
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Records Retention
POLICY NUMBER: 3090

3090.1 The purpose of this policy is to provide guidelines regarding the retention or disposal of Butte County Mosquito and Vector Control District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3090.3 The District Manager is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records.

3090.4 Pursuant to the provisions of California Government Code §60200 through 60203, and with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Government Code Section 12236, the following qualifications will govern the retention and disposal of records of the Butte County Mosquito and Vector Control District.

3090.5 Government Code Section 60203 gives the District the authorization to destroy or dispose of any record, paper, or document which is not expressly required by law to be filed and preserved if the record, paper or document is photographed, micro-photographed, reproduced by electronically record video images on magnetic surfaces, recorded in the electronic data-processing system record, recorded on optical disk, reproduced on film or any other medium which does not permit additions, deletions, or changes to original document in compliance with the minimum standards or guidelines or both, as recommended by the American National Standards Institutes of the Association for Information and Image Management for recording of permanent records or non-permanent records, whichever applies.

3090.6 These guidelines and procedures are designed to show the minimum document retention times.

3090.7 It is the goal of this district to maintain useful records for a reasonable and prudent time.

3090.8 District staff is greatly encouraged to see to the disposal of all outdated and unnecessary records in a timely manner to minimize storage space needed.

3090.9 Records will be maintained in accordance to Records Retention Schedule (attached hereto as Appendix A).

3090.10 District staff shall convert all retained records to an approved electronic format in accordance with State and Federal law, when feasible.

APPENDIX A

Records Retention Schedule			
RECORD SERIES	RETENTION	CITATION	DESCRIPTION
Board Meetings			
Agendas	CU + 2	GC34090	Agendas
Minutes	P	GC34090(d); GC36814; GC40801	Official signed meeting minutes approved by District Board
Resolutions	P	GC34090(d); 40801	Adopted resolutions
Administration			
Agreements and Contracts (Excl. Capital Improvement)	T + 5	CCP 337.2,343, B&P7042.5	Non-capital project agreements and contracts
Agreements and Contracts (Incl. Capital Improvement)	P	CCP 337.2,343, B&P7042.5; PU7685; 48 CFR;2; GC53066	Capital project agreements and contracts
Correspondence (If not attached to agreement or project file)	CU + 2	GC34090(d)	Reports, files, general/ public, controlled
Conflict of Interest Statements	CU + 5	FPPC Opinion	Form 700
Financial			
Ledger	P	GC34090; CCP 337	General Ledgers
Audit and Audit Reports	P	GC34090	Fiscal Year audit report
Financial Report	AU + 7	GC34090	Annual Financial Reports
Adopted Budget	P	GC34090	Annual Budget approved by District Board
Fixed Asset Inventory Records	AU + 4	GC34090; 26 CFR 301 65-1(F)	Capital asset logs for audit purposes
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documentation
Accounts Receivable	AU + 4	GC34090	Invoices, maps, supporting documentation
Bank Reconciliations	AU + 5	GC34090; 26 CFR 16001-1	Statements, receipts, disbursements, reconciliation, and applicable reports

Receipts	AU + 4	GC 34090; CCP 337	Checks, coin, currency receipts, deposit receipts
Grants			
Federal and State Grants	CL + 5*	GC34090	*Application and close out procedure documents based on the retention policy as stated on Federal and State Grant agreement, whichever is greater.
Personnel			
Personnel Files	T + 7	GC34090; 29 CFR 1627.3, Labor Relations Sections 1174	Personnel files
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2	Processed employee timesheets
Training Records	CU + 5	PRA 6254, IPA 1798-40, CD.	Training records, training certificates
Recruitment	CL + 3	29 CFR 1602.31; 29 CFR 1627.3; GC 12946	Applications, interview questions, applicant written exams
Motor Vehicle Pulls	T + 7	GC12946; CA 91009; 8 USC 1324 (a)	DMV pull reports
Negotiations	P	29 USC Sections 211 ©, 203 (m), 207 (g)	Memorandums of Understanding (MOU)
Operations			
Worksheets	CU + 3		Staff activity sheets
Service Requests	CU + 3		Request for service reports
Calibration Records	CU + 3		Calibration records
Pesticide Use Report	CU + 3		County AG reports
NPDES Permit Requirement Reports	CU + 3		NPDES permit required reports and supporting documentation
Abatement Records	P		Abatement notices, orders, and records
Public relations			
Press Release	CU + 2	GC34090	Press releases
Legal Advertising	CU + 4	CCP 343 349 et seq.; GC911.2; GC34090	Public Notices, Legal Publications

Public Records Request	CL + 2	GC34090	Public records request and supporting documentation
Grand Jury Reports	P		Grand jury and special reports
Inventory			
Inventory	CU + 3	GC34090	Inventory logs and reconciliation
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption, fuel reconciliation
Equipment Maintenance	AC + 2	GC34090; CCP 337	Maintenance records
Surplus Property	AU + 4	GC34090; CCP 337	Auction and disposal
Risk Management			
Safety Training	CU + 5	PRA 6254, IPA 1798.40, CD.	Safety training records, applicable certifications, and signing logs
Accident and Incident Reports	CL + 7	29 CFR 1904.2; 29	Reports and related records
Insurance Certificates	P	GC34090	Insurance certifications filed separately from contracts, including endorsements
OSHA Forms	CL + 5	OMB 1220-0029; 29 CFR 1904.4; GC 34090	Federal and State OSHA forms
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claims filed and supporting documentation
I.I.P.P. Records	CU + 5		I.I.P.P. records and reports

LEGEND

AC- Active
AU- Audit
CU- Current
P- Permanent
T- Termination
CL- Closed/ Completion
S- Supersede

CITATIONS

GC- Government Code
H&S- Health & Safety
CAC- California Administrative Code
CCP- Code of Civil Procedure
OSHA- Occupational Safety & Health Act
CCR- Code of California Regulations
USC- United States Code