

CECSD RECORD RETENTION SCHEDULE 2010

<u>Type of Record</u>	<u>Retention Time</u>	<u>Remarks</u>
<u>FINANCIAL</u>		
Audit - biannual	Permanent	Independent auditor analysis
Budget - annual	Audit + 8 years	
Annual Financial Report	Audit + 4 years	Required by county for Special tax assessments
County Financial Reports		Accounts payable/receivable/deposits
Monthly Rev/Exp/Ledger	Audit + 4 years	
Yearly Rev/Exp/Ledger	Audit + 4 years	
Claim Vouchers	Audit + 4 years	Monthly Bills/invoices
Credit Card		
CalCard US Bank	Last payment + 7 years	
Deposit permits	Audit + 4 years	
Annual Tax Roll/Direct charges		County provides accounting of Direct charges for year
Annual tax roll statement	10 years	
Direct Charge documents	10 years	
Financial Transaction Report	10 years	State mandated
Property Tax Documents	10 years	County provides accounting of district property tax
State Mandated Reimbursements	7 years	State reimbursed costs for meeting materials
<u>DEVELOPMENT</u>		
Road Construction		
Bid Proposals- not accepted	year of proposal + 2 years	
Bid Proposals- accepted	Permanent	Kept with contract package
Contracts for Road work	Permanent	
Unspecified contract documents	Permanent	Kept with contract package
Legal notices for project	Permanent	Kept with contract package
List of contractors/vendors	Permanent	Kept with contract package
Gates		
Plans/Contracts/Agreements	Permanent	
ACCORD agreements	Permanent	
Construction permits/docs.	Permanent	
Repair/replacement invoices	7 years	
Legal notices for project	N/A	CECSD was not in possession- no notice required
Unspecified documents	Permanent	Kept with gate package

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Warranties	Current until expired	
Gate Cameras		
Contracts	Permanent	
Maintenance Agreement	Permanent	Until changed
Vendor Information	Superseded/Revised	
Warranties	Current until expired	
Roadside Easement Weed Control		
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	
Road Equipment/Replacement inventory		
Receipts	5 years	
List of vendors/contractors	5 years	
List of Inventory	Current	Old inventory list destroyed when new inventory completed

DISTRICT FORMATION,AUTHORITIES,LEGISLATION

Authorities of District	Permanent	
Annexation	Permanent	
CCR's	Permanent	All sections of CCR's
Deeds	Permanent	
Easements	Permanent	
Government Codes	Superseded + 5 years	
Labor Codes	Superseded + 5 years	
Maps		
CECSD	Permanent	
Surrounding Development	Permanent	
Parcel Information/documents		
CECSD-formation	Permanent	
Policies/Procedures	5 years after revised	or repealed,invalid, unenforceable
<u>Easement Maintenance Policy</u>		
Unresolved Notifications	Year resolved + 2 years	
Resolved Notifications	Year resolved + 2 years	
Direct Charges on Tax Roll	10 years	

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Property -plans	Permanent	Pertains to rock monuments, green monuments, gates, bridges, etc.
Public Contract Code	Superseded + 5 years	
Ordinances		
Current/Active	permanent	
Inactive	5 years after revised	or repealed,invalid, unenforceable
Conflict of Interest Code	Superseded + 5 years	
Resolutions		
Current/Active	permanent	
Inactive	5 years after revised	or repealed,invalid, unenforceable

ADMINISTRATION

Accountant

CPA information	Termination + 5 years
Audit information	Audit + 4 years
Accountant Invoices	7 years

Agendas/Supporting Documents

10 years

Agreements/Leases/Permits

Road use

EID	Permanent
Crown Castle	Permanent
ACCORD	Permanent
Light of the Hills Lutheran Church	3 years

Release of liability and transfer of ownership documents
Use of Fellowship room

Correspondance

Emails

Non official District record	30 days	If not classified as official document, may be deleted
Official District record	30 days after saved	If classified as official document, save as hard or soft copy

Faxes

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 outlined by this document

Letters

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

Telephone recorded messages

Until resolved Delete messages that have been addressed/resolved

Equipment: Office

Computer	Current	Keep documents/invocies/warranties for current equipment
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Laptop	Current	Keep documents/invoices/warranties for current equipment
Gate Computer	Current	Keep documents/invoices/warranties for current equipment
Copier/printer/fax	Current	Keep documents/invoices/warranties for current equipment
Phone/Answering machine	Current	Keep documents/invoices/warranties for current equipment
Outdated/Retired equipment	Current	Destroy/dispose outdated/retired equipment and documents/invoices
Other equipment	Current	Keep documents/invoices/warranties for current equipment
Elections		
Oath of Office	Termination + 6 years	
Candidate Statement	Election + 4 years	
Notices/Memos	Election + 2 years	
Ballot measures- successful	Permanent	
Ballot measures- unsuccessful	Election + 2 years	
Conflict of Interest statement	Until superseded- 2 years	The district must update this document every 2 years
Director 700 forms	Termination + 7 years	Required every year
Notice/Publication/Posting	Election + 2 years	
Handyman (Independent Contractor)		
Contract/Scope of Work	7 years	
List of Independent Contractors	5 years	
Unspecified documents	7 Years	Kept with contract package
Insurance		
<u>SDRMA-Liability</u>	Current + 2 years	
Claims/Incident Report	Claim + 7 years	
Insurance Policy	Current + 2 years	
Election	Current year	
Notices/Memos	Current year	
<u>Workmans Compensation</u>	Current + 2 years	
Audit Report	7 years	
Claims	Permanent	
Legal		
Attorney informaton	Termination + 5 years	
Attorney Conflict of Interest	Current Year	
Notices/Memos/Correspondence	5 years unless cont. value	
Invoices	7 years	
Legal Opinion	Permanent	
Minutes		

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Paper/Softcopy minutes	Permanent	5 Years paper - rest in cloud
Digital/Tape Recording of Minutes	30 days (see remarks)	Can be destroyed 30 days after the approval of minutes
Newsletters	Permanent	
Postage		
Bulk mailings	2 years	
P.O Box	until discontinued	
Post office memos/notices	2 years	
Certified receipts	2 years	
Utilities/Vendors		
<u>Capitol Iron</u>		
Invoices	3 years	
Notifications/Correspondance	2 years	
<u>AT&T</u>		
Invoices	3 years	
Notifications/Correspondance	2 years	
<u>PG&E</u>		
Invoices	3 years	
Notifications/Correspondance	2 years	
<u>Mr. Security Inc</u>		
Invoices	3years	
Notifications/Correspondance	2 years	
<u>Website</u>		
Invoices	3 years	
Notifications/Correspondance	2 years	

HUMAN RESOURCES (Personnel)

Directors

Conflict of Interest -700	Termination + 7 years
Personal Information	Termination + 6 years
Election information	Election + 4 years
Job Description	Superseded/Revised

General Manager

Conflict of Interest-700	Termination + 7 years
Personal Information	Termination + 1 year
Job Description	Superseded/Revised

CECSD RECORD RETENTION SCHEDULE 2010

Notices/Grievances	Termination + 6 years
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Payroll

Timesheets	Audit +6 years
Quarterly reports	Audit +6 years
Monthly reports	Audit +6 years
W-4, W-2	Audit +6 years

EXTERNAL/OUTSIDE AGENCIES

ACCORD

	Last interaction + 5 years
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CSDA

Election documents	Current year
Policies relevant to CECSD	Permanent until superseded
Other correspondence	Current +2 years

El Dorado County

Auditor/Controller

Notices/Memos	Until obsolete/changed
Policies relevant to CECSD	Until obsolete/changed

Planning/Development

Notices/Memos	Current +2 years
Meeting Notification	Current +2 years
Adjacent development projects	Keep until obsolete

Recorder/Assessor

Notices/Memos	Current + 2 years
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EID

Agreements/permits	Permanent
Contracts	Permanent
Notices/Memos	Current + 2 years
Gates	Permanent

Fire Services

Permits	Permanent
Notices/Memos	Current + 2 years
Reports	Current + 2 years

Law Enforcement

Reports	Current + 7 years
Notices/Memos	Current + 2 years

CECSD RECORD RETENTION SCHEDULE 2010

Multihazard Mitigation Plan	Superseded	
LAFCO		
Budget	Current + 3 years	
Elections	Current year	
Notices/Memos	Current +2 years	
Municipal Services Review	Superseded	Required every 5 years
Relevant Policies for CECSD	Superseded	
State of California		
Government Comp Report	Superseded	Submitted yearly

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