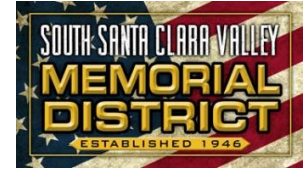




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Policy and Procedure Manual

Policy Title: Records Retention
Date Approved: March 17, 2014
Date Revised: April 15, 2024

Purpose

The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of South Santa Clara Valley Memorial District (SSCVMD) 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. The District is subject to the California Public Records Act.

Policy

The District retains records as required by law and destroys them when appropriate. The destruction of records must be approved by the Board of Directors.

As a general guideline, all financial records will be retained for five years. In the event of litigation or a dispute, this period will be extended. Payroll timesheets will be retained for seven years, along with payroll records such as W-2s, 941s and EDD reports. However, personnel files need to be held for three years after termination.

The formal records retention policy of the District is as follows:

Records Management Guidelines

Type of Record	Years	Remarks
<u>Correspondence</u>		
General/Public	3	
<u>Capital Improvement Projects</u>		
Bids/Estimates	5	
Capital Improvement Plan	Active	Active until revised
Contracts	5	
Drawings	Indefinitely	
Permits	5	
<u>Compliance Documents</u>		

GANN Limit	Active	Active until revised
Oaths of Office	Active	Active until term ends
<u>Financial</u>		
Expense Reports	7	Or until audited, whichever is first
Budgets	7	Or until audited, whichever is first
Billing/Accounting Reports	7	Or until audited, whichever is first
Budget Change Proposals	7	Or until audited, whichever is first
Audits	7	Or until audited, whichever is first
Invoices	7	Or until audited, whichever is first
Fees/Receipts	7	Or until audited, whichever is first
Checks/Ledgers/Registers	7	Or until audited, whichever is first
Cost Recovery - State	Active+4	Active until claim paid then 4 or until audited, whichever is first
Grants	Active+2	Active until end of grant year
<u>Equipment/Supplies/Space</u>		
Inventory	Active	Active until revised
Purchase Request/Order	Active+4	Active until items received
Service orders/authorizations	Active	Active until service performed
Vendor Information	Active	Active until revised
Building Maintenance/Leases	Active	Active until lease terminates
Inspection Reports/Moves/Space	Active	Active until revised/rescinded/superseded
Equipment Maintenance	Active+2	Active until maintenance complete
Hardware/Software documentation	Active	Active until revised/rescinded/superseded
<u>Personnel/Contractors</u>		
Applications, Interview Documents	2	PRA 6254, IPA 1798.40, GC 12946 CD
Action Requests/Grievances	2	PRA 6254, IPA 1798.40, CD
Employee Records (i.e. I-9)	Active+1	
Job Description	Active	Active until revised
Performance Evaluations	Active +1	
Timesheets	Active +1	
Travel	Active+1	Active until travel complete
Training Certificates	3	PRA 6254, IPA 1798.40, CD
Workers Comp Claims	Active +1	
Unemployment Claims	Active +1	
<u>Policy/Procedure/Organizational</u>		
Policies (All)	Active	Active until revised
Procedures (All)	Active	Active until revised
Compliance Requirements	Active	Active until revised
Organization Charts	Active	Active until revised
Mission Statement	Active	Active until revised
Associations	Active	Active while membership is current

Meetings/Minutes/Agendas	2	
Activity Reports	2	
Studies/Statistics	3	
Feasibility Studies	5	
Request for Proposals	3	
Delegation Orders	Active	Active until revised/superseded/revoked
Conference/committees	3	
Contracts	Active+4	Active until contract terminates +4 if subject to audit
Emergency Preparedness	Active	Active until revised
Public Hearings	5	
Health/Safety	3	
Plans/Goals	Active	Active until revised/rescinded/superseded/complete
<u>Records Management</u>		
Records Retention Schedule	Active	Active until revised
Records Transfer List (STD 71)	Active	Active until disposal of records
Records Destruction Authorization	4	
Forms File	Active+1	Active until revised/rescinded/superseded
<u>Legal</u>		
Bill Analysis	3	PRA 6254
Research Information	3	PRA 6254
Legal opinions	Active+1	Active until issues resolved
Law Suites/Small Claims	Active+1	Active until litigation complete
Enrolled Bill Report	4	PRA 6254
Property Documents	Indefinitely	
<u>Public Relations</u>		
Clippings	2	
Press Releases	2	
Speeches	2	

- "Active" retention is for perpetual records that remain "active" until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.
- California Public Records Act (PRA) of 1968 - Government Code, Section 6250 et seq.
- Information Practices Act (IPA) of 1978 - California Civil Code, Section 1798 et seq.
- Confidential Destruction (CD)