

ACWA/JPIA

RECORDS RETENTION POLICY

THE ACWA/JPIA has an obligation to create and maintain records and information in accordance with accepted records management practices and standards.

It shall be the Authority's policy to maintain records in accordance with the following Records Retention Schedule. Pursuant to Government Code section 60201, unless otherwise provided by state statute, all records not specifically mentioned in this policy shall be retained for a period of not less than two years.

RECORDS RETENTION SCHEDULE

<u>Type</u>	<u>Title</u>	<u>Retention Period</u>
ADM	Administration	
	Correspondence	Three years
	Policy and Procedures	Permanent
	Accreditation	Permanent
	Personnel files	Separation plus five years
	Recruitment Files	Current year plus four years
	Medical/Health Record File	Separation plus thirty years
	Pension/Welfare	Six years
	First aid records	Five years
	Safety/ MSDS	Thirty years
	Job application, Resumes, Ads	Separation plus five years
	I-9 (Immigration)	Once separated: Three years from hire date or one year after termination, whichever is later
	Employee Benefits Data	Six years but not less than one year following plan termination
	Retirement Benefits, 401K, etc	Permanent
	Unlawful Employment Practices, Claims, Investigations	Until disposition of case
	Workers' Compensation, Form 300, 301, 300A	Five years after the end of the year that the records cover
	Family and Medical Leave of Absence Records	Four years
	Union and Employee Contracts	Three years after termination

	Mandatory Harassment Prevention Training	Two years
	Training Certificates	Seven years
	Visitor Logs	One year
	Public Records Act Requests	Two years
	Salary Schedules	Current year plus four years
	Handbook	Salary Surveys: Three years
	Educational Reimbursement	Permanent
	DMV Pull Notices	Current year plus seven years
	Drug and Alcohol Testing / D.O.T files	When superseded, or separation
	Job Descriptions	Five years
	Org Charts (In Budgets and CAFRs)	Superseded plus three years
		Permanent
COM	Committees	
	Packets	Permanent
	Minutes-Executive Committee	Permanent
	Minutes-Program Committees	Permanent
	Resolutions	Permanent
BOD	Board of Directors	
	Agendas	Permanent
	Packets	Permanent
	Meeting notices	Permanent
	Minutes of Board Meetings	Permanent
	Resolutions	Permanent
	Ethics Training Certificates	Five years
	FPPC Form 700	Ten years
	Oaths of Office	Term of Office + four years
	Elections	Four years
CON	Contracts	
	Agreements and Contracts	Seven years following end of contracts
ELE	Elections	
	General	Permanent
	Ballots	Permanent
		Four years

FIN	Financial	
	Accounts payable	Permanent
	Correspondence	Permanent
	A/P Distribution Journal	Permanent
	Cash Disbursements	Permanent
	Expense Reports	Permanent
	Invoices	Permanent
	Payroll	Permanent
	Wage (timecards, etc.)	Permanent
	Budgets: Adopted	Permanent
	Accounts Receivable	
	A/R Register	Current plus seven years
	Aged Trial Balance	Current plus seven years
	Invoices	Permanent
	Audit Reporting	
	Correspondence/Workpapers	Permanent
	Reports	Permanent
	State Controller's Report	Permanent
	Banking	
	Correspondence	Current plus seven years
	Bank Confirmations	Current plus seven years
	Bank Reconciliation's	Permanent
	Bank Statements	Permanent
	Cancelled and Voided Checks	Current plus seven years
	Deposit Slips	Current plus seven years
	Signature Authorizations	Current plus seven years
	Financial Reporting	
	Correspondence	Permanent
	Reports and Studies	Permanent
	Chart of Accounts	Permanent
	Ledgers	
	Account Analysis	Permanent
	Balance Sheets	Permanent
	General Ledger	Permanent
	Journal Entries	Permanent

INS	Insurance	
	Memorandum of Coverage	Permanent
	Insurance Policies	Permanent
	Endorsements	Permanent
	Premium Deposit Determination	Permanent
	Retrospective Ratings	Permanent
	Claims Audits	Permanent
	Actuarial Studies	Permanent
	Underwriting Files	Permanent
Certificates of Insurance	Permanent	
LGL	Legal	
	General Correspondence	Permanent
	Attorney Correspondence	Permanent
	Conflicts of Interest Code	Permanent
	Conflicts of Interest stmts	Seven years
	Claims	Seven years from closure
	Litigation	Seven years
	Opinions	Permanent
Loss Runs	Seven years	
MEM	Membership	
	Membership Records	Permanent
	Program Participation Agmnts	Permanent until reclassified
MIS	Miscellaneous	Seven years