

Sloughhouse Resource Conservation District

Document Retention Policy

ADOPTED POLICY, December 2023

The purpose of this policy is to establish guidelines for staff regarding the retention and disposition of records of Sloughhouse Resource Conservation District (SRCD or the District), provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of the District's operations, and ensure compliance with legal and regulatory requirements.

Compliance with Statute: The provisions of this section are intended to implement the provisions of Chapter 7 (commencing with section 60200) of division 1, title 6 of the California Government Code. Nothing herein contained shall be deemed to abridge or amend said provisions, and in the event of any conflict said Government Code shall govern.

1. General Guidelines: The following general guidelines apply to all District records. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media or papers; as defined by the California Public Records Act.
 - a. The District Board of Directors hereby authorizes the disposal of any duplicate record, paper, or document where the original or permanent photographic record is retained in accordance with this policy.
 - b. Except where a record is expressly required to be preserved according to federal or California law, the District Board of Directors may approve the disposal of any original document without the District retaining a copy of the document as long as the retention and disposal of the document complies with the retention schedule as set forth in this policy.
 - c. In addition to the retention period required under this policy, the District shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired.
 - d. Pursuant to Government Code 60201, the District shall not dispose of any of the following records:
 - i. Records relating to the formation, change of organization, or reorganization of the District;
 - ii. Ordinances and resolutions, unless they have been repealed or have become invalid or otherwise unenforceable for five (5) years;
 - iii. Written, Board-approved minutes of any meeting of the District;
 - iv. Records relating to any pending claim, litigation, any settlement or other disposition of litigation within the past two (2) years, including litigation holds;
 - v. Records that are the subject of any pending request for records under the California Public Records Act, whether or not the record is exempt from disclosure, until the request has been granted or two (2) years after the request has been denied by the District;
 - vi. Records relating to any pending construction that the District has not accepted or for which a stop notice claim may be legally presented;
 - vii. Records relating to any non-discharged debt of the District;
 - viii. Records relating to the title to real property in which the District has an interest;
 - ix. Records relating to any non-discharged contract to which the District is a party;
 - x. Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received;

- xi. Unaccepted bids or proposals, which are less than two (2) years old, for the construction or installation of any building, structure or other public work;
- 2. Records less than seven (7) years old from the date of payment, that specify the amount of compensation paid to District employees, officers, or independent contractors providing professional services to the District; records relating to the expense reimbursement to District officers or employees; or records relating to the use of District paid credit cards or any other travel compensation mechanism.

Retention Schedule: The “Sloughhouse Resource Conservation District Document Retention Schedule” is attached hereto and incorporated herein as Appendix A. This schedule was developed from the Local Government Records Management Guidelines from the California Secretary of State’s Office.

- 3. Disposal of Original District Records: District Staff will be responsible for the disposal of original records in accordance with Appendix A. District Staff shall obtain consent from the District’s Legal Counsel before the disposal of any original District record that is not on the Retention Schedule and which may be of importance to the District.
 - a. Prior to disposal of records identified in Section 1 c, such as “records for long-term transactions and/or special projects” or records of historical value, District Staff shall obtain consent from the Board of Directors.
- 4. Further Retention of Documents: The District should be mindful of the recommendation from the California Secretary of State’s Office that “effective records management” ensures that records are kept only as long as they have some administrative, fiscal, or legal value.
- 5. Changes in Federal and State Policy: As a result of changes to federal and California laws that regulate municipal records retention, the “Sloughhouse Resource Conservation District Document Retention Schedule” shall be updated to ensure compliance with legal and regulatory requirements. The Document Retention Policy and Appendix A of the policy shall be retained and remain in force until they are replaced by an adopted revision.
- 6. Board of Directors action is Final. Whenever the Board of Directors takes an action it shall be assumed that the Board considered all the information before it, including the policy contained herein, therefore the action shall remain valid so long as it was otherwise lawful. In other words if “but for this or other SRCD policy, was the action was lawful”, then the action remains in full force and effect.

Appendix A
Sloughhouse Resource Conservation District Document Retention Schedule

Type of Record	Years	Remarks
Correspondence	3	
Financial	4	With the exception of records for grants, 7 years
Equipment/Supplies	2	
Personnel	Active+2	
Policy/Procedure	Active+2	

If any policy or portion of a policy contained herein is in conflict with statutes, court cases or applicable regulations having authority over the Sloughhouse Resource Conservation District, said statutes, court cases, or applicable regulations shall prevail.