


air pollution control district

SANTA BARBARA COUNTY

Agenda Date: December 19, 2019
Agenda Placement: Admin
Estimated Time: N/A
Continued Item: No

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Aeron Arlin Genet, Air Pollution Control Officer 

CONTACT: Sara Hunt, Executive Assistant/Board Clerk (805-961-8853)

SUBJECT: District Records Retention Policy

RECOMMENDATION:

Adopt the attached Resolution for revisions to the District's Records Retention Policy.

DISCUSSION:

The District Board adopted the District Records Retention Policy in 1998. This Policy adheres to State law and is tailored to meet the specific needs of the District. The Policy is reviewed periodically, and modified by your Board as needed. The last revision took place in 2013.

State law provides the District authority to destroy records that are not otherwise required by law to be preserved. Two options can be followed. In Option 1, on a case-by-case basis, the legislative body of a District may authorize the destruction of certain records where such destruction will not adversely affect any interest of the district or of the public. (Gov. Code § 60201(b)(1)(A).) Where the legislative body authorizes the destruction of records, the agency is required to maintain a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category. (See Gov. Code §60201(b)(1)(B).)

In Option 2, the option we follow, State law allows the legislative body of a district to authorize the destruction of records pursuant to a *records retention schedule*. (Gov. Code § 60201(b)(2).) The legislative body may not authorize the destruction of any record identified in Government Code section 60201(d), including records of the minutes of meetings of the legislative body, pending claims, non-discharged debt, title to real property and other records specified therein. The attached District Records Retention Policy includes citations to other statutes and regulations that require specific retention periods for identified categories of records. Consistent

Aeron Arlin Genet, Air Pollution Control Officer

with such restrictions, State law allows for the destruction of district records where such destruction does not adversely affect any district or public purpose.

Staff has updated the Records Retention Policy to ensure all records that are required to be maintained will be maintained, while also providing for the destruction of records whose destruction does not adversely affect any district or public purpose. The recommended District Records Retention Policy, as revised, is attached to the Resolution that accompanies this Staff Report.

Therefore, it is recommended that the Board adopt the attached Resolution that adopts revisions to the District Records Retention Policy.

ATTACHMENT:

- A. Revised District Records Retention Policy (track changes version)
- B. Resolution
 - 1 Revised District Records Retention Policy

ATTACHMENT A

District Records Retention Policy
Track Changes

December 19, 2019

Santa Barbara County Air Pollution Control District
Board of Directors

260 San Antonio Road, Suite A
Santa Barbara, California 93110

ATTACHMENT A

SANTA BARBARA COUNTY AIR POLLUTION CONTROL DISTRICT RECORDS RETENTION POLICY

~~June 20, 2013~~

December xx, 2019

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
1	DISTRICT CHRON FILES—General, routine-correspondence issued by District Staff filed-chronologically.	Fiscal year plus 5 years after issuance.	District
1	LITIGATION FILES - Case files containing pleadings and Counsel correspondence, memos, etc. regarding litigation matters.	Fiscal Calendar year plus 5 years after case is closed.	Maintained by District Counsel
2	CLAIM FILES - Files pertaining to claims for tort, contract, etc., against the APCDDistrict :		
	a. a. Claims which do not develop into lawsuits.	Fiscal Calendar year plus 3 years after receipt.	Clerk of the District Board
	b. b. Claims which do develop into lawsuits.	Fiscal Calendar year plus 3 years after claim is settled.	Clerk of the District Board
4	CONTRACTS—Land, buildings or improvements.	Permanent.	District
3	COMPUTER NETWORK BACKUP TAPES	1 year, <u>rolling 12 month basis.</u>	District
4	EMAIL - that are retained by the District in the ordinary course of business.	Refer to appropriate source category noted within this table.	District
45	EMAIL BACKUP TAPES	42 calendar days.	District
5	GRANT AGREEMENTS	Fiscal year plus 5 years after grant expires.	District
6	DOCUMENTS WITHHELD FROM PUBLIC-RECORDS ACT REQUEST	Fiscal year plus 2 years after District-denied the request.	Gov. Code-§60201(d)(5)
56	NOTES, <u>PRELIMINARY DRAFTS, OR INTERAGENCY OR INTRA-AGENCY MEMORANDA</u> - that <u>are not</u> retained by the District in the ordinary course of business, <u>if the public interest in withholding these records clearly outweighs the public interest in disclosure.</u> (This category applies to most email sent and received by the District.)	Zero retention required unless the public-interest in withholding outweighs the-public interest in disclosure. Calendar year plus 1 full calendar year.	District

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
<u>67</u>	GENERAL REFERENCE FILES AND REFERENCE LIBRARY - Documents and correspondence of interest to management. Includes materials such as reports, historical records, studies, statistical analyses, texts, etc.	Fiscal <u>Calendar</u> year plus 2 years after receipt.	District
<u>78</u>	PURCHASE ORDERS – Purchase requisition forms and correspondence relating to acquisitions of supplies, equipment, agreements, services, etc. with vendors. <u>DISTRICT CHRON FILES – General, routine correspondence issued by District Staff filed chronologically.</u>	Fiscal <u>Calendar</u> year plus 5 years <u>after issuance.</u>	District
<u>89</u>	WORK REQUESTS	Fiscal year plus 1 year.	District
7	FIXED ASSET INVENTORY – Inventory of all departmental fixed assets.	Fiscal year plus 5 years.	District
<u>910</u>	REQUEST FOR WARRANTS	Fiscal year plus 5 years or any time after authorized reproduction.	Government Code §26907 –Maintained by Auditor-Controller, <u>Gov. Code §26907</u>
8	TRAVEL EXPENSE CLAIMS – Includes mileage and expense claims.	Fiscal year plus 5 years.	District. Government Code §26907
9	BI-WEEKLY TIMECARDS	Fiscal year plus 5 years or after audit (2) years minimum.	District
10	BI-WEEKLY PAYROLL REGISTERS – Payroll information for all employees including benefit deductions.	Fiscal year plus 7 years or after audit. – These records are retained on CD.	District
1011	FINAL BUDGET	Permanent.	District
1112	PROPOSED BUDGET	Fiscal year plus 5 years after issuance.	District
1213	CONTRACTS - Routine maintenance, service, independent contractors	Fiscal year plus 5 years after contract expires.	District (Statue of limitations is 4 years. (CCP 337))
<u>14</u>	CONTRACTS - Land, buildings or improvements.	<u>Permanent.</u>	<u>District</u>
1315	AUDIT REPORTS - Audits prepared by District or commissioned by Auditor-Controller	Fiscal year plus 10 years.	District
1416	PAYMENTS AND CLAIMS – Payments, claims and invoices for materials and services. Includes transfers and other billings. <u>FIXED ASSET INVENTORY</u> - Inventory of all departmental fixed assets.	Fiscal year plus 5 years.	District
1517	FIXED ASSET RECORDS	Fiscal year plus 5 years after asset is retired.	District

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
16 18	JOURNAL ENTRY - Used to enter postings to general ledger that are not automatically entered by the accounting system.	Fiscal year plus 3 years.	District
17 19	DEPOSIT RECORDS - Records documenting receipt and deposit of funds in Treasury.	Fiscal year plus 5 years after audit.	Treasurer/ ₂ District
18 20	LOANS - LONG TERM - Records of long term loans to District used for special projects and verify expenses. Includes accounting records.	Fiscal year plus 5 years.	District
19 21	CAPITAL LEASES - Includes all information on all capital leases to keep track of payments on leases and for annual financial report. Includes copies of all leases on file and a capital lease schedule.	Fiscal Year plus 5 years after final payment.	District
22	<u>PAYMENTS AND CLAIMS - Payments, claims and invoices for materials and services. Includes transfers and other billings.</u>	<u>Fiscal year plus 5 years.</u>	<u>District</u>
23	<u>TRAVEL EXPENSE CLAIMS - Includes mileage and expense claims.</u>	<u>Fiscal year plus 5 years.</u>	<u>District,</u> <u>Gov. Code §26907</u>
24	<u>PURCHASE ORDERS - Purchase requisition forms and correspondence relating to acquisitions of supplies, equipment, agreements, services, etc. with vendors.</u>	<u>Fiscal year plus 5 years.</u>	<u>District</u>
25	<u>CREDIT CARD AUTHORIZATION FORMS - Credit card authorization forms with receipt proof of processing.</u>	<u>Fiscal year plus 5 years after processing – must be shredded.</u>	<u>District</u>
20 26	ACCOUNTS RECEIVABLE - Includes invoices, attachments, backup copies and remittance advices.	Fiscal year plus 5 years after final payment made.	District
29	PAYROLL TAX RECORDS – Basic employee data including name, address, and gender. Annual- calendar year compensation records including:- Amount of annual payment, straight time and overtime hours/pay, pension payments, fringe benefits paid, deductions, amounts of wages subject to withholding and actual taxes withheld.	Paper records: calendar year plus one, annual financial audit, whichever comes first. Payroll Processor compact disks:- Fiscal year plus 7 years for salary information and 15 years for state and federal tax report records, and employee W-2 forms.-	Federal Insurance Contribution Act, Federal Income Tax Withholding Act
21 27	HEALTH AND WELFARE PLAN DOCUMENTS - Summary plan descriptions (updates including changes and modifications) annual reports, notice of reportable events (plan amendments that may decrease benefits) and plan terminations.	<u>Fiscal</u> <u>Calendar</u> year plus 6-years from date of reportable events.	Employee Retirement Income Security Act

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
<u>2228</u>	INS FORM I-9	One year after date of termination	Immigration Reform and Control Act
<u>2329</u>	INDUSTRIAL INJURY FILESPERSONNEL REQUISITIONS - Forms, employee and correspondence and reports relating to employees' injuries regarding filling of departmental positions including inquiries, resumes and illness -applications.	Fiscal <u>Calendar</u> year plus 5 2 years.	OSHA <u>District</u>
<u>2430</u>	EMPLOYEE PERSONNEL FOLDERS - Personnel records relating to hires, rehires, tests used in employment, promotion, transfers, demotions, selection for training, layoff, recall, doctors notes, terminations or discharge.	Fiscal <u>Calendar</u> year plus 5 years after employee leaves.	Age Discrimination in Employment Act
<u>2531</u>	EMPLOYEE BENEFITS FOLDER - District benefit plan enrollment forms; all medical plan and related enrollments and change requests; beneficiary forms; life insurance; all health and welfare related documents; coverage declinations; all COBRA related notices and COBRA enrollment documents.	Fiscal year plus 5 years after employee leaves.	District
<u>32</u>	<u>BI-WEEKLY TIMECARDS</u>	<u>Fiscal year plus 5 years or after audit (2) years minimum.</u>	<u>District</u>
<u>33</u>	<u>BI-WEEKLY PAYROLL REGISTERS</u> - Payroll information for all employees including benefit deductions.	<u>Fiscal year plus 7 years or after audit. These records are retained in an electronic format.</u>	<u>District</u>
<u>2634</u>	PERSONNEL REQUISITIONS - Forms and correspondence regarding filling of departmental positions including inquiries, resumes and applications. <u>PAYROLL TAX RECORDS</u> - Basic employee data including name, address, and gender. Annual calendar year compensation records including: Amount of annual payment, straight time and overtime hours/pay, pension payments, fringe benefits paid, deductions, amounts of wages subject to withholding and actual taxes withheld.	Fiscal year plus 2 years. <u>Paper records: Fiscal year plus one, annual financial audit, whichever comes first. Electronic Records: Fiscal year plus 7 years for salary information and 15 years for state and federal tax report records, and employee W-2 forms.</u>	District <u>Federal Insurance Contribution Act, Federal Income Tax Withholding Act</u>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
<u>2735</u>	EMPLOYEE LEAVES OF ABSENCE - Basic employee data including name, address, occupation, rate of pay, daily and weekly hours worked per pay period, additions to/deductions from wages and total compensation. Dates and hours of leave taken by eligible employees. Copies of employee notices and documents describing employee benefits or policies and practices regarding paid and unpaid leave. Records of premiums payments of employee benefits. Records of any disputes regarding the designation of leave.	Fiscal <u>Calendar</u> year plus 7 years.	Family Medical Leave Act and , California Family Rights Act
<u>36</u>	INDUSTRIAL INJURY FILES - <u>Forms, employee correspondence and reports relating to employees' injuries and illness.</u>	<u>Calendar year plus 5 years.</u>	<u>OSHA</u>
<u>2837</u>	OSHA RecordsRECORDS Illness and Prevention Program (§3203) a. — a. Records of scheduled and periodic inspections required by §3203(a)(4) to identify unsafe conditions and work practices. b. — b. Employee safety and health training records. c. — e. Training records for employees who have worked for less than one year. Employee Exposure Records. (§3204) Employee records relating to exposure to toxic substances. Requests for accommodation of disability.	Fiscal <u>Calendar</u> year plus 2 years <u>1 year</u> . Fiscal <u>Calendar</u> year plus 2 years <u>1 year</u> . If retained, fiscal <u>calendar</u> year plus 2 years <u>1 year</u> . Fiscal <u>Calendar</u> year plus 30 years. 1 year after employee leaves, unless claim filed.	Title 8 of California Code of Regulations District 8 CCR §3203 (b)(1) District 8 CCR §3203 (b)(2) District 8 CCR §3203 District 8 CCR §3204 District
<u>2938</u>	HEARING BOARD - Files relating to applications for variances, permit appeals, abatement orders.	Fiscal <u>Calendar</u> year plus 1 year <u>3 years</u> after all source permits are canceled or expired.	Maintained by Clerk of the <u>District</u> Board
<u>3039</u>	BOARD FILES - Agendas, Minutes, Staff Reports, written public comments, Ordinances and records related to formation, change of organization, or reorganization of the district. <u>This includes Hearing Board agenda materials.</u>	Permanent. May be destroyed after 5 years if reproduced by authorized reproduction.	Maintained by the District Clerk of the <u>District</u> Board, Gov. Code §60201
<u>3140</u>	COMMUNITY ADVISORY COUNCIL AGENDA ITEMS	Fiscal <u>Calendar</u> year plus 5 years after Council meeting.	District
<u>3241</u>	PERMIT FILES - Includes Title V.	Fiscal <u>Calendar</u> year plus 3 years after all source permits are canceled or expired and no enforcement action is pending.	District

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
3342	ENFORCEMENT AND COMPLIANCE FILES - Includes Title V.	Fiscal <u>Calendar</u> year plus 3 years after all source permits are canceled or expired and no enforcement action is pending.	District
3443	AIR TOXICS FILES	Fiscal <u>Calendar</u> year plus 3 years after all source permits are cancelled or expired.	District
3544	ASBESTOS FILES	Fiscal <u>Calendar</u> year plus 1 year after project notification <u>is received.</u>	District
3645	COMPLAINT FILES	Fiscal <u>Calendar</u> year plus 5 years after complaint is received, unless enforcement case is pending.	District
3746	COMPLIANCE VERIFICATION REPORTS AND EMISSION SOURCE TEST REPORTS	Fiscal <u>Calendar</u> year plus 5 years after date of submittal.	District
30	BURN PERMIT LOGS	Fiscal year plus 2 years after the date of issuance.	District
3847	ANNUAL EMISSION INVENTORY REPORTS	Fiscal <u>Calendar</u> year plus 1 year <u>3 years</u> after all source permits are cancelled or expired.	District
3948	LAND USE FILES	Fiscal <u>Calendar</u> year plus 5 years after project is approved or denied.	District
4049	AIR QUALITY MONITORING FILES	Fiscal <u>Calendar</u> year plus 5 years.	District
4150	RULES - District files related to adoption, amendment and repeal of District rules and regulations.	Permanent. If electronically reproduced, may be destroyed fiscal year plus 5 years.	Maintained by District, Gov. Code §60201(d)(2)
4251	INNOVATIVE TECHNOLOGY GROUP AND CARL MOYER PROGRAM GRANT FILES (e.g., Carl Moyer Program)	Fiscal <u>Calendar</u> year plus 7 years after grant is expired.	District, Carl Moyer 2008 Guidelines
52	GRANT AGREEMENTS	Calendar year plus 5 years after grant expires.	District
4353	CLEAN AIR PLAN FILES	Fiscal <u>Calendar</u> year plus 3 years after a plan is superseded, repealed or otherwise invalid or unenforceable.	District
4454	PUBLIC RECORDS ACT REQUESTS	Fiscal <u>Calendar</u> year if granted, or fiscal year plus two years if request is denied.	District, Gov. Code §60201(d)(5)
55	DOCUMENTS WITHHELD FROM PUBLIC RECORDS ACT REQUEST	Calendar year plus 2 years after District denied the request.	Gov. Code §60201(d)(5)
4556	DUPLICATIVE FILES - (as defined in Gov. Code §60200.)	May be destroyed at any time.	Gov. Code §60200

31-	CREDIT CARD AUTHORIZATION FORMS — Credit card authorization forms with receipt proof of processing.	Fiscal year plus 5 years after processing — must be shredded.	District
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ATTACHMENT B

Resolution

December 19, 2019

Santa Barbara County Air Pollution Control District
Board of Directors

260 San Antonio Road, Suite A
Santa Barbara, California 93110

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT**

IN THE MATTER OF ADOPTION OF
REVISIONS TO THE DISTRICT
RECORDS RETENTION POLICY

APCD RESOLUTION NO. _____

RECITALS

WHEREAS, the Santa Barbara County Air Pollution Control District (“District”) Board of Directors (“Board”) adopted a District Records Retention Policy (“Policy”) in 1998 and has subsequently amended the Policy; and

WHEREAS, a review of the Policy has been completed and minor amendments made; and

WHEREAS, Government Code section 60201 authorizes the destruction of District records where such destruction will not adversely affect any interest of the District or the public; and

WHEREAS, Government Code section 60201(b) authorizes the legislative body of a district to authorize the destruction of records pursuant to a record retention schedule; and

WHEREAS, the District Records Retention Policy includes a record retention schedule; and

WHEREAS, this Board has reviewed the proposed amendments to the District Records Retention Policy and determined that good cause exists to adopt these amendments; and

WHEREAS, this Board has held a public hearing on this matter and considered any public comment that has been made.

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

APCD RESOLUTION IN THE MATTER OF ADOPTION OF REVISIONS
TO THE DISTRICT RECORDS RETENTION POLICY

1. This Board finds that the District Records Retention Policy attached to this Resolution will provide for the destruction of the records on the schedule that will not adversely affect any interest of the District or of the public.
2. The Board hereby approves and adopts the District Records Retention Policy as set forth in Attachment 1 to this Resolution.
3. The Board authorizes the Control Officer to do such acts as may be necessary and proper to implement the Policy consistent with applicable state and federal law.

PASSED, APPROVED AND ADOPTED by the Air Pollution Control District Board of the Santa Barbara County, State of California, this ___ day of _____, _____, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT

ATTEST:

AERON ARLIN GENET
Clerk of the Board

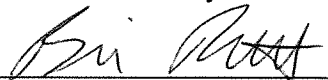
By _____
Chair

By _____
Deputy

Date _____

APPROVED AS TO FORM:

MICHAEL C. GHIZZONI
Santa Barbara County Counsel

By 
Deputy

**SANTA BARBARA COUNTY AIR POLLUTION CONTROL DISTRICT
RECORDS RETENTION POLICY**

December xx, 2019

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
1	LITIGATION FILES - Case files containing pleadings and Counsel correspondence, memos, etc. regarding litigation matters.	Calendar year plus 5 years after case is closed.	Maintained by District Counsel
2	CLAIM FILES - Files pertaining to claims for tort, contract, etc., against the District:		
	a. Claims which do not develop into lawsuits.	Calendar year plus 3 years after receipt.	Clerk of the District Board
	b. Claims which do develop into lawsuits.	Calendar year plus 3 years after claim is settled.	Clerk of the District Board
3	COMPUTER NETWORK BACKUP TAPES	1 year, rolling 12 month basis.	District
4	EMAIL - that <u>are</u> retained by the District in the ordinary course of business.	Refer to appropriate source category noted within this table.	District
5	EMAIL BACKUP TAPES	42 calendar days.	District
6	NOTES, PRELIMINARY DRAFTS, OR INTERAGENCY OR INTRA-AGENCY MEMORANDA - that <u>are</u> retained by the District in the ordinary course of business.	Calendar year plus 1 full calendar year.	District
7	GENERAL REFERENCE FILES AND REFERENCE LIBRARY - Documents and correspondence of interest to management. Includes materials such as reports, historical records, studies, statistical analyses, texts, etc.	Calendar year plus 2 years after receipt.	District
8	DISTRICT CHRON FILES – General, routine correspondence issued by District Staff filed chronologically.	Calendar year plus 5 years after issuance.	District
9	WORK REQUESTS	Fiscal year plus 1 year.	District
10	REQUEST FOR WARRANTS	Fiscal year plus 5 years or any time after authorized reproduction.	Maintained by Auditor-Controller, Gov. Code §26907
11	FINAL BUDGET	Permanent.	District
12	PROPOSED BUDGET	Fiscal year plus 5 years after issuance.	District
13	CONTRACTS - Routine maintenance, service, independent contractors	Fiscal year plus 5 years after contract expires.	District (Statue of limitations is 4 years. (CCP 337))

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
14	CONTRACTS - Land, buildings or improvements.	Permanent.	District
15	AUDIT REPORTS - Audits prepared by District or commissioned by Auditor-Controller	Fiscal year plus 10 years.	District
16	FIXED ASSET INVENTORY - Inventory of all departmental fixed assets.	Fiscal year plus 5 years.	District
17	FIXED ASSET RECORDS	Fiscal year plus 5 years after asset is retired.	District
18	JOURNAL ENTRY - Used to enter postings to general ledger that are not automatically entered by the accounting system.	Fiscal year plus 3 years.	District
19	DEPOSIT RECORDS - Records documenting receipt and deposit of funds in Treasury.	Fiscal year plus 5 years after audit.	Treasurer, District
20	LOANS - LONG TERM - Records of long term loans to District used for special projects and verify expenses. Includes accounting records.	Fiscal year plus 5 years.	District
21	CAPITAL LEASES - Includes all information on all capital leases to keep track of payments on leases and for annual financial report. Includes copies of all leases on file and a capital lease schedule.	Fiscal Year plus 5 years after final payment.	District
22	PAYMENTS AND CLAIMS - Payments, claims and invoices for materials and services. Includes transfers and other billings.	Fiscal year plus 5 years.	District
23	TRAVEL EXPENSE CLAIMS - Includes mileage and expense claims.	Fiscal year plus 5 years.	District, Gov. Code §26907
24	PURCHASE ORDERS - Purchase requisition forms and correspondence relating to acquisitions of supplies, equipment, agreements, services, etc. with vendors.	Fiscal year plus 5 years.	District
25	CREDIT CARD AUTHORIZATION FORMS - Credit card authorization forms with receipt proof of processing.	Fiscal year plus 5 years after processing – must be shredded.	District
26	ACCOUNTS RECEIVABLE - Includes invoices, attachments, backup copies and remittance advices.	Fiscal year plus 5 years after final payment made.	District
27	HEALTH AND WELFARE PLAN DOCUMENTS - Summary plan descriptions (updates including changes and modifications) annual reports, notice of reportable events (plan amendments that may decrease benefits) and plan terminations.	Calendar year plus 6-years from date of reportable events.	Employee Retirement Income Security Act
28	INS FORM I-9	One year after date of termination	Immigration Reform and Control Act

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
29	PERSONNEL REQUISITIONS - Forms and correspondence regarding filling of departmental positions including inquiries, resumes and applications.	Calendar year plus 2 years.	District
30	EMPLOYEE PERSONNEL FOLDERS - Personnel records relating to hires, rehires, tests used in employment, promotion, transfers, demotions, selection for training, layoff, recall, doctors notes, terminations or discharge.	Calendar year plus 5 years after employee leaves.	Age Discrimination in Employment Act
31	EMPLOYEE BENEFITS FOLDER - District benefit plan enrollment forms; all medical plan and related enrollments and change requests; beneficiary forms; life insurance; all health and welfare related documents; coverage declinations; all COBRA related notices and COBRA enrollment documents.	Fiscal year plus 5 years after employee leaves.	District
32	BI-WEEKLY TIMECARDS	Fiscal year plus 5 years or after audit (2) years minimum.	District
33	BI-WEEKLY PAYROLL REGISTERS - Payroll information for all employees including benefit deductions.	Fiscal year plus 7 years or after audit. These records are retained in an electronic format.	District
34	PAYROLL TAX RECORDS - Basic employee data including name, address, and gender. Annual calendar year compensation records including: Amount of annual payment, straight time and overtime hours/pay, pension payments, fringe benefits paid, deductions, amounts of wages subject to withholding and actual taxes withheld.	<u>Paper records</u> : Fiscal year plus one, annual financial audit, whichever comes first. <u>Electronic Records</u> : Fiscal year plus 7 years for salary information and 15 years for state and federal tax report records, and employee W-2 forms.	Federal Insurance Contribution Act, Federal Income Tax Withholding Act
35	EMPLOYEE LEAVES OF ABSENCE - Basic employee data including name, address, occupation, rate of pay, daily and weekly hours worked per pay period, additions to/deductions from wages and total compensation. Dates and hours of leave taken by eligible employees. Copies of employee notices and documents describing employee benefits or policies and practices regarding paid and unpaid leave. Records of premiums payments of employee benefits. Records of any disputes regarding the designation of leave.	Calendar year plus 7 years.	Family Medical Leave Act, California Family Rights Act
36	INDUSTRIAL INJURY FILES - Forms, employee correspondence and reports relating to employees' injuries and illness.	Calendar year plus 5 years.	OSHA

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
37	OSHA RECORDS		Title 8 of California Code of Regulations
	Illness and Prevention Program (§3203) a. Records of scheduled and periodic inspections required by §3203(a)(4) to identify unsafe conditions and work practices.	Calendar year plus 1 year.	District 8 CCR §3203(b)(1)
	b. Employee safety and health training records.	Calendar year plus 1 year.	District 8 CCR §3203(b)(2)
	c. Training records for employees who have worked for less than one year.	If retained, calendar year plus 1 year.	District 8 CCR §3203
	Employee Exposure Records. (§3204) Employee records relating to exposure to toxic substances.	Calendar year plus 30 years.	District 8 CCR §3204
	Requests for accommodation of disability.	1 year after employee leaves, unless claim filed.	District
38	HEARING BOARD - Files relating to applications for variances, permit appeals, abatement orders.	Calendar year plus 3 years after all source permits are canceled or expired.	Maintained by Clerk of the District Board
39	BOARD FILES - Agendas, Minutes, Staff Reports, written public comments, Ordinances and records related to formation, change of organization, or reorganization of the district. This includes Hearing Board agenda materials.	Permanent.	Maintained by Clerk of the District Board, Gov. Code §60201
40	COMMUNITY ADVISORY COUNCIL AGENDA ITEMS	Calendar year plus 5 years after Council meeting.	District
41	PERMIT FILES - Includes Title V.	Calendar year plus 3 years after all source permits are canceled or expired and no enforcement action is pending.	District
42	ENFORCEMENT AND COMPLIANCE FILES - Includes Title V.	Calendar year plus 3 years after all source permits are canceled or expired and no enforcement action is pending.	District
43	AIR TOXICS FILES	Calendar year plus 3 years after all source permits are cancelled or expired.	District
44	ASBESTOS FILES	Calendar year plus 1 year after project notification is received.	District
45	COMPLAINT FILES	Calendar year plus 5 years after complaint is received, unless enforcement case is pending.	District
46	COMPLIANCE VERIFICATION REPORTS AND EMISSION SOURCE TEST REPORTS	Calendar year plus 5 years after date of submittal.	District
47	ANNUAL EMISSION INVENTORY REPORTS	Calendar year plus 3 years after all source permits are cancelled or expired.	District

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	REMARKS
48	LAND USE FILES	Calendar year plus 5 years after project is approved or denied.	District
49	AIR QUALITY MONITORING FILES	Calendar year plus 5 years.	District
50	RULES - District files related to adoption, amendment and repeal of District rules and regulations.	Permanent.	Maintained by District, Gov. Code §60201(d)(2)
51	GRANT FILES (e.g., Carl Moyer Program)	Calendar year plus 7 years after grant is expired.	District, Carl Moyer 2008 Guidelines
52	GRANT AGREEMENTS	Calendar year plus 5 years after grant expires.	District
53	CLEAN AIR PLAN FILES	Calendar year plus 3 years after a plan is superseded, repealed or otherwise invalid or unenforceable.	District
54	PUBLIC RECORDS ACT REQUESTS	Calendar year if granted, or fiscal year plus two years if request is denied.	District, Gov. Code §60201(d)(5)
55	DOCUMENTS WITHHELD FROM PUBLIC RECORDS ACT REQUEST	Calendar year plus 2 years after District denied the request.	Gov. Code §60201(d)(5)
56	DUPLICATIVE FILES - (as defined in Gov. Code §60200.)	May be destroyed at any time.	Gov. Code §60200