering	P	See Regulatory for projects relating to FERC, DSOD, or Dams	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
ENG07	Photographs / Videos	CIP related photographs  DOES NOT INCLUDE GOVERNMENT REGULATORY OR DAMS	Engineering	P	See Regulatory for projects relating to FERC, DSOD, or Dams	Public
ENG08	Preliminary Liens	Issued to the District by subcontractors for public work projects.	Engineering	CL+10	Close is project completion date.	Public
ENG09	Projects Not Completed or Denied	CIP documentation on projects that were never initiated or were not approved by the Board of Directors.  EXCEPT: Design info, calculations and other District work products.	Engineering	CL+10  P		Public
ENG10	Reports - CIP	Includes various Engineering reports and studies, including, but not limited to geotechnical, environmental reports, surveys, project completion reports, water diversion, water resources and reliability, water rights, and 5-year Capital Improvement Project Plan.	Engineering	P		Public
ENG11	Reports – CIP Budget Reports	Capital Improvement Projects budget reporting	Engineering	CL+10	Close is project completion date.	Public
ENG12	Requests for Information - RFI	Questions from contractors to District Project Managers regarding drawings, project manual, etc. Includes responses from District project managers to contractors.	Engineering	CL+10	Close is project completion date.	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
ENG13	Submittals –Final  CIP	Final-Approved Only  Project Manager reviews and takes action on submittals submitted by contractor, includes planning, design, construction, conversions, or modifications of local government-owned facilities, structures and systems.	Engineering	<b>P</b>		Public
ENG14	Submittals – Not Approved  CIP	Submittals that have been rejected, noted exceptions, or asked for revisions.	Engineering	<b>CL+10</b>	Close is project completion date.	Public
ENG15	Title 22 Recycled Water Engineering Reports	Engineer’s report describing the location, uses, and project description for recycled water use. Reports are amended on an as-needed basis, if the project scope is modified.	Engineering	<b>P</b>		Public
ENG16	Transmittals - CIP	Form used to document the transfer of documents to or from a government agency, or outside contractor or vendor.  DOES NOT INCLUDE GOVERNMENT REGULATORY OR DAMS	Engineering	<b>CL+10</b>	Close is project completion date.	Public
ENG17	Construction Site Management Plans	Includes Storm Water Pollution Prevention Plans (SWPPP), Water Pollution Control Plans (WPCP), Dust Mitigation, Shut-Down, and Tie-In Plans.  Excludes plans submitted for District approval as part of a formal submittal	Engineering	<b>CL+10</b>	Close is project completion date.	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>ENVIRONMENTAL COMPLIANCE AND REVIEW</b>						
ENV01	Air Quality (AQMD)	County and State Air Quality Permits; including generator permits; participants or voucher logs and recordings, total daily mileage survey (TDM); various local authorities and commute alternative info.	Environmental	<b>T</b>	Termination is cancellation or revocation of permit	Public
ENV02	Ca Environmental Quality Act - CEQA	Includes NEPA, Notice of Exemptions, determinations, and completions, Environmental Impact Reports, Mitigation Monitoring Plans, negative declarations, comments, and statements of overriding considerations, public notices filed with county or government agencies.	Environmental	<b>P</b>	CEQA Guidelines	Public
ENV03	Correspondence	Environmental Review, correspondence, Consultants, issues, conversations.	Environmental	<b>CY+2</b>		Public
ENV04	Correspondence Capital Improvements	Description of CIP project for Environmental Department, emailed to Environmental, informs Environmental of projects. Ultimately becomes part of Environmental reports. Compliance purposes.  Includes Environmental Review correspondence, issues, and conversations	Environmental	<b>CL+10</b>		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>FEDERAL ENERGY REGULATORY COMMISSION (FERC)</b>						
SEE REGULATORY						
<b>FINANCE</b>						
<b>Accounting</b>						
FIN01	Audit - Annual Financial Reports	Independent Auditor Analysis	Finance	<b>AU+7</b>	Final documents are saved permanently in board packets	Public
FIN02	Accounts Receivable	Miscellaneous cash receipts, daily cash receipts filed by month, substantiates, incoming cash from customer and vendors. Includes cash register tapes.	Accounting	<b>AU+7</b>		Public
FIN03	Assessment Districts	Assessment Districts files	Accounting	<b>P</b>		Public
FIN04	Budget	Board approved operating budget. Used to track budget expenditures and budget allocations. Includes Financing Authority Documents.	Finance	<b>AU+7</b>	Final documents are saved permanently in board packets	Public
FIN05	ACFRs - Backup	Various ACFRs associated files and backups	Accounting	<b>P</b>		Public
FIN06	Cash to General Ledger	Investment Support Documentation and Reconciliation: Reconciles cash and general ledger, investments, and bank accounts. Includes supporting material, Sympro reports, bank register, and supporting analysis worksheets.	Accounting	<b>AU+5</b>		Public
FIN07	Bank Reconciliations	Incoming and Outgoing. Pertinent banking data and information for each month. Documents issues and correspondence; Sly Park cash receipts. Letters and greenbar, balancing AP funds from GL to System for Audit.	Accounting	<b>AU+5</b>		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
FIN08	Fixed Assets	Fixed Asset Inventory: Annual updates needed for FCC study. Annual update of fixed assets. Fixed Asset Depreciation: Part of financial statements, includes checks, invoices and backup. Reflects purchase dates, and cost account numbers	Accounting	L		Public
FIN09	Form DE542	Used for independent contractors, includes supporting documents	Accounting	AU+4		Public
FIN10	Journal Entries	Transactions which would otherwise not be recorded in any other fashion in the general ledger; Accounts receivable/time and materials billing including monthly activity. Initiates time and material billings. Includes customer name, service address, meter readings, usage payments, applications / cancellations; Customer payments-daily activity & CX reports; Customer payments/monthly journal-monthly activities, billing errors, fund changes, CIP funds.	Accounting	P		Public
FIN11	Journals - Capital Improvement Projects, Green Sheets	CIP files associated with funding issues and fixed assets. Includes green sheets, AIS, minutes, journals, etc. Billing included monthly activity.	Accounting	CL+10		Public
FIN12	Rates	Rates for water, sewer, irrigation, recycled water, etc. Board of Directors rate decisions.  Includes Cost of Service Study	Finance	S+5	Final documents are saved permanently in board packets.	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
FIN14	Reports - Sales Tax	Federal and State - Filed by calendar year. Monthly or quarterly sales / use tax returns filed with the CA Board of Equalization. Includes supporting documents and Forms 1096, 1099, W-4, and W-2	Accounting	<b>AU+4</b>		Public
<b>Accounts Payable</b>						
FIN15	Accounts Payable	AP invoices with copies of checks and backup documentation. Includes CIP invoices and payments, employee reimbursements for travel, training, seminars, or purchases; Monthly invoice payments to USBR	Accounts Payable	<b>AU+10</b>	Government Code Section 60201(d)(12)	Public
FIN16	Form W-9, New Vendor	Vendor information, vendor forms, tax compliance - scanned since 2004	Accounts Payable	<b>AU+7</b>	Government Code Section 60201(d)(12)	Public
FIN17	Vendor Register - 1099	Letter and greenbar, alpha vendor listing or purchase orders, invoices, account numbers, and check dates. \$ amount reportable to company to Federal and State, includes copies of documentation sent to IRS – compliance.	Accounts Payable	<b>AU+7</b>		Public
FIN18	Warrant Register	Agenda Item Summary, and cover page - expenditures paid in check run, dates to be approved by Board of Directors, and approval dates	Accounts Payable	<b>AU+2</b>		Public
FIN19	Warrant Register - Executive Summary	Weekly executive summary of weekly warrant register, prepared for General Manager. Outlines major expenditures by fund in narrative form.	Accounts Payable	<b>AU+2</b>		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>Treasury</b>						
FIN20	Bank Check Register	Pertinent banking data for month, bank check register, records all banking activity for a particular month. Includes statements, summaries for receipts, disbursements & Reconciliations.	Treasury	AU+5		Public
FIN21	Bank Reconciliation	Equity Reconciliation, spreadsheets and reports, statements, summaries for receipts, disbursements and reconciliation, balances per book vs. balances per bank.	Treasury	AU+5		Public
FIN22	Bank Statements	Monthly bank account statements, substantiates bank activity for particular month.	Treasury	AU+4		Public
FIN23	Bonds	Final Bond Documents. Official Statement.	Treasury	P		Public
<b>FLEET</b>						
FLT01	Emissions Smog Tests	Test results	Fleet	CY+3		Public
FLT02	Inspections - Equipment Crane Inspection	Inspection results	Fleet	CY+2		Public
FLT03	Fuel Logs	Mileage readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations.	Fleet	AU+7		Public
FLT04	Hazardous Waste Disposal	Documentation regarding handling and disposal of hazardous waste.	Fleet	AU+7	CAL OSHA; 40 CFR122.21	Public
FLT05	Periodic Smoke Inspection Fleet Program (PSIP)	Documents related to the annual smoke and tamper inspections for our heavy duty fleet vehicles.	Fleet	CY+3		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
FLT06	Basic Inspection Terminal Report	90-day inspection reports	Fleet	CY+2		Public
FLT07	Vehicle Ownership & Title	Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents.	Fleet	L		Public
FLT08	Vehicles - Heavy Duty	On-road heavy duty diesel fueled vehicles owned or operated by public agencies and utilities; documents pertaining equipment maintenance and retrofit.	Fleet	L		Public
FLT09	Work Orders	Service and work orders for vehicle maintenance.	Fleet	L		Public
FLT10	Advanced Clean Fleets Regulation Compliance	State Regulation - CA Air Resources Board (CARB) requirement for reporting fleet information. Includes documentation for vehicle purchase or sale, odometer readings, etc.	Fleet	CY+5	CCR Title 13, Section 2013.3 (State and Local Government Fleet Recordkeeping)	Public
<b>GENERAL SERVICES</b>						
GS01	Building	Documents relating to building equipment, maintenance and operations. Includes warranty and repair paperwork.	General Services	L+2		Public
GS02	Surplus	Documents supporting surplus property disposition. Includes inventory of equipment gone to auction and supporting paperwork.	General Services	AU+4		Public
<b>HAZARDOUS WASTE MANAGEMENT</b>						
HAZ01	Hazardous Waste Manifest and Bills of Lading	Manifest for the disposal of hazardous waste. Manifests are generated as waste is disposed of.	Hazardous Waste Management	CY+10		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
HAZ02	Hazardous Waste Storage	Weekly inspection form for hazardous waste storage site.	Hazardous Waste Management	<b>CY+10</b>		Public
HAZ03	Hazardous Waste Facility	Files of each facility that generates hazardous waste. Includes disposal history, annual fee payment records, and various facility information.	Hazardous Waste Management	<b>CY+10</b>		Public
HAZ04	Inspection Records	EID facility inspections by El Dorado County and CA State agencies.	Hazardous Waste Management	<b>CY+10</b>		Public
HAZ05	Spill Prevention, Control, and Countermeasures Plan (SPCC)	Procedures and methods the District would use to prevent or respond to an unplanned oil discharge. Plans are required for facilities that store more than 1,320 gallons of petroleum product on-site.	Hazardous Waste Management	<b>CY+25</b>		Public
<b>HUMAN RESOURCES</b>						
HR01	Classification specifications and Salary schedules	Description of position classification duties and responsibilities. Salary schedule – compensation for each classifications	Human Resources	<b>CY+5</b>		Public
HR02	Correspondence	Non-Safety correspondence includes letter log, memos, transmittals, and faxes.	Human Resources	<b>T+7</b>		Confidential



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
HR03	Employee Files	Active, New Hire, Terminated, State Disability, Disciplinary, Evaluations, and Medical: Includes State Disability insurance files; unemployment; reassignments, promotions and transfers; commendations; disciplinary actions; terminations; oaths of office; employee evaluations; pre employment medical exams, drug screening, and medical clearances; fingerprints; offer letters; benefit enrollment information; applications; training certificates and licenses; automobile or District rental property insurance certificates (if applicable); letters of recognition; and related periodic or episodic records.	Human Resources	T+7		Confidential
HR04	Employee Grievance / Complaints - Arbitration Files	Composed of investigation notes regarding employee complaints such as discrimination or sexual harassment claims. May include arbitration, grievances, union requests, sexual harassment and civil rights, complaints, and disciplinary actions.	Human Resources	T+7		Confidential
HR05	Employee Handbook	General employee information including benefits plan.	Human Resources	S+2		Public
HR06	Employee Training	Mandatory employee training, non-safety. Sign-in sheets, training documentation	Human Resources	T+7		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
HR07	Form I-9	Proof of right to work in the United States.	Human Resources	T+3	8CFR274a.2(b)(2)	Confidential
HR08	Labor Negotiations	Negotiations between EID management and EID employees. Contains notes leading up to MOU agreement. Includes notes, notebooks, and correspondence	Human Resources	P		Confidential
HR09	Memorandum of Understanding	Contract / agreement between EID employees and EID management	Human Resources	P		Public
HR10	Position Control	Backup documentation for job descriptions to substantiate claims of terminated employees. Lists all positions filled, available, and vacant. Frequently referenced and changed depending on vacancies and budget constraints	Human Resources	CY+7		Public
HR11	Recruitment	Job announcements, advertisements, applications, ethnicity forms, exams, interview questions, resumes, eligibility lists and logs, and invoices.	Human Resources	CL+7		Confidential
HR12	State Disability Insurance	Insurance certifications and policy	Human Resources	P		Public
<b>HYDROELECTRIC OPERATIONS</b>						
HYD01	Correspondence	Incoming and outgoing correspondence- non regulatory, non-project	Hydro	CY+2		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
HYD02	Flow Data	Flow data and water level storage reported to US Geological Survey (USGS) and State Water Resources Control Board (SWRCB), US Forest Service, Fish and Game, Federal Energy Regulatory Commission (FERC), and Department of Water Resources (DWR)	Hydro	P		Public
HYD03	Flume Repair and Maintenance	Site Files – Used for repair and maintenance of flumes, hydro plant properties, lakes, spillways and water lines. Includes, correspondence, permits, drawings, work orders, water readings, dam safety, studies, water sampling results	Hydro	P	FERC Compliance	Public
HYD04	Manuals – O&M	Operations and Maintenance Manuals. Received at project completion. Information needed to maintain equipment and facilities.	Hydro	S		Public
HYD05	Photographs / Videos	Historical – Used for training, public relations, etc.	Hydro	P		Public
HYD06	Projects – Operations and Maintenance (Non-CIP)	Hydro projects for repairs and maintenance, not funded by CIP	Hydro	CL+2	Close is the project completion date.	Public
HYD07	Reports	CEC-1304 Quarterly Reports, CEC-RSPGEN, EIA Yearly Reports 923 and 860, monthly power production reports, monthly revenue reports	Hydro	P		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
HYD08	Safety Data Sheets	Binders containing information about hazardous materials on site. Binders stored in vehicles and on-site at Camp 5 for safety purposes and for first responders.	Hydro	S		Public
HYD09	Work Orders	Maintenance records for Hydro system infrastructure. Generated and maintained in Hansen/IPS	Hydro	L	Retain for the life of the facility	Public
<b>INDUSTRIAL PRETREATMENT PREVENTION PROGRAM</b>						
IPPP01	Industrial Pretreatment and Pollution Program (IPPP)	Submittal to EPA/RWQCB of EID's IPPP Program. Includes updates, changes and supporting documents.	Environmental Compliance	P		Public
IPPP02	Monitoring or Lab Data	Monitoring data collected by IPP Program at WWTP, collection system, or EID facilities.	Environmental Compliance	CY+10		Public
IPPP03	NPDES Reports	Status of Industrial Pretreatment Program quarterly reports.  Supporting documents for Wastewater NPDES Reports	Environmental Compliance	CY+10	CY+5 per NPDES	Public
IPPP04	Wastewater Discharge Permits - Active IPPP	Current and historical copies of WDP's, applications, inspections, correspondence, and plans, etc. related to the WDP. Includes supporting documentation.	Environmental Compliance	L	Life is active term, until re-classified	Public
IPPP05	Wastewater Discharge Permits – Inactive or Exempt IPPP	Historical copies of WDP's, applications, inspections, correspondence, and plans, etc. related to the WDP. Includes supporting documentation.	Environmental Compliance	CY+5		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>INFORMATION TECHNOLOGY</b>						
IT01	Email – Employee Inbox Folder	Applies to email messages contained in the employee’s “inbox” folder. Messages in this folder exceeding the retention duration will be moved to the “deleted items” folder and subsequently permanently deleted without further action by the employee.	Information Technology	Message Date + 90 Days		Public
IT02	Email – Employee Sent Item Folder	Applies to email messages contained in the employee’s “sent items” folder. Messages in this folder exceeding the retention duration will be moved to the “deleted items” folder and subsequently permanently deleted without further action by the employee.	Information Technology	Message Date + 90 Days		Public
IT03	Email – Employee Drafts Folder	Applies to email messages contained in the employee’s “Draft” folder. Messages in this folder exceeding the retention duration will be moved to the “deleted items” folder and subsequently permanently deleted without further action by the employee.	Information Technology	Message Date + 90 Days		Public
IT04	Email – Employee Defined Email Folder	Applies to email messages contained in any folders the employee may have created. Messages in any employee-defined folder exceeding the retention duration will be moved to the “deleted items” folder and subsequently permanently deleted without further action by the employee.	Information Technology	Message Date + 2 Years		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
IT05	Email – Employee Deleted Items Folder	Applies to email messages contained in the employee’s “Deleted Items” folder. Messages in this folder exceeding the retention duration will be permanently deleted without further action by the employee.	Information Technology	Message Date + 30 Days		Public
IT06	Email-Journal	Applies to all email messages sent from or received to an @eid.org email address. This instance of email messages is not maintained or accessible to employees and is intended for HR and Legal search purposes only	Information Technology	Message Date + 2 Years		Public
IT07	IT Project Documents (Non-CIP)	Charters, project plans, project status reports, test and acceptance results, post-project evaluations and findings. Includes documents regarding business process and change management.	Information Technology	S		Public
IT08	System Logs	Logging data from IT systems that indicate performance issues. Includes Enterprise & Infrastructure systems and application servers.	Information Technology	90 Days		Confidential
IT09	Voice Mail Messages	Voice mail messages.	Information Technology	Message Date + 30 Days		Public
<b>INSPECTION SERVICES</b>						
INSP01	Correspondence	Incoming or outgoing - letters, memos, to or from contractors, consultant’s vendors relating to a CIP project.  DOES NOT INCLUDE DEVELOPER PROJECTS OR REGULATORY PROJECTS	Inspection	CL+10	Close is project completion date for CIP	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
INSP02	Daily Log Books	Journals of daily inspection activities.	Inspection	CY+10		Public
INSP03	Inspection Reports	Inspection reports. Includes daily record of work performed for EID or Developer projects, verification and confirmation with drawings. Includes various specialty inspection files from inspectors, concrete inspections, compression tests, compaction, painting, etc.	Inspection	CL+10	Close is project completion date for CIP and date of acceptance for Developer projects.	Public
INSP04	Photographs and Videos	Pictures or videos of construction site and progress.	Inspection	P		Public
INSP05	Punch List	Used at project completion to verify that all aspects of the job are complete.	Inspection	CL+10	Close is project completion date for CIP and date of acceptance for Developer projects.	Public
INSP06	Request for System Shutdown/Tie-in	Paperwork associated with connecting new services to the system.	Inspection	CL+10	Close is date of acceptance for Developer projects.	Public
<b>INSURANCE / RISK MANAGEMENT</b>						
INS01	Claims, Damage	Claim documentation	Insurance / Risk Management	CL+5	Close is when claim is closed.	Confidential
INS02	Insurance Certificates – Lease Holders	Insurance certificates from parties leasing District facilities, including Silver Lake cabins and boat slips.  Active  Inactive	Insurance / Risk Management	CY+3  T+1	Termination is expiration or revocation of permit	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
INS03	Insurance, Certificates – Vendors/ Consultants/ Contractors	Insurance certificates	Insurance / Risk Management	CY+10	.	Public
INS04	Insurance, Liability/Property	Liability and Property insurance for EID facilities	Insurance / Risk Management	P		Public
INS05	Permits – Pressure Vessels	Permits to operate Liquid Propane Gas (LPG) & air pressure tanks.	Insurance / Risk Management	T	Termination is expiration or revocation of permit.	Public
<b>LABORATORY</b>						
LAB01	Bacterial Analysis	Compliance records; includes location, date, method, and results, analysis of bacterial content of plant effluent.	Environmental	CY+12	State Water Resources Control Board - NPDES	Public
LAB02	Chemical Analysis	Compliance records include location, date, method, and results for organics, inorganics and conventional pollutants.	Environmental	CY+12		Public
LAB03	Correspondence	Incoming / Outgoing, compliance issued as needed, letters, memos, emails etc. that are not retained by ST02.	Environmental	CY+10		Public
LAB04	Lab Data Reports	QA/QC Contract lab documentation	Environmental	CY+12		Public
LAB05	Quality	Compliance documentation including sampling data, analysis, surveys, documents, evaluation, schedules, valves, etc.	Environmental	CY+12		Public
LAB06	Reports – Lab Data	Reports Generated from OP10 or Hach-WIMS.	Environmental	CY+12		Public
<b>MAPPING</b>						
MAP01	Drawings – As Built	Blueprints, drawings, maps, plans.	Mapping	P		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
MAP02	GIS Documents	Maps containing geographic information. Also includes water and sewer line drawings.	Mapping	S		Public
MAP03	Photographs	Aerial photos.	Mapping	P		Public
<b>METER SERVICES</b>						
MS01	USA Locations	USA location request received from USA North.	Meter Services	CY+5		Public
<b>OFFICE OF THE GENERAL COUNSEL (OGC)</b>						
OGC01	Agreements / Contracts	Contracts between outside agencies, contractors, vendors, or consultants and EID.  Some agreements / contracts may be confidential depending on the nature of the agreement.	OGC	P		Public / Confidential
OGC02	Board Policies and Administrative Regulations	Board approved policies and administrative regulations. Maintained electronically on EID internal and external sites; updated by OGC.  Amendment Package	OGC	S+2  P		Public
OGC03	Correspondence  Administrative	Includes correspondence, letters and memoranda from outside sources and correspondence, letters and memoranda drafted by administrative staff. Restricted access to OGC Personnel only.	OGC	CY+2		Confidential



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
OGC04	Litigation / Case Files	Includes various litigation case files pertaining to any project or claim – several files with numerous volumes per case.	OGC	CL+7	Close is final judgement, settlement, or other disposition of the case has occurred and any time for reconsideration or appeal has lapsed.	Confidential
OGC05	Reference Files – Board of Directors	Legal Filing Section 10.0 – Board of Directors	OGC	CY+10		Confidential
OGC06	Reference Files – Office of the General Manager	Legal Filing Section 20.0 – General Manager’s Office.  EXCLUDING – 20.3 (Human Resources) and 20.6 (Water Policy Coordination/Special Projects)	OGC	CY+10		Confidential
OGC07	Reference Files – Human Resources	Legal Filing Section 20.3 – Human Resources  EXCEPT Sections: 20.3.2, 20.3.4 thru 20.3.19, 20.3.22 thru 20.3.26	OGC	T+7  CY+10		Confidential
OGC08	Reference Files – Water Policy	Legal Filing Section 20.6 – Water Policy / Special Projects.  Includes various files types relating to Water Policy and Special Projects, maintained by the General Counsel  Legal Counsel reference documents	OGC	P		Confidential
OGC09	Reference Files – Operations and Engineering	Legal Filing Section 30.0 – Operations and Engineering  EXCLUDING – 30.2.11 (Ditches) and 30.4.5 (Water Rights)	OGC	CY+15		Confidential



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
OGC10	Reference Files – Ditches (Non-Hydro)	Legal Filing Section 30.2.11 – Ditches. Includes various file types relating to District ditches.	OGC	P		Confidential
OGC11	Reference Files – Project 184 Water Rights	Legal Filing Section 30.4.5 – Water Rights. Includes various file types relating to water rights associated with hydroelectric FERC Project No. 184.	OGC	P		Confidential
OGC12	Reference Files – Finance and Management Services	Legal Filing Section 40.0 – Finance and Management Services  Includes various files types relating to Finance, maintained by the General Counsel  Legal Counsel reference documents	OGC	CY+15		Confidential
OGC13	Reference Files – Recreation	Legal Filing Section 50.0 – Recreation  Includes various files types relating to Recreation, maintained by the General Counsel  Legal Counsel reference documents	OGC	CY+15		Confidential
OGC18	Correspondence  Legal	Correspondence, letters and memoranda drafted by a District attorney. Restricted access to OGC personnel only. Does not include closed session memos.	OGC	CY+25		
OGC19	Lobbyist Employer Reports	A form submitted to the Secretary of State outlining activities and payments.	OGC	CY+7	Government Code Section 86116	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
OGC20	Legislative and Lobbying	Includes: -Bill analysis memos, notes, et al. -Legislative proposal research. -Proposed legislation/ regulations that can include water rights regulations pertaining to sewer discharge, et al.	OGC	CY+4		Public
<b>OFFICE OF THE GENERAL MANAGER (OGM)</b>						
OGM01	Correspondence	Office of the General Manager letters and logs	OGM	CY+5		Public
OGM02	Form 700 – Statement of Economic Interest	Form 700	OGM	CY+7		Public
<b>PAYROLL</b>						
PAY01	Employee Payroll Files	Active and Terminated: Managed from date of hire through termination for payroll related items only. Any changes to payroll master file: (including but not limited to) PAF's for employee setup, position, pay budget charge numbers, tax withholding, deductions, benefits, garnishments, direct deposit, etc.	Payroll	T+7		Public  Excluding employee address, phone number and SSI number
PAY02	Payroll Register	Labor cost and employee program.	Payroll	P		Same as above



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
PAY03	Payroll Reports – District Level	All subsequent reporting for payroll: W-2 forms, Federal Quarterly 941s (Federal Income Tax, Social Security, and Medicare), Ca State Quarterly DE6's (State Income Tax and State Disability Insurance), unemployment quarterly DE6's, Ca annual reconciliation DE7, workers compensation premium statements, pay period reporting for : deferred comp premium statements (457), CALPERS retirement, AFLAC premiums, new hire reporting, direct deposit, GTLI, tax payments & levies, paid-time-off (PTO) records, flexible spending accounts, etc.	Payroll	AU+7		Same as above
PAY04	Payroll Reports - Employee Level	Reports show everything from dates and hours to gross pay, net pay, and all related taxes, deductions, benefits, etc.	Payroll	AU+7		Same as above
PAY05	Timecard Data	Record of employees' attendance	Payroll	AU+6		Same as above
PAY06	Unclaimed Wages	Wages not claimed by employees	Payroll	T+8		Same as above
<b>PEST AND VEGETATION MANAGEMENT</b>						
PEST01	Emergency Response Plan	County regulation – Plan includes chemicals used to control gophers and ground squirrels. Verifies that chemicals are used properly.	Pest Management	S	Update continuously	Public
PEST02	Pesticide Safety Information	State regulation – must be posted at all departments. Overview of safe practices and policies for using pesticides safely.	Pest Management	S	CAL OSHA/40CFR122	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
PEST03	Pesticide Use Records	Documents the monthly use of pesticides. Created on a monthly basis. Information maintained for three separate counties, Amador, Alpine, and El Dorado. Includes Restricted Use Permits.	Pest Management	CY+2		Public
PEST04	Storage Area Posting	Postings for chemical and hazardous materials storage areas. Labels used to warn individuals and first responders that hazardous materials are contained in that particular area.	Pest Management	S	CAL OSHA/40CFR122	Public
PEST05	Summary Hazard Communications	Pest management binder containing leaflets and MSDSs. County Agriculture regulations.	Pest Management	CY+2		Public
<b>PURCHASING</b>						
P01	PO Agreements	Purchase Orders that function as a contract with the contractor. Also, supporting materials that substantiate the final purchase order or decision trail.	Purchasing	AU+6		Public
P02	Contracts – Non-CIP	Purchasing contracts. Supporting materials that substantiate the final contract or decision trail, i.e. solicitations (formal and informal), solicitation responses (successful and unsuccessful), correspondence.	Purchasing	AU+6		Public
P03	Cancelled Solicitations – Non-CIP	Cancelled formal and informal written solicitations containing un-awarded written vendor submittals, correspondence, etc.	Purchasing	AU+2		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>REAL ESTATE MANAGEMENT</b>						
RE01	Agreements – Leases and License	All Leases and License Agreements permitting the use of District real property.	Real Estate	T+5		Public
RE02	Agreement - Reimbursement Files  Cal Fire / Growlersburg Inmate Crews	Agreements related to Cal Fire/Growlersburg Inmate crew, including all correspondence.	Real Estate	T+5	Retention is based on termination of agreement	Public
RE03	Contracts – On Call	Contracts for various professional services as needed by the Real Estate Division. Records associated with all correspondence, contract documents, insurance documents, invoices, purchase orders, and payments.	Real Estate	T+5	Retention is based on termination of contract.	Public
RE04	Agreements – Right of Entry, License Agreement	Custom agreements for temporary use of District-owned real property, granted to third parties for a specific purpose.	Real Estate	T+5		Public
RE05	Firewood Sales Program	Records associated the firewood permits issued and accompanying indemnification documentation required of the permittee.	Real Estate	AU+1		Public
RE06	Grant Deeds	All documentation granting real property to the District.	Real Estate	P		Public
RE07	Grants of Easement	All recorded easement rights granted to the District.	Real Estate	P		Public
RE08	Hold Harmless Agreements	Agreements for temporary District use of real property owned by a third party.	Real Estate	T+4	Retention based on completion of temporary District use.	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
RE09	Road Association Dues / Assessments	Various roads utilized by District personnel to maintain District infrastructure that are privately maintained.	Real Estate	AU+4		Public
RE10	Quitclaims	Real property interests held by the District that are no longer necessary for District purposes. The quitclaim document relinquishes any and all right the District has in a specific parcel of real property.	Real Estate	P		Public
RE11	Timber Harvest	All documents associated with active or proposed timber harvest plans and/or licensed timber operators contracted by the district to harvest timber on district land.	Real Estate	CL+4	Retention based on completion of timber harvest for active plan or year of preparation for proposed plans not carried out.	Public
RE12	Property Appraisal	Documentation of property value appraisals of District property.	Real Estate	CL+10	Retention based on valuation date of appraisal.	Public
RE13	Waiver and Release Agreement	Standard form agreement to allow a third party to enter District-owned real property for a specific purpose and very short duration such as inspection, job walk, or similar activity that can be completed in one or a few days.	Real Estate	T+1	Retention based on completion of access.	Public
<b>RECORDS MANAGEMENT</b>						
RM01	Historical	Historical documents including various reports, pictures, videos, etc.	Records Management	P		Public
RM02	Logs and Spreadsheets	Various logs, including CIP project history, and correspondence tracking logs.	Records Management	P		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
RM03	Public Records Requests	Requests from public, vendors, contractors, consultants, developers. Includes response from EID and supporting documentation.	Records Management	CL+2		Public
RM04	Records Inventories	Inventory of non-current or inactive records holdings and location, indices.	Records Management	S	Active Document – updated continuously	Public
RM05	Document Destruction Forms	Documentation of approved record purges. Includes record description, dates, retention policy and approvals from Department Head and General Counsel.	Records Management	P		Public
RM06	Records Retention Schedule	Records retention requirements approved by the Board of Directors	Records Management	S		Public
<b>RECREATION</b>						
REC01	Brochures	Reproductions, printing, mailing, event brochures	Recreation	CY+2		Public
REC02	Camp Tags	Tags used to track vehicles and people when campers are in the park.	Recreation	CY+2		Public
REC03	Receipts	Records of sale from point-of-sale system.	Recreation	AU+5		Public
REC04	Daily Logs	Logs of Ranger activity	Recreation	CY+2		Public
REC06	Historical	Historical documents and reports  Used for departmental and District-wide historical reference.	Recreation	P		Public
REC07	Mooring Contracts	Annual mooring facility contracts.	Recreation	CY+2		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
REC08	Park Incident Reports	Records of unacceptable behavior or subpoenas in the park area.  Includes photos and logs	Recreation	CY+2		Public
REC09	Photographs / Videos	Non-project related photographs and videos.	Recreation	CY+3		Public
REC10	Policy and Procedures	Policy and procedures manual for recreational procedures.	Recreation	S		Public
REC11	Reservations	Tracking recreational reservations.	Recreation	CY+2		Public
REC12	Season Passes	Documents / logs used to track the sale of season passes sold to individual vehicles, and boats.	Recreation	CY+2		Public
REC13	Logs	Includes agency, phone and voicemail logs, etc.	Recreation	CY+1		Public
REC14	Boat Launch Restrictions	Documentation for boat launch restrictions and the banding program. Includes quarantine sheets, receipts, boat seals, and other supporting documents for the Watercraft Inspection Database (WID).	Recreation	CY+3		Public
<b>RECYCLED WATER COMPLIANCE</b>						
RW01	Commercial Irrigation Plans	Approved irrigation plans for recycled water commercial projects.	Recycled Water	P		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
RW02	Commercial Lot Files	Includes documentation related to recycled water program compliance requirements such as: standards agreement for recycled water use at non-residential sites, user reclamation plan (URP), onsite inspection forms, for potable service and potable lines extending into the landscape, onsite inspection forms for recycled water service and irrigation system.	Recycled Water	P		Public
RW03	Inspection photographs	Photos of compliance inspections for the construction of onsite recycled water and potable water residential and commercial facilities. Photos are added for new projects and existing non-compliance cases.	Recycled Water	P		Public
RW04	Residential Lot Files	File contains documentation related to the recycled water program compliance requirements including: homebuyer notifications, onsite inspection forms for potable service and potable lines extending into the landscape, onsite inspection forms for the recycled water service and irrigation system, irrigation plans, irrigation plan review approval/failure letters, recycled water orientation exam, non-compliance letters, annual inspection forms.	Recycled Water	P		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>REGULATORY COMPLIANCE - STATE AND FEDERAL</b>						
<b>State - Pertains to State safety or environmental regulatory agencies overseeing dams, hydro and other compliance projects.</b>						
ST01	Compliance	Includes confirmation of compliance documentation and supporting documentation for proof of compliance	Regulatory	P		Public
ST02	Correspondence – State Regulatory Compliance	Includes compliance related letters, fax, memos to or from State regulatory agencies.	Regulatory	P		Public
ST03	Projects – State Regulatory Compliance	Project documentation for projects mandated by the State. Includes correspondence, transmittals, photos, videos, reports, inspection reports, emergency action plans, surveys, analysis, contract documents, submittals, as-built drawings, specifications, project manuals, permits, assessments, project completion reports.	Regulatory	P		Public
ST04	Notifications – State Regulatory Compliance	Includes notices letters, memos, or faxes from State agencies, as reminders of specific items or details.	Regulatory	CY+2		Public
ST05	Permits	Permits required by state agencies.	Regulatory	P		Public
ST06	Reports – State Regulatory Compliance	Includes information and reports submitted to State regulatory agencies.	Regulatory	P		Public
ST07	Transmittals – State Regulatory Compliance	Form used to document the transfer of documents to or from State regulatory agencies. This includes the cover letter and the documents being transmitted.	Regulatory	P		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>Federal – Pertains to Federal safety or environmental regulatory agencies overseeing dams, hydro and other compliance projects (primarily FERC but can include Army Corps of Engineers and US Fish and Wildlife)</b>						
FED01	Projects –Federal Regulatory Compliance	Project documentation for CIP mandated by FERC or other Federal regulatory agencies. Includes correspondence, transmittals, photos, videos, reports, surveys, analysis, contract documents, submittals, specifications, project manuals, permits, assessments, project completion reports.	FERC	P	Copies remain in corresponding office until no longer needed for departmental reference	Public
FED02	Correspondence - Federal Regulatory Compliance	Letters, memos, faxes to or from Federal regulatory agencies.  INCLUDES FERC RELATED ENVIRONMENTAL, ENGINEERING, AND OPERATIONS DOCUMENTS	FERC	P		Public
FED03	Emergency Action Plan	Emergency Action Plan (EAP). Plan of action for emergencies.	FERC	S		Public
FED04	License Compliance	Reports, plans, studies, correspondence and other relevant documentation necessary to demonstrate compliance with Project 184 or other Federal license requirements.  INCLUDES FERC RELATED ENVIRONMENTAL, ENGINEERING, AND OPERATIONS DOCUMENTS	FERC	P		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
FED05	License Documents	Documents Associated with FERC or other Federal licensing, including but not limited to, license amendments, permits, orders, and agreements.  INCLUDES FERC RELATED ENVIRONMENTAL, ENGINEERING, AND OPERATIONS DOCUMENTS	FERC	P		Public
FED06	Notifications – Federal Regulatory Compliance	Includes notices letters, memos, or faxes from FERC or other Federal regulatory agencies as reminders of specific items or details.	FERC	CY+2		Public
FED07	Reports – Federal Regulatory Compliance	Includes all reports submitted to Federal regulatory agencies.  INCLUDES FERC RELATED ENVIRONMENTAL, ENGINEERING, AND OPERATIONS DOCUMENTS	FERC	P		Public
FED08	Transmittals – Federal Regulatory Compliance	Form used to document the transfer of documents to or from Federal agencies. This includes the cover letter and the documents being transmitted.  INCLUDES FERC RELATED ENVIRONMENTAL, ENGINEERING, AND OPERATIONS DOCUMENTS	FERC	P		Public
<b>SAFETY AND SECURITY</b>						
SS01	California Highway Patrol - Biennial Inspection of Terminal Reports (BIT)	Audit entails maintaining list of active Commercial Driver's License (CDL) holders, DMV Pull Notice program evaluation and DOT drug / alcohol testing program for safety-sensitive CDL holders.	Safety and Security	CY+7	DOT designated EID employee representative (DER); CCR, Title 13, Division 2, Chapter 6.5, Article 6	Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
SS02	Safety Management Reports	Cal/OSHA form 300-log of work related injuries - maintained throughout the year. Cal/OSHA form 301- District injury and illness incident reports and supporting documentation; Safety Committee meeting minutes	Safety and Security	CY+7		Public
SS03	Security Incident Reports	Security Activity Reports (SAR) and video monitoring files documenting malevolent acts involving District critical infrastructure and other assets.  Vehicle Accident Reports (VAR).	Safety and Security	CY+7	Until pending litigation or prosecution resolved	Public
SS04	Security Plans	District-wide risk assessments and security/emergency plans, including:  -Emergency Action Plans (excluding DSOD EAPs) -Local Hazard Mitigation Plan -Vulnerability Assessments	Safety and Security	P		Confidential
SS05	Training Records	Employee training / classes regarding safety District wide – include certificates and sign in sheets.	Safety and Security	CY+7		Public
SS06	Workers Compensation	Claims files, reports (originals with ACWA/JPIA)	Safety and Security	T+7		Confidential



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
<b>SCADA</b>						
SC01	SCADA Database Records for Tier 1 Historian	Applies to data recorded and stored locally at the treatment/generation plants. This data is replicated to a main repository (Tier 2) at Headquarters. Defines the period in which we can delete data from the running base.	SCADA	CY+5		Public
SC02	SCADA Database Records for Tier 2 Historian	Applies to data recorded and stored in the main repository (Tier 2) at Headquarters. Defines the period in which we can delete data from the running base.	SCADA	P		Public
<b>UTILITY BILLING</b>						
UB01	Adjustments	Adjustment accounts consist of adding fees, adjusting balance down for leaks form. Form requesting adjustments are attached.	Utility Billing	AU+4		Public
UB02	Agreements - Owner/Tenant	Rental properties – Owner applies for agreement to allow the tenant to be on the account. Includes mobile homes, apartments, property management, etc.	Utility Billing	CY+2	Retain for 2 years	Public
UB03	Billing - Customer Applications - AMI / Small Farm	Small farm schedule F form IRS or approved certification from department of Agriculture	Utility Billing	CL+2		Public
UB04	Billing – Customer Payments	Payments received from District customers, in all formats. Includes customer account records and postings of credit card, electronic or other on-line payments by customers.	Utility Billing	AU+2		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
UB05	Billing – Customer Payments, Electronic Funds Transfer	EFT – Documentation of electronic funds transfer from customer account to EID account for bill payments. Includes forms and voided checks.	Utility Billing	<b>AU+2</b>		Public
UB06	Billing – Customer Payments, Overpayment Refunds	Refund approval letters for over payment.	Utility Billing	<b>AU+2</b>		Public
UB07	Billing –2nd Past Due Notices	Copies of the 2nd notice to customers that are delinquent on their accounts. This also includes Disconnect Notices that are no longer generated.	Utility Billing	<b>AU+2</b>		Public
UB08	Billing - Customer Payments, Returned / Bounced Checks	Letter from the bank regarding bounced checks from customers.	Utility Billing	<b>AU+2</b>		Public
UB09	Billing – Customers Returned Mail	Mail returned for non-existing address, etc.	Utility Billing	<b>CM+5</b>	Retain for current month + 5 months	Public
UB10	Billing - Inactive Collections	Monthly reports generated, from Hansen/IPS, on all accounts unpaid. Includes 30, 60, 90 day notifications and reports on accounts sent to collections agency.	Utility Billing	<b>AU+2</b>		Public
UB11	Billing and Past Due Output files	Consists of detailed lists of who was billed, date, rate charged, and where billings were sent. Also includes notifications to customers who are past due on their accounts.	Utility Billing	<b>CY+1</b>		Public
UB12	Correspondence	Incoming and outgoing regarding accounts, includes, letters, memos, emails, fax.	Utility Billing	<b>CY+2</b>		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
UB13	Customer Service Requests	Requests for general assistance or to report issues that require District attention. May include meter service requests, initial/final meter reads and supporting documentation	Utility Billing	P	Hard copies are retained for 6 months.	Public
UB14	Ditch Applications	Annual request for ditch water and acknowledgement of terms.	Utility Billing	CY+2		Public
UB15	Escrow / Lien Demands	Outstanding lien, sale, or refinance. Includes fax and email to and from the title company.	Utility Billing	CY+2	Supporting documents	Public
UB16	Lien / Tax Roll	Assessments of liens against properties for non-payment. Includes liens released, liens sent to tax roll (assessed against property tax).  Supporting Documents  Originals	Utility Billing	CY+2  P	Paper retained CY+1 then available on server and/or El Dorado County Recorder's Office	Public
UB17	Rebates	Rebates to customers for Water Efficient items or appliances.	Utility Billing	CY+2		Public
UB18	Reconciliations	Daily measurements / RRS batch detail report / payment batch summary / cash DRWR detail. Reconciliation of all daily work for cashiering. Includes daily journal tape from register and all payment receipts from cashiering, and checkbook detail for all payment types.	Utility Billing	AU+2		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
UB19	Reports – School Sewer Reports	Excel files received from the El Dorado County Office of Education for public schools to report annual student and staff counts. Utilized to calculate annual school sewer charges to be billed.	Utility Billing	<b>AU+2</b>	Excel files currently reside on network drive.	Public
UB20	Temporary Water Use Permits	Contractor/Developer applies for a permit for temporary fire hydrant meters for a one-time period of less than one year.	Utility Billing	<b>CL+2</b>		Public
UB21	Visitor Logs	Daily sign in logs of anyone who visits or enters the District Headquarters facility.	Utility Billing	<b>CY+1</b>		Public
UB22	Low-Income Assistance Program Files	Includes the application and supporting documentation.	Utility Billing	<b>CY+2</b>		Public
<b>WASTEWATER / RECYCLED WATER (Includes Wastewater Collection System)</b>						
WW01	Correspondence	Includes emails, letters, to and from government agencies, to and from customers / permittee's, Regional Water Quality Control Board, Environmental Protection Agency that are not retained per ST02.	Wastewater	<b>CY+10</b>		Public
WW02	Daily Log Books	Treatment Plant Operators diary. Tracks daily events and happenings during each shift. Used for operational purposes.	Wastewater	<b>CY+10</b>		Public
WW03	Manuals - O&M	Operations and Maintenance Manuals	Wastewater	<b>S</b>		Public
WW04	Monitoring Results	Lab results for collection system locations	Wastewater Collections	<b>CY+10</b>		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
WW05	Permits	Annual Waste Discharge Permitting, Vapor Recovery Permitting, Hazardous Materials	Wastewater	P		Public
WW06	Permits NPDES	Permit issued by State Water Board. Includes application and amendments, inspections, and Waste Discharge Report (WDR) for collections.  Supporting documentation which may include Public Outreach materials, photos, and correspondence associated with permits.	Wastewater Collections	P  CY+5		Public
WW07	Reports - NPDES	Reports includes NPDES, monthly, annual and semi-annual: Annual 503, sludge reports, Monthly EPA, DMR, Methyl Mercury, Storm Water Reports, Bypasses and Overflows, and Nani 503, correspondence (incoming and outgoing), back up documentation, statistics, and notice of violations (NOVs)	Wastewater	CY+10		Public
WW08	Reports - Spills	Monthly reports generated due to spills into or out of the collection system. Includes collection system spill reports.	Wastewater	CY+5		Public
WW09	Sludge and Grit Files	Hauling and Disposal of Sludge and Grit	Wastewater	CY+10		Public
WW10	Violations	Waste water violation documentation, incoming and outgoing.	Wastewater	CY+10		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
WW11	Work Orders	Documentation of work requests and work performed on the maintenance of the collection system. Generated and maintained in Hansen/IPS	Wastewater Collections - Hansen/IPS	L	Retain for the life of the facility	Public
WW12	Visitor Logs	Daily sign in sheets of visitors entering the wastewater facilities.	Wastewater	CY+1		Public
WW13	Chemical Deliveries	Documentation of chemical deliveries to wastewater treatment plants. Includes type of chemical, amount and personnel performing delivery and receipt of chemicals.	Wastewater	CY+10		Public
<b>WATER</b>						
W01	Chemical Deliveries	Documentation of chemical deliveries to water treatment plants. Includes type of chemical, amount and personnel performing delivery and receipt of chemicals.	Water	CY+10		Public
W02	Compliance Orders (NOCO)	Compliance orders issued by the Department of Public Health, including but not limited to Notification to Water Consumers and the State Board (Tier 1, 2 and 3). Includes violation notice, corrective actions and corresponding customer notifications and other correspondence.	Water	CL+3		Public
W03	Correspondence	Incoming and outgoing letters, or memos not related to regulatory or compliance issues. Also includes formal customer contact and project info.	Water	CY+2		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
W04	Daily Log Book	Treatment Plan Operators diary. Tracks daily events and happenings during each shift. Used for operational purposes.	Water	CY+5		Public
W05	Daily Sign-in Sheet	For security purposes, non-District visitors to any treatment plant must sign the daily sign-in sheet. Includes date, time, and purpose of visit.	Water	CY+1		Public
W06	Discharge Reports	Reports submitted to the Water Resources Control Board and US Fish & Wildlife Service regarding planned and unplanned drinking water discharges. Includes chlorine, turbidity and pH info.	Water	CY+10		Public
W07	Lead and Copper Monitoring	Lead and copper tap monitoring data, correspondence, Water Quality Parameter monitoring data and corrosion control studies conducted at system sample points and at home owner' taps.	Water	CY+21		Public
W08	Manual – Operations and Maintenance (O&M)	O&M Manuals – Used as a guideline for equipment repair.	Water	S		Public
W09	Monitoring Plans	Various water monitoring data plans (Bacteriological, Chemical, Disinfectant Byproduct)	Water	S+10		Public
W10	Permits	Drinking water permit and permit amendments	Water	P		Public
W11	Reports - Customer Concern Reports	Customer service request for water quality investigations and results required for monthly and annual reporting to Division of Drinking Water.	Water	CY+5		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
W12	Report – Drinking Water Quality, Consumer Confidence Report	Annual report supporting documentation to customers regarding drinking water quality.	Water	CY+10		Public
W13	Reports – Title 22 Water Monitoring: -Primary Standards-Bacteriological Quality -Organic & Inorganic Chemicals -Distribution System Physical Water Quality -Source Water -Radioactivity -Secondary Drinking Water Standards -Disinfectant Residuals and Byproducts -Surface Water Treatment -Long Term 2 Enhanced Surface Water Treatment Rule	Water Monitoring reports required by State Water Resources Control Board, Division of Drinking Water. Includes all CCR Title 22 monitoring data throughout the system for bacteriological, primary and secondary drinking water standards, radioactivity, and non-routine water quality sampling data obtained as the result of a line break, maintenance or when system pressure drops below 5 PSI. Also includes monitoring and reports for the Disinfection Byproducts Rule and Surface Water Treatment Rule.  Includes all associated microbiological and chemical analyses, reports and other correspondence.	Water	CY+10		Public
W14	Safety Data Sheets (SDS)	MSDS – Documentation of all chemicals being used at each facility. Used for emergency and first responders, and operational purposes. Specifies procedures necessary for handling chemicals safely	Water	S		Public
W15	Sanitary Surveys	Watershed report required by Safe Drinking Water Act, updated every 5 years.	Water	CY+10		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
W16	Sly Park Exemption Data	Data and correspondence regarding the Jenkinson Lake exemption from Water Quality Monitoring due to Body Contact Permit issued by SWRCB-DDW	Water	P		Public
W17	Water Quality Monitoring, Daily - Data Entry	Data from daily water quality monitoring that is entered into spreadsheets. Used for historical purposes and reference.	Water	CY+5		Public
W18	Work Orders	Maintenance records for water system infrastructure. Generated and maintained in Hansen/IPS.	Hansen/IPS	L		Public
<b>WATER POLICY (See also Office of the General Counsel (OGC))</b>						
WP01	Water Rights	Documentation of water rights		P		Public
<b>WATER USE EFFICIENCY (WUE)</b>						
WUE01	Correspondence	Incoming / Outgoing letters, memos, fax, email. Includes Water Use Efficiency and Irrigation Management Systems	WUE	CY+2		Public
WUE02	Plumbing Retrofit Forms	Best Management Practices Support - Water Conservation	WUE	CY+4		Public
WUE03	Reports - Water Use Efficiency, Conservation	Best Management Practices Support - California Urban Water Conservation Counsel.	WUE	CY+4		Public
WUE04	Water Waste Violations	Best Management Practices Support - Water Conservation	WUE	CY+4		Public
WUE05	Water Wise Home Audits	Best Management Practices Support - Water Conservation. Service requests for water conservation evaluation or leak detection	WUE	CY+4		Public



# Records Retention Schedule

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Office of Record	Total Retention	Retention Justification / Citation or Comments	Status
WUE06	Radioactive Materials License and Supporting Documentation	California Department of Health Radioactive Division. State license required to process and operate radioactive soil moisture measuring device. Supporting documentation may include Film Badge Report, Leak Tests, Safety Officer Certificate, shipping papers and training certificates.	WUE	P		Public