

**SUBMITTAL TO THE FLOOD CONTROL AND  
WATER CONSERVATION DISTRICT BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

504B



**FROM:** General Manager-Chief Engineer

**SUBMITTAL DATE:**  
April 7, 2015

**SUBJECT:** Approval of Resolution No. F2015-16 A Resolution of the Board of Supervisors of the Riverside County Flood Control and Water Conservation District Relating to the Application if Records Retention Requirements Pursuant to Government Code Section 60201(B)(2); [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:  
Approve the attached Resolution No. F2015-16 District's Departmental Records Retention Schedule (DRRS).

**BACKGROUND:**  
Summary

In voluntary compliance with the provisions of Riverside County Board of Supervisors Policy A-43, the Records Management and Archives Program (RMAP) worked with the District and Riverside County's County Counsel to review and update the District's Departmental Records Retention Schedule attached.

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**WARREN D. WILLIAMS**  
General Manager-Chief Engineer

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost:</b>	<b>POLICY/CONSENT (per Exec. Office)</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
<b>NET DISTRICT COST</b>	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS:</b>	<b>Budget Adjustment:</b> N/a
	<b>For Fiscal Year:</b> N/a

**C.E.O. RECOMMENDATION:**

APPROVE

BY:

**County Executive Office Signature** Alex Gann

**MINUTES OF THE BOARD OF SUPERVISORS**

FORM APPROVED COUNTY COUNSEL  
BY: GREGORY P. PRIAMOS  
DATE: 3/25/15

- Positions Added
- Change Order
- A-30
- 4/5 Vote

**SUBMITTAL TO THE FLOOD CONTROL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FORM 11:** Approval of Resolution No. F2015-16 A Resolution of the Board of Supervisors of the Riverside County Flood Control and Water Conservation District Relating to the Application if Records Retention Requirements Pursuant to Government Code Section 60201(B)(2);  
[\$0]

**DATE:** April 7, 2015

**PAGE:** Page 2 of 2

**BACKGROUND:**

**Summary (continued)**

Approval of the attached schedule will authorize the disposal of certain records following minimum retention periods. This will enable the District to eliminate the storage and maintenance of obsolete materials while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

**Impact on Residents and Businesses**

N/a

**ATTACHMENTS (if needed, in this order):**

1. Resolution No. F2015-16
2. DRRS

P8/168624

1  
2 Board of Supervisors

Riverside County Flood Control  
and Water Conservation District

3  
4 RESOLUTION NO. F2015-16

5 A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
6 THE RIVERSIDE COUNTY FLOOD CONTROL AND WATER CONSERVATION  
7 DISTRICT RELATING TO THE APPLICATION OF RECORDS RETENTION  
8 REQUIREMENTS PURSUANT TO GOVERNMENT CODE SECTION 60201(b)(2)

9 WHEREAS, compliance with Section 60201(b)(2) of the Government Code  
10 allows the legislative body of a district to destroy or dispose of any record that is not expressly  
11 required by law to be filed and preserved; and

12 WHEREAS, pursuant to Section 60201(b)(2) of the Government Code, the  
13 legislative body of a district, may, by resolution, adopt and comply with a record retention  
14 schedule that complies with guidelines provided by the California Secretary of State pursuant to  
15 Section 12236 of the Government Code, that classifies all of the district's records by category,  
16 and that establishes a standard protocol for destruction or disposition of records; and

17 WHEREAS, notwithstanding any other provision of Section 60201 of the  
18 Government Code or any other provision of law, a district may not destroy or dispose of any  
19 record that is enumerated in Section 60201(d) of the Government Code; and

20 WHEREAS, it is determined that the Board of Supervisors of Riverside County  
21 Flood Control and Water Conservation District (the "District") shall comply with the record  
22 retention requirements set forth in Section 60201(b)(2) of the Government Code; and

23 WHEREAS, it is determined that the District, although a separate entity from the  
24 County of Riverside (the "County"), should follow the same protocol for destruction or  
25 disposition of records as the County pursuant to the County Board of Supervisors Policy A-43  
26 entitled County Records Management and Archives Policy (hereafter "Board Policy A-43").

27 NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the  
28 Riverside County Flood Control and Water Conservation District, in regular session assembled

FORM APPROVED COUNTY COUNSEL  
BY:  DATE: 12/15

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on April 7, 2015, that the District's Records Retention Schedule (hereafter "DRRS") attached as Exhibit A is adopted and the District shall comply with the DRRS.

BE IT FURTHER RESOLVED that the District shall comply with the protocol for destruction or disposition of records as set forth in Board Policy A-43 as if it were a "County Department".

BE IT FURTHER RESOLVED that the District may not destroy or dispose of any record that is expressly required by law to be filed and preserved and shall comply with Section 60201(d) of the Government Code.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its approval and adoption.



# Flood Control and Water Conservation District District's Departmental Records Retention Schedule (DRRS\_RCFC\_2015\_Rev02)

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Inquiries or comments regarding this schedule should be directed to:

Riverside County Flood Control  
and Water Conservation District  
1995 Market Street  
Riverside, CA 92501  
951.955.1250

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## Introduction

This Departmental Records Retention Schedule (DRRS) for the Flood Control and Water Conservation District (District) is adopted pursuant to the Flood Control and Water Conservation District's Resolution No. F2015-16 and County of Riverside, Board of Supervisors Policy A-43 ("Board Policy A-43"). This schedule supersedes the schedule adopted December 18, 1990 as Agenda Item No. 7.7.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by District before disposition may be implemented. These retention requirements are recommended in order to reduce the costs for the storage and maintenance of records while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Records, including copies held for convenience or reference, must be disposed of as directed herein at the close of the official retention period. A full justification for any request to extend the retention period for a particular group of records must be submitted in writing to the Records Management and Archives Program (RMAP) as stated by Board Policy A-43, Section D.5.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by the District, the statute or regulation override this schedule and the District must amend its records retention schedule as soon as practicable. In addition, a record may not be destroyed if notice of litigation, audit, public records request, etc., is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a claim or lawsuit is filed against the District, District will suspend destruction of the subject records until all issues of the matter are resolved. Further, if District is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, District will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10) District may not destroy or dispose of any record that has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received. (Government Code § 60201(d)(10))

District will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. District is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, District is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

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## Explanation of Fields

**Record Series Codes:** The Record Series Code is assigned by RMAP. The code is alphanumeric and uniquely identifies the Record Series Title regardless of the schedule it occupies enabling the Record Series to be tracked within the master index system.

**Record Series Title:** The Record Series Title identifies a group of similar records generally produced or utilized for similar business needs allowing them to be evaluated as a group for retention scheduling purposes.

**Record Series Description:** A description of the Record Series Title that includes examples, not an exhaustive list, of the record types found within the group.

**Official Record Retention:** The length of time that the Copy of Record must be kept based upon the legal minimum requirement as well as any operational or business need. All other copies must be disposed of at the end of the retention period. For example, departmental copies held for convenience or reference must be destroyed at the close of the retention period or when no longer needed to support normal business operations, whichever is earlier.

**Citation / Rationale:** The legal citation or operational/business reason for retaining the Copy of Record for the period specified.

**Final Disposition:** The recommended final status or arrangement for the Copy of Record, usually disposed of by recycling, confidential shredding or transfer to the County of Riverside Archives as determined through best practice.

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## Explanation of Codes

**Best Practice** = Best Practice determined through business and government agency benchmarks.

**CCP** = California Code of Civil Procedure

**CCR** = California Code of Regulations

**CEQA** = California Environmental Quality Act

**CFC** = California Fire Code

**CFR** = Code of Federal Regulations

**CL** = Closed. A record is considered "closed" when no further action is pending or required.

**CR** = Created

**CY** = Calendar year end

**FY** = Fiscal Year End

**GC** = California Government Code

**LGRMG** = Secretary of State's Local Government Records Management Guidelines (2006)

**NEPA** = National Environmental Policy Act

**NPDES** = National Pollutant Discharge Elimination System

**ORD** = Riverside County Ordinance

**P** = Permanent

**PEN** = California Penal Code

**PRC** = California Public Resources Code

**REV** = Revised

**T** = Termination



## FLOOD CONTROL AND WATER CONSERVATION DISTRICT RECORDS RETENTION SCHEDULE

Department / Agency: Flood Control and Water Conservation District

Schedule Type: District Records Retention Schedule

Division: All

Schedule #:

Section: All

**DRRS\_RCFC\_2015\_Rev02**

With full consideration given to the preservation of the historic records of the District, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head:

*Warren D. Williams*

Date:

*3/26/15*

Warren D. Williams, General Manager - Chief Engineer

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
<b>Accounting (ACC)</b>						
RCFC_ ACC100	Accounts Payable	Records documenting payment required to be made for goods and services. May include claims, credit card transactions, invoices, petty cash records, refunds, vouchers and warrants.	Finance	FY + 7 or AU + 4, whichever is longer	GC 60201(d)(12); LGRMG C-29	Shred / Delete
RCFC_ ACC150	Accounts Receivable	Records documenting payment received for goods and services provided by the District. May include collection notices and records, credit advices, receipts and uncollected account records. May also include daily deposit, daily balance and balance sheets.	Finance	FY + 7 or AU + 4, whichever is longer	GC 60201(d)(12); LGRMG C-29	Shred / Delete
RCFC_ ACC200	Banking	Records documenting transactions with an outside financing institution. May include statements, reconciliations, deposit slips, canceled checks for minor transactions, negotiated checks, returned checks, and check registers.	Finance	FY + 7 or AU + 5, whichever is longer	GC 60201(d)(12); LGRMG C-29	Shred / Delete
RCFC_ ACC250	Capital (Construction) Assets	Records related to the financial activities associated with capital (construction or building project) assets. May include inventories, material transfer files (surplus forms) and sale records.	Finance	Disposal of Asset + 10	CCP 337.15; Best Practice	Shred / Delete
RCFC_ ACC300	Debt of District	Records relating to any nondischarged debt of the District.	Finance	Discharged + 10	GC 60201(d)(7)	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY:

*Neal R. Kipnis*  
NEAL R. KIPNIS

DATE

*3/24/15*

		Record Series					
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
RCFC_ ACC350	Fixed Assets	Records related to the financial activities associated with fixed assets. May include inventories, material transfer files (surplus forms) and sale records.	Finance	Disposal of Asset + 7	LGRMG C-29	Shred / Delete	
RCFC_ ACC400	General Ledger	Contains the accounts needed to reflect the financial position of the District.	Finance	P	Best Practice; LGRMG C-29	District	
RCFC_ ACC450	Official Receipts	Official receipts issued to or from the Finance Division.	Finance	FY + 7	LGRMG A-1	Shred / Delete	
RCFC_ ACC500	Payroll	Records created to track the payroll of department employees. Records indicate anniversary dates, vacation and sick leave accumulations, hours worked, labor and overhead distribution reports and PEOPLESOFT reports.	Finance	T + 75	GC 60201(d)(12); LGRMG C-30; Best Practice	Shred / Delete	
RCFC_ ACC550	Payroll - garnishments	Records related to garnishments from a District employees pay. May include accounting documents and orders.	Finance	T + 75	GC 60201(d)(12); LGRMG C-30; Best Practice	Shred / Delete	
RCFC_ ACC600	Transaction Summaries	Journals, registers, and subsidiary ledgers dedicated to individual funds or functions. May include accounts payable and receivable, expenditures, investments, properties and revenue, cash disbursements, cash receipts, vouchers and warrants.	Finance	FY + 7	GC 60201(d)(12); LGRMG C-17	Shred / Delete	
<b>Administration (ADM)</b>							
RCFC_ ADM025	Activities	Records documenting involvement in significant projects or activities. Records series may include correspondence, project summaries, reports, research, etc.	Administration	P	Best Practice	District	



Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
RCFC_ ADM050	Annual Reports	The official yearly report made by the District at the close of the fiscal year stating the District's assets and liabilities and providing an overview of the District's services and programs. Typically submitted to the Board of Supervisors using a submittal Form 11 (see entry for Submittal to the Board of Supervisors below) thereby making it part of the minutes for the meeting at which it is presented.	Administration	P	Best Practice	District
RCFC_ ADM100	Audit Reports - Management	Any audit of managerial operations that is ordered by the Board of Supervisors or Executive Office.	Administration	P	Best Practice	District
RCFC_ ADM125	Authorization to Drive District Vehicle or Private Vehicle on District Business (Form 30)	Form signed by each District employee authorizing them to drive District or personal vehicles on District business. District is to maintain one copy while the original is forwarded to County Human Resources Safety Division.	Administration	REV+ 5	GC 60201(b)(2)	Shred / Delete
RCFC_ ADM150	Benefit Assessment Districts	Records related to the establishment and management of County Benefit Assessment Districts. Records series may include agreements, appraisals, bond documents, correspondence, reports, debt schedules, studies, etc.	Administration	P	Best Practice	District
RCFC_ ADM175	Bid Packages	Records related to bids specifically tied to District projects. Records series includes the original request for bid, the bidder's response, bid bond documentation, etc.	Administration	CL + 10	CCP 337.15	Shred / Delete
RCFC_ ADM200	Boards and Commissions	Record of items submitted to and decisions made by the Board of Supervisors for the District as well as governing bodies and commissions subject to the provisions of the Brown Act. May include meeting agendas, minutes, exhibits, and staff reports as relevant to the outcome of the proceedings. May include ordinances, resolutions and policies. Should also include lists of names of members of official Boards, Committees, and Commissions.	District; Clerk of the Board	P	GC 60201(d)(2) and (d)(3); LGRMG C-23	Clerk of the Board

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCFC_ ADM225	Conflict of Interest Statement - Designated Employees	Statements filed (Form 700, formerly Form 730) pursuant to the California Political Reform Act of 1974 and its amendments related to the economic interests of District employees as designated by resolution of the County Board of Supervisors.	Administration	Original = CY + 7; Copy = CY + 4	GC 81009(e) and (f)	Shred / Delete
RCFC_ ADM250	Correspondence - general	Routine correspondence issued from or received by the District that requires no further action. Records may include correspondence, memoranda (memos), notes, and acknowledgements.	Administration	CY + 2	LGRMG C-19	Shred / Delete
RCFC_ ADM255	Correspondence - program	Correspondence issued from or received by the District that documents specific program activity, which is not historical or policy in nature. Records may include correspondence, subject records, memoranda (memos), notes, and facsimiles.	Administration	CL + 2	LGRMG C-19	Shred / Delete
RCFC_ ADM260	Correspondence - public complaints	Correspondence issued from or received by the District that relates to a concern or complaint of the public. Records series may include correspondence, related memoranda and notes.	Administration	CL + 2	LGRMG C-19	Shred / Delete
RCFC_ ADM265	Correspondence - public policy	Records that document and support the implementation of a particular policy or program such as land development, changes to County Code, procedure or organization, new taxes, etc.	Administration	P	LGRMG C-19; Best Practice	District
RCFC_ ADM275	District Organization	Records related to the formation, change of organization or reorganization of the district.	Administration	P	GC 60201(d)(1)	District
RCFC_ ADM300	Endangered Species Case Files	Records related to District efforts to preserve endangered species and their habitats.	Administration	P	Environmental Protection Agency Schedule 318 Item h; Best Practice	District
RCFC_ ADM325	Federal Emergency Management Agency	Records related to FEMA assistance following flood damage claims. Records series includes appeals, correspondence, financial statements, payment receipts, regulations, etc.	Administration	P	Best Practice	District

Code	Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
	Title	Description				
RCFC_ ADM350	Floodplain Management & Restoration	Records related to the management of floodplains and the restoration of them following disasters. Records series may include agreements, cost sheets, maps, etc.	Administration	P	Best Practice	District
RCFC_ ADM375	District Organization	Records related to the formation, change of organization or reorganization of the district.	Administration	P	GC 60201(d)(1)	District
RCFC_ ADM400	Grand Jury Reports - official copy	The official report issued by and responses to a grand jury completed after studying the operations of any public agency subject to its reviewing authority.	Administration	P	PEN 933(c)	Clerk of the Board
RCFC_ ADM425	Grand Jury Reports - work papers	District copies of reports issued by and responses to the grand jury completed after studying the operations of any public agency subject to its reviewing authority.	Administration	CY + 5	PEN 933(c)	Shred / Delete
RCFC_ ADM450	Grants	Records related to the application, award, implementation and conclusion of a grant. All records including those related to the receipt and dispersal of grants funds, contract and reports. Grant records should be maintained together. Records may include the proposal document, correspondence, activity summary reports, financial and performance reports, memos, notes, invoices, billings, expense reports, completion check-off form, audit results, etc.	Administration	CL + 7	49 CFR 18.42(b); audit support and as required by the terms of the grant; LGRMG C-19; Best Practice	Shred / Delete
RCFC_ ADM475	Insurance - Studies (Accident)	Studies conducted to aid in the prevention of accidents. Records series may include accident prevention analysis and reports.	Administration	CY + 20	GC 60201(b)(2)	Shred/Delete
RCFC_ ADM500	Insurance - Studies (Flood)	Flood insurance studies conducted for cities. Records series includes correspondence, maps and final report.	Administration	P	LGRMG C-44; Best Practice	District
RCFC_ ADM525	Insurance - Vehicle	Records related to the maintenance of vehicle insurance. Records series includes insurance policy, claims, reports, etc.	Administration	CL + 20	GC 60201(b)(2)	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCFC_ ADM550	Investments	Records related to the investment of District funds. Records series may include financial reports, stock certificates, etc.	Administration	Sale of Asset + 7	GC 60201(b)(2)	Shred / Delete
RCFC_ ADM575	Notary Public	Certificates from the County Clerk certifying certain District staff as notary public.	Administration	Expiration + 2	GC 8204; GC 8213(a)	Shred / Delete
RCFC_ ADM600	Ordinance & Resolution Records	Approved ordinances and resolutions related to the District. Records series includes any substantial back up documentation needed to provide history, context and relevance of the action.	District; Clerk of the Board	P	GC 60201(d)(2); LGRMG C-23	District
RCFC_ ADM625	Plans & Specs	Records related to the final plans and specifications for facilities that are part of the District or where District was lead. Records series includes agreements.	Administration	P	CCP 337.15; Best Practice	District
RCFC_ ADM650	Policy & Procedure - Boards and Commissions	Records documenting the policies and procedures approved for the District's Board of Supervisors and various committees and commissions. May include final policy, policy statements, by-laws and procedure manuals.	Clerk of the Board, subject body or District.	P	Best Practice	District
RCFC_ ADM675	Policy & Procedure - departmental	Records documenting departmental policy and procedure. May include final policy, policy statements, procedure manual. May also include mission statements and organizational charts.	Administration	REV + 5	LGRMG C-19	Shred / Delete
RCFC_ ADM700	Policy & Procedure - program	Records documenting the policies and procedures governing the operations of public and/or District employee programs. May include final policy, policy statements, by-laws, and procedure manuals.	Administration	REV + 5	LGRMG C-19; Best Practice	Shred / Delete
RCFC_ ADM725	Public Information / Media	Records created for distribution announcing matters related to District business or administrative operations. May include press releases, newsletters, slides, negatives, video, photographs, etc. Photographic (image) records should include full identification (dates, names, places and occasion) for each image.	Administration	CY + 2	LGRMG C-24	Shred / Delete

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title	Description				
RCFC_ ADM750	Public Records Requests	Records provided to the public in response to a public records request. Records series includes the original request, the department response and a <u>copy</u> of the records provided if applicable.	Administration	CL + 2	LGRMG C-23	Shred / Delete
RCFC_ ADM800	Recordings of Public Meetings	Audio or video recordings of the official proceedings of a public body subject to the Brown Act. Audio or video recordings of the proceedings of the Board of Supervisors are held by the Clerk of the Board in accordance with the Clerk of the Board's records retention schedule.	Administration	Not less than 3 months after minutes are written	GC 54953.5(b); LGRMG C23	Shred / Delete
RCFC_ ADM825	Records Disposition Certificates	Certificates authorizing and confirming the destruction of records once eligible and as defined on the appropriate records retention schedule. Records series must also include authorized signature lists.	Administration and RMAP	P	LGRMG C-23; Best Practice	District and ACR-RMAP
RCFC_ ADM850	Records Retention Schedule	An approved records retention schedule that furnishes public agencies with legal authority to determine final disposition of their records regardless of their format.	Administration and RMAP	REV + 4	CCP 343; LGRMG C-23	Shred / Delete
RCFC_ ADM860	Records Transfer List	A form listing the records sent offsite for storage. This form contains information related to the contents of containers and links the contents to a container barcode for tracking and reference purposes.	Administration and RMAP	Destruction of all listed containers + 2	LGRMG C-23	Shred / Delete
RCFC_ ADM875	Submittal to the Board of Supervisors (Form 11s)	Items submitted for consideration to the Board of Supervisors, including records of proceedings and written descriptions of business conducted. May include annual reports, grand jury reports, and management reports.	Clerk of Board	P	LGRMG C-22	District and Clerk of the Board
RCFC_ ADM880	Surveys	Responses to questionnaires or surveys received from the public or staff.	Administration	CY + 2	LGRMG C-33; Best Practice	Shred / Delete
RCFC_ ADM900	Web Media & Social Networking sites	Web pages and social media posts hosted by the District as part of its business practice. Records series includes web pages, blogs, microblogs (such as Twitter), wikis, video sites (such as YouTube), photo libraries (such as Flickr), networking sites (such as Facebook, LinkedIn), virtual works and other interactive sites. Revised pages and posts must be archived in an accessible format.	Administration	REV + 2	LGRMG C-22	Delete

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title Description				
RCFC_ ADM925	Zone Records Records related to the creation and monitoring of zones. Records series may include certified payroll documents, bid records, drainage plans, redevelopment plans, maps, correspondence, etc.	Administration	P	CCP 337.15; LGRMG C-44	District
<b>Design &amp; Construction (DC)</b>					
RCFC_ DC100	Agreements Agreements stating scope of work, method of payment and maintenance.	District; Clerk of the Board	P	LGRMG C-25	District
RCFC_ DC150	Design Records Records documenting the planning and design of District facilities. Records series may include calculations, correspondence, photographs, specifications, intermediate work product information, etc.	Design and Construction	P	CCP 337.15; LGRMG C-28	District
RCFC_ DC200	District Projects Assessment District and Community Facilities District funded projects which are currently being maintained by District's Operations and Maintenance (O&M) Division.	Design and Construction	P	O&M Acceptance; Best Practice	District
RCFC_ DC225	District Projects - not completed or denied Records related to projects that were never completed or denied.	Design and Construction	CL + 2	LGRMG C-26	Shred / Delete
RCFC_ DC250	Externally Sponsored Projects Records related to externally sponsored and funded projects from inception to close out. Records series may include contracts, agreements, inspection reports, contract drawings, etc.	Design and Construction	P	LGRMG C-28; Best Practice	District
RCFC_ DC300	Geotechnical Reports Reports detailing the subsurface soil conditions of project areas and recommending design parameters.	Design and Construction	P	LGRMG C-27	District
RCFC_ DC350	Nuclear Records Records related to testing and calibration of nuclear gauges as well as the safety training for staff. Records series may include audit findings and corrective actions, dosimeter reports, nuclear licenses, shipping documents, training records, etc.	Design and Construction	P	10 CFR 20.2102; Best Practice	District

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title	Description				
RCFC_ DC400	Stormwater Pollution Prevention Plan (SWPPP)	SWPPP for District projects. These are maintained for the same period of time as the project specifications.	Design and Construction	Notice of Completion + 5	GC 60201(b)(2); California Storm Water Best Management Practices Handbook; Best Practice	Shred/Delete
<b>Finance (FIN)</b>						
RCFC_ FIN100	Audit reports	Record of the examination of District finances as prepared by internal or external auditors. May include financial reports and statements showing the status of all District funds and the narrative audit report.	Finance	P	LGRMG C-30; Best Practice	District
RCFC_ FIN150	Bids - accepted	Record of accepted submissions offered by a vendor or contractor selling goods or services to the County. May include bid (plus spreadsheet and award letter), proposal, request for quotation (RFQ), request for proposal (RFP) and request for information (RFI).	Finance	Termination of Contract + 7 or AU + 5, whichever is longer	CCP 337; GC 60201(d)(12); LGRMG C-30	Shred / Delete
RCFC_ FIN200	Bids - rejected	Record of submissions offered by a vendor or contractor selling goods or services to the District other than the one that is accepted. May include bid (plus spreadsheet and award letter), proposal, request for quotation (RFQ), request for proposal (RFP) and request for information (RFI).	Finance	CY + 2	GC 60201(d)(11); LGRMG C-30	Shred / Delete
RCFC_ FIN250	Budgets - approved	The budget document formally approved for the District by the Board of Supervisors. This includes the original budget along with its Form 11 initially adopted and any authorized modifications to it through the end of the fiscal year.	Finance	P	LGRMG C-17	District
RCFC_ FIN300	Budgets - supporting papers	Departmental reference copies of the approved District budget as well as the work papers used to compile the annual budget request. Maintained as audit support. May include submissions and appeals in addition to budget manuals, spreadsheets, statistics, directives, other data accumulated in the budget development, submission and presentation process.	Finance	FY + 7	LGRMG C-29; Best Practice	Shred / Delete

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
RCFC_ FIN350	Financial reports - annual	Financial reports produced for a single fiscal year in order to monitor spending, workflow, performance measures and other department operations. May include monthly revenue and expenditure reports, annual fixed asset ledgers, and appropriation transfers.	Finance	FY + 7 or AU + 7, whichever is longer	GC 60201(d)(12); LGRMG C-30 & C-17	Shred / Delete
RCFC_ FIN400	Purchasing Records	Records created to document the purchases and payments for supplies, equipment and services. May include official copy of purchase order, purchase requisitions (requests), purchasing contracts, payment authorizations, receipts/packing slips.	Finance	CL + 7 or AU + 4, whichever is longer	GC 60201(d)(9); LGRMG C-30	Shred / Delete
RCFC_ FIN450	Purchasing Source Documents	Records related to the purchase or acquisition of minor goods or services. May include catalogs, receiving documents and vendor literature.	Finance	FY + 2	GC 60201(b)(2)	Shred / Delete
<b>Health and Safety (HSA)</b>						
RCFC_ HSA100	Emergency Action and Fire Prevention Plans	Plans for evacuation of agency facilities in cases of emergency and plans to prevent fires. Records series may include fire drill action plans and safety checklists.	County Human Resources and District	REV + 2	8 CCR 3220 and 3221; CFC 404.4; LGRMG C-32	Shred / Delete
RCFC_ HSA125	Fire Extinguisher Records	Records related to the inspection and maintenance of fire extinguishers. Records belonging to this series will be made available to the Assistant Secretary of Cal/OSHA upon request.	County Human Resources and District	Life of equipment + 3	8 CCR 6151(e)(3); LGRMG C-32	Shred / Delete
RCFC_ HSA150	Fire Orders	Orders issued by the Fire Marshal to correct deficiencies in compliance with California Fire Codes.	County Human Resources and District	CL + 3	CFC 106.2; LGRMG C-32	Shred / Delete
RCFC_ HSA200	First Aid Records	Records documenting one-time first aid treatment and subsequent observation of minor illnesses and injuries if made onsite by a non-physician and maintained separately from the employee medical records.	County Human Resources and District	CY + 3	GC 60201(b)(2)	Shred / Delete
RCFC_ HSA250	Hazard Communication Plans	Records related to the approved procedures for the effective communication of workplace hazards, including container labeling and other forms of warning, material safety data sheets and employee training, that are developed in compliance with CAL OSHA 8 CCR 5194.	County Human Resources and District	REV + 5	GC 60201(b)(2); 8 CCR 5194(e)	Shred / Delete



		Record Series					
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
RCFC_ HSA300	Hazardous Exposure Records	Records related to employee exposure to toxic substances or harmful physical agents. May include accident reports, allegations of employee exposure, audiometric test records, damage reports, employee medical records, environmental permits, environmental monitoring methodologies, calculations and results, biological monitoring results and chemical inventories or other records that indicate where and when a toxic substance or harmful physical agent was in use.	County Human Resources and District	T + 30	8 CCR 3204(d)(1)(B)	Shred / Delete	
RCFC_ HSA350	Injury and Illness Prevention Program (IIPP)	Records related to the steps taken to implement and maintain the Injury and Illness Prevention Program. Includes records of schedules and periodic inspections required by Cal/OSHA and the actions taken to correct unsafe conditions and records documenting required safety and health training. Also includes documentation of safety training for all employees including who attended and the topic discussed. May also include Safety Committee meeting records including issues discussed at meetings and results of investigation reviews.	District	CY + 3	8 CCR 3203(b)(1), (b)(2), and (c); County IIPP Standard	Shred / Delete	
RCFC_ HSA400	Injury and Illness Reports	Records related to reporting and documentation of employee injury or illness. Records may include the Cal/OSHA logs and summary forms [300, 300A and 301], decompression sickness incidents, dive team medical records, log of occupational injury or illness resulting in medical care. NOTE: In January 2002, Cal/OSHA replaced Form 200 with Forms 300, 300A and 301.	County Human Resources and District	CY + 5	8 CCR 14300.33	Shred / Delete	
RCFC_ HSA450	Safety Data Sheets (SDS)	SDS issued by manufacturers. Records series also includes correspondence related to procedures for submission of these forms to the Safety Office and SDS indexes.	County Human Resources and District	T + 30	29 CFR 1910.1020 (d)(1)(ii)(B); CFC 407.2	Shred / Delete	
RCFC_ HSA500	Vehicle Accident Reports	Reports of District vehicle accident records, reports, photos, etc.	County Human Resources and District	CL + 7	8 CCR 3203(c); LGRMG C-24	Shred / Delete	

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Information Technology / Reprographics (ITR)</b>						
RCFC_ ITR100	Aerial Photographs	Print copies of photographs used for mapping purposes.	Information Technology / Reprographics	P	Historical; LGRMG C-26	District
RCFC_ ITR150	Application documentation	Documents supporting the development of new software applications. Records series may include Design specs, user instructions, source codes, user requirements.	Information Technology / Reprographics	Life of application	GC 60201(b)(2); Best Practice	Shred/Delete
RCFC_ ITR250	Data analysis	Reports and/or exhibits produced from GIS data and used for District purposes.	Information Technology / Reprographics	P	Best Practice	District
RCFC_ ITR300	GIS data	Data used to produce maps and drawings for District purposes.	Information Technology / Reprographics	P	Best Practice	District
RCFC_ ITR350	Licenses - Photos	Purchased licenses for photographs taken by photographers other than District staff.	Information Technology / Reprographics	P	Best Practice	District
RCFC_ ITR400	Licenses -Software	Licenses connected to various purchased software.	Information Technology / Reprographics	Expiration + 2	GC 60201(b)(2); Best Practice	Shred/Delete
RCFC_ ITR450	Maps/Drawings	Maps/Drawings created for Record of Survey, Right of Way, topography, construction, including as-builts, plans & profile drawings, etc.	Information Technology / Reprographics	P	GC 66434; GC 66445; LGRMG C- 26	District
RCFC_ ITR500	Photographs	Photographs of sites before and after District work.	Information Technology / Reprographics	P	LGRMG C-26; Best Practice	District
RCFC_ ITR550	Software License Keys and Certificates	Documents provided by vendors that show licensing and installation keys	Information Technology / Reprographics	Life of application or software usage	GC 60201(b)(2); Best Practice	Shred/Delete
RCFC_ ITR600	Tapes Information Systems	Daily backup of all Information Technology servers and systems for disaster recovery purposes	Information Technology / Reprographics	S + 2	LGRMG C-22	Destroy

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Legal (LEG)</b>						
RCFC_ LEG100	Contracts / Agreements - general	The binding agreement to provide goods or services including employment, but excluding those for land, buildings or major improvements. May include the original contract or agreement, change orders, any amendments, accounting records, procurement documentation, and salary administration. May also include working files if they relate to negotiations or changes.	Clerk of the Board and District	CL + 7	GC 60201(d)(9); CCP 337; LGRMG C-22	Shred / Delete
RCFC_ LEG150	Contracts / Agreements - government	The binding agreement between the District and another government agency to provide goods or services. May include the original contract or agreement, change orders, any amendments, accounting records, procurement documentation, and salary administration. May also include working files if they relate to negotiations or changes.	Clerk of the Board and District	CL + 7	GC 60201(d)(9); 48 CFR 4.805; LGRMG C-22	Shred / Delete
RCFC_ LEG200	Contract / Agreements capital improvements	The binding agreement related to major improvements to County buildings or land. May include the original contract or agreement, change orders, any amendments, accounting records, procurement documentation, and salary administration. May also include working files if they relate to negotiations or changes and compliance.	Clerk of the Board and District	P	GC 60201(d)(9); CCP 337.15(a); LGRMG C-22	Shred / Delete
RCFC_ LEG250	Insurance Policies - any liability coverage	A written agreement stating the obligations and responsibilities of each contracting party.	County Human Resources	P	LGRMG C-24	District
RCFC_ LEG300	Insurance Policies - Workers Compensation	A written agreement stating the obligations and responsibilities of each contracting party.	County Human Resources	P	LGRMG C-24	District
RCFC_ LEG350	Insurance Policies - first party coverage only	A written agreement stating the obligations and responsibilities of each contracting party.	County Human Resources	T + 4	GC 60201(b)(2); CCP 337	Shred / Delete
RCFC_ LEG400	Leases - excluding real property	Documentation of rental agreements, capital leases, operational lease/purchase agreements or any other similar agreement and the amendments thereto.	District	CL + 5	CCP 337; LGRMG C-22	Shred / Delete

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
	Title	Description					
RCFC_ LEG450	Leases - real property	Documentation of rental agreements, capital leases, operational lease/purchase agreements or any other similar agreement and the amendments thereto.	District	CL + 5	CCP 337.2; LGRMG C-22	Shred / Delete	
RCFC_ LEG500	Legislative Liaison Records	Records documenting the progress of legislation of particular interest to the District. May include copies and drafts, correspondence, testimony, as well as background and research material.	District	Until passed, failed or dropped by department + 4	LGRMG A-3	Shred / Delete	
RCFC_ LEG550	Litigation Records	Records related to legal correspondence, pleadings and copies of court records. Records series may include transcripts, notices, interrogatories and depositions.	District	CL + 10	CCP 1952.3; GC 60201(d)(4); LGRMG A-3; Best Practice	Shred / Delete	
RCFC_ LEG600	Public Hearings Records	The official record of any public hearing where a forum for citizens or constituent group may voice opinions and concerns to public officials. These hearings are held separately from a regular or special meeting of a Board, Committee or Commission. May include agenda, minutes, submitted and/or distributed materials, transcripts, speaker sign up, written testimony, and official notices.	District	P	LGRMG C-23	District	
RCFC_ LEG700	Subpoenas and Subpoenas Duces Tecum - challenged	Records related to subpoenas or subpoenas duces tecum received by the District where the District has challenged the requirement to comply. Records series pertains only to those subpoenas where the District is not a party to the litigation.	District	Resolution + 2	LGRMG C-38	Shred / Delete	
RCFC_ LEG750	Subpoenas and Subpoenas Duces Tecum - record of compliance	Records related to subpoenas and subpoenas duces tecum received by the District where the District has fully complied. Records series pertains only to those subpoenas where the District is not a party to the litigation.	District	Compliance + 2	LGRMG C-38	Shred / Delete	

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Office Management (OFM)</b>						
RCFC_ OFM100	Equipment	Records related to the maintenance, repair and inventory of District leased or owned equipment and vehicles. May include equipment calibration records, maintenance records, motor vehicle records and surplus forms.	District	end of lease or ownership + 7 or AU + 4, whichever is longer	LGRMG C-29	Shred / Delete
RCFC_ OFM150	Facilities	Records related to the maintenance, repair and inventory of District owned property. May include maintenance work orders and repair reports.	District	end of ownership + 7	LGRMG C-28	Shred / Delete
RCFC_ OFM350	Vehicle Usage Reports	Records related to the use of District vehicles by District employees on District business. Records include mileage reports that contain the name of the employee utilizing the District vehicle, the date(s) the vehicle was used by the employee, the purpose of the trip and the starting and ending mileage.	District	FY + 7	LGRMG C-21; Audit Support	Shred / Delete
RCFC_ OFM400	Work Orders - originator copies	Work requests for maintenance services performed on District vehicles, equipment or property.	District	CY + 2	LGRMG C-28	Shred / Delete
<b>Operations &amp; Maintenance (OM)</b>						
RCFC_ OM100	Acceptance Letter	Letter produced at the end of a construction project to demonstrate that District accepts the construction is constructed per plans and specs and accepted into Districts maintained system.	Operations and Maintenance	P	LGRMG C-28	District
RCFC_ OM150	Chemical Usage Reports	Monthly report generated for Agricultural Commission showing use of pesticides and herbicides based on ratio to acreage.	Operations and Maintenance	CY + 10	LGRMG C-46	Shred / Delete
RCFC_ OM200	Department of Motor Vehicles Records	DMV paperwork for O&M Department of Transportation sensitive employees.	Operations and Maintenance	T + 7	LGRMG C-20	Shred / Delete
RCFC_ OM250	Encroachment Permits	District permit issued to construct within District maintained right of way. Records series may include copies of maps and relevant correspondence.	Operations and Maintenance	P	LGRMG C-26	District

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
RCFC_ OM300	Haul Permits	Permits received annually from TLMA and/or Caltrans. The original permit is given to issuing agency at time of renewal. District maintains a copy. Haul Permits are used for taking heavy equipment on County/State Roads.	Operations and Maintenance	Expiration + 2	LGRMG C-47; Audit Support	Shred / Delete
RCFC_ OM350	Hazardous Waste Manifest	Tracks the amount of hazardous waste produced or cleaned up by the District. Reported to State and charged for it.	Operations and Maintenance	CY + 10	LGRMG C-47	Shred / Delete
RCFC_ OM400	Maintenance Contracts - Facilities	Contracts for outside entities to perform maintenance on District facilities.	Operations and Maintenance	P	Historical; LGRMG C-47; Best Practice	District
RCFC_ OM450	Maintenance & Inspection Records	Records demonstrating inspection and maintenance history of each facility.	Operations and Maintenance	P	LGRMG C-47; Best Practice	District
RCFC_ OM500	Operating Permits	Permits for operating equipment such as compressors, fuel tanks. Series includes inspection notes and permits	Operations and Maintenance	Expiration + 2	GC 60201(b)(2); LGRMG C-47	Shred / Delete
RCFC_ OM550	Particulate Matter Trap Program	Documents demonstrating compliance with the Cal Air Resource Board (ARB) for Diesel Fuel vehicles.	Operations and Maintenance	Sale of Asset + 3	ARB Regulatory Advisory #416; H&S 43026 (c) & (d)	Keep one copy for retention period and transfer one copy to new owner
RCFC_ OM600	Pull Notice Program	Records maintained for the County and/or State Pull Notice Program including DMV and medical certificate.	Operations and Maintenance	T + 7	LGRMG C-20	Shred / Delete
RCFC_ OM650	Safety Operating Manual (SOM)	Manual referenced for employee safety.	Operations and Maintenance	REV + 2	GC 60201(b)(2)	Shred / Delete
<b>Personnel (PER) - all records within this group require confidential destruction</b>						
RCFC_ PER050	Affirmative Action Reports	Reports requested by the Board of Supervisors relating to compliance with statutes and regulatory requirements of the Equal Employment Opportunity Commission (EEOC).	District	FY + 5	29 CFR 1602.32; 29 CFR 30.8(e)	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCFC_ PER100	Application and Selection Records	Includes notes of interviews with candidates, questions asked of applicants, and audio and videotapes of job interviews. Records series may include any form of employment inquiry submitted to the employer in response to an advertisement or other notice of existing or anticipated job openings, and disclosure, records pertaining to the failure to hire any individual, medical and psychological disqualifications, polygraph results, resumes, test papers and test results.	District and County Human Resources	Successful: place in Personnel File; Unsuccessful: Close of Process + 3	29 CFR 1627.3; 29 CFR 801.30; 29 CFR 1602.31; GC 12946; LGRMG C-21	Shred / Delete
RCFC_ PER110	Background Checks - hired	Records of background check request, report and related correspondence. Information shall be maintained separately from employees' official personnel file (Civil Code 1798.40(d)).	District and County Human Resources	T + 75	29 CFR 1627.3; 29 CFR 801.30; 29 CFR 1602.31; GC 12946; LGRMG C-21	Shred / Delete
RCFC_ PER115	Background Checks - not hired	Records of background check request, report and related correspondence.	District and County Human Resources	CL + 3	29 CFR 1627.3; 29 CFR 801.30; GC 12946; 29 CFR 1602.31; LGRMG C-21	Shred / Delete
RCFC_ PER150	Complaints / Grievances	Records documenting the prevention and/or resolution of problems involving individuals and related to work situations. Includes documentation of employee grievances, charges related to discrimination or harassment including those filed under or by EEOC/DFEH, County C-25 Harassment, Public Employment Relations Board (PERB), or a violation of Meyers-Millas-Brown Act. May also include an action brought by the Commission or the Attorney General against an employer under title VII.	County Human Resources	CL + 3	29 CFR 1602.31; 29 CFR 1602.14; GC 12946; LGRMG C-20	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RCFC_ PER200	Corrective or Disciplinary Actions	Records documenting the prevention and/or resolution of problems involving individuals and related to work situations. Records may include arbitration decisions, demotions, documents pertaining to the action taken for reconsideration or appeal, employee discipline matters, investigation reports, notice of appeals, notice of discipline, records pertaining to adverse job actions, suspensions, terminations and written reprimands.	District and County Human Resources	CL + 6	29 CFR 1602.31; Best Practice	Shred / Delete
RCFC_ PER250	Employee Expense (Travel) Reports	Records related to employee travel on District business including justification. May include correspondence, requests, authorizations, itineraries, record of travel advances and expense reports.	Auditor Controller	FY + 7	LGRMG C-19	Shred / Delete
RCFC_ PER300	Leave of Absence Reports / Requests	Records related to any employee request for leave of absence. May include a leave of absence (medical or non-medical) under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) or Pregnancy Disability Leave Act (PDL). May also include requests for educational leave, military leave - The Uniformed Services Employment and Reemployment Rights Act (USERRA), California Military Spouse Leave Law (AB392). Series includes reviews, medical certificates and working documents.	County Human Resources	CL + 30	LGRMG C-20	Shred / Delete
RCFC_ PER350	Leave Reports / Requests	Records related to employee requests for annual leave, vacation, holiday, comp, or sick leave under District rules. May include approvals or reports for leave time unrelated to requests under the Family Medical Leave Act, California Family Rights Act or Pregnancy Disability Leave Act.	District	FY + 3	29 CFR 825.500; 29 CFR 1602.30; 29 CFR 1602.32	Shred / Delete



Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title					Description
RCFC_ PER375	Medical Records - Employees	Records concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel. Records series may include dates of treatment, evaluations, medical health questionnaires or history, medical record subpoenas, return to work paperwork, and/or treatment plan diagnosis.	District and County Human Resources	T + 30	8 CCR 3204(d)(1)(a); 29 CFR 1910.1020(d)(1)(i) and 1910.1030(h); LGRMG C-32	Shred / Delete
RCFC_ PER400	Personnel Files	Records documenting an employee's employment history. Records may include appointment letters, college transcripts, demotion, employment applications & verifications, exit interviews, layoff, letters of recognition, new hire paperwork, performance evaluations, permanent status letter, personal data information changes, position descriptions, promotions, recall, or discharge, rates of pay, reclassification or reassignment, resume, selection for training, termination paperwork including last date of service, test documents if used as a basis for employment decision. Files may also contain employee-related records that are scheduled for temporary retention. Personnel files are kept current by removing temporary records upon expiration of the retention periods specified.	District and County Human Resources	T + 75	LGRMG C-21; Best Practice	Shred / Delete
RCFC_ PER410	Personnel Files - Supervisor's Copy	Supervisor's copy of records documenting an employee's work history from one evaluation to the next. Records may include relevant correspondence including email, copies of disciplinary actions, memoranda and notes. The information is maintained and used to complete the employee's annual evaluation.	District	Completion of employee's annual evaluation + 2	LGRMG C-21	Shred / Delete
RCFC_ PER450	Personnel Service Awards & Certifications	Records documenting employee awards, including recommendations, approved nominations, memoranda, correspondence, reports, and related policies pertaining to agency-sponsored awards. May include awards or certifications from other government agencies or private organizations.	District	CY + 3	29 CFR 1602.31; LGRMG A-2	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCFC_ PER500	Policies & Procedures - Personnel	Records related to any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency. Includes list of current County services, description of employee benefits, description of facilities, employee handbook, employee resources, employee services, operational procedures, union recognition and work schedules.	District and County Human Resources	REV + 3	LGRMG C-20	Shred / Delete
RCFC_ PER550	Time Cards and Time Sheets	Record and verification of the time worked by each employee for purposes of issuing salary warrants. Includes documentation supporting work schedules and shift/crew assignments as well as authorization for overtime. May include employee name, employee number, days and hours worked, vacation, sick or compensatory time used by employees or similar records noting exceptions to normal work hours and often including the department head or supervisor approval.	District	CY + 7 or AU + 6, whichever is longer	29 CFR 516.6; 29 CFR 1620.33(b); LGRMG C-30	Shred / Delete
RCFC_ PER650	Unemployment	Records documenting unemployment compensation claims. Records shall include a true and accurate work record which includes all workers and their status (employed, on layoff or leave of absence). Records series includes claims, pertinent correspondence, and similar material relating to unemployment compensation cases.	District and County Human Resources	CL + 7	22 CCR 1085-2 (c)	Shred / Delete
RCFC_ PER700	Volunteer Files	Records documenting a volunteer's service history. Records series may include acceptance letter, correspondence, duties or responsibilities, qualifications and/or resume, etc.	District	T + 3	ORD 440 § 11.c; LGRMG C-41	Shred / Delete
<b>Photogrammetry (PHG)</b>						
RCFC_ PHG100	Maps	Maps and supporting documentation. Records series includes the final maps and the raw data and photographs used to create the maps.	Photogrammetry	P	LGRMG C-26	District

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Planning (PLN)</b>						
RCFC_ PLN100	Complaint File	A historic log of flooding complaints received from the public and investigated by Planning Division staff. Records series may include field photos; investigation notes, geographic location, memoranda, correspondence.	Planning	P	Best Practice	District
RCFC_ PLN150	Cooperative Agreements	Original copy of a fully executed agreement; Details how a project is to be designed, funded, constructed, operated and maintained. Records series includes signed agreement, Form 11, correspondence	Clerk of the Board	P	LGRMG C-25	District
RCFC_ PLN200	Engineering Studies (Approved/Final)	Documents the "preferred" plan/facility and includes final engineering calculations and other supporting documents. Records series may include work maps, calculations, exhibits, spreadsheets, memoranda, and summary report.	Planning	P	LGRMG C-26	District
RCFC_ PLN250	Engineering Studies (Alternative)	Documents initial investigation/evaluation of different conceptual facility designs. Provides rationale for selection of the "preferred" alternative. Records series may include work maps, calculations, spreadsheets, memoranda, summary report.	Planning	P	Best Practice	District
RCFC_ PLN300	Engineering Studies (Superseded)	Documents prior engineering analysis of a facility or design that has been superseded by a new design concept. Records series may include work maps, calculations, spreadsheets, memoranda, summary report.	Planning	Superseded + 2	LGRMG C-26	Shred / Delete
RCFC_ PLN350	Land Management System comments	Historic records of comments, recommendations and/or corrections to County land development cases.	Planning	P	LGRMG C-28; Best Practice	District
RCFC_ PLN400	Maps	Records related to the development of maps. Records series may include work maps, Master Drainage Plans, Area Drainage Plans, alignment study, affected properties, floodplains, other exhibits.	Planning	P	GC 66434; LGRMG C-26	District

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
RCFC_ PLN450	Master Drainage Plans / Area Drainage Plans	A report and map detailing current and future drainage needs within a specific area. Records series includes all supporting documents to the adopted MDP/ADP map and report such as final hydrology and hydraulics calculations, cost estimates, exhibits, maps, and correspondence.	Planning	P	LGRMG C-26; Historical	District
RCFC_ PLN500	Plan Check	Records of comments and annotations to submitted plans. Records series includes Plan Check application, Plan Check Deposit Base Fee worksheet and comment letters. Records series also includes hydrology reports and environmental impact reports. Records series pertains to District interest files, miscellaneous cases, parcel maps, tract maps, specific plans, mining projects, etc.	Planning	P	PRC 21094; PRC 21003; 40 CFR 122.41(j)(2); LGRMG C-27; Best Practice	District
RCFC_ PLN550	Project Feasibility Studies	A report that analyses alternative facility configurations/alignments and evaluates the feasibility of each. Records series may include work maps, calculations, spreadsheets, memoranda, summary report.	Planning	P	LGRMG C-26; Historical	District
RCFC_ PLN600	Reports & Statistics (internal)	Analysis reports and statistics given to Flood Control divisions. Records series may include unit cost information used to estimate facility construction costs.	Planning	P	LGRMG C-26; Best Practice	District
RCFC_ PLN650	Water Quality Management Plans (NPDES)	Documents that demonstrate compliance with the "new development" requirements of the applicable municipal storm water (MS4) permit. Records series may include work maps, calculations, spreadsheets, memoranda, summary report.	Planning	P	40 CFR 122.34(g)(2); 40 CFR 122.41(j)(2); LGRMG C-45	District

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Regulatory (REG)</b>						
RCFC_ REG100	CEQA/NEPA Compliance - where Flood is lead agency	Records demonstrating compliance with CEQA/NEPA. Records series may include correspondence, review letters/ memos, Initial Study, Notices of Completion and Determination, environmental impact reports, negative declarations (ND), mitigated negative declarations (MND), Form 11s, resolutions, CEQA addendums, technical reports, mitigation monitoring, billings, agreements, project schedules.	Clerk of the Board; Regulatory	P	LGRMG; LGRMG C-27	District
RCFC_ REG150	Community Rating System	Related to flood insurance rates. These are certified annually and audited on a five year cycle.	Regulatory	P	LGRMG C-44; Best Practice	District
RCFC_ REG200	Elevation Certificates	Records used to determine flood insurance rates.	Regulatory	P	ORD 458; 44 CFR 59.22(a)(6) and (9); LGRMG C-26; Best Practice	District
RCFC_ REG250	Multiple Species Habitat Conservation Plan Compliance - where District is lead agency	Records demonstrating compliance with MSHCP. Records series may include correspondence, review letters/memos, technical reports, joint project review, Determination of Biological Equivalent or Superior Preservation sheets (DBESPs), MSHCP fees, public/quasi-public (PQO), billings, agreements, project schedules.	Regulatory	P	LGRMG C-27; Best Practice	District
RCFC_ REG300	National Floodplain Insurance Program (NFIP)	Federal program that allows Riverside County residents to purchase flood insurance. Records related to the administration of this program and the assignment of rates for the program. Records series may include Flood Insurance Rate Maps and Studies, Letters of Map Revisions, Condition Letter of Map Revisions, Levee Certifications, Separate Applications, etc.	Regulatory	P	ORD 458; 44 CFR 59.22(a)(6) and (9); LGRMG C-44; Best Practice	District

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title Description					
RCFC_ REG350	Regulatory Permits	Records demonstrating compliance with the Clean Water Act, Porter-Cologne and Endangered Species Act. Records series may include Correspondence, Applications, Permits (404, 402, 1600), Biological Opinions, Technical reports, agreements, mitigation monitoring and reporting, fees.	Regulatory	P	Best Practice	District
RCFC_ REG400	Special Studies	Studies conducted that are not related to map revisions.	Regulatory	P	LGRMG C-26; Best Practice	District
<b>Right of Way (ROW)</b>						
RCFC_ ROW100	Appraisals	Records related to property appraisals from properties sold or bought	Right of Way	Final Acquisition + 5	LGRMG C-28	Shred / Delete
RCFC_ ROW150	Condemnation Files	Records related to the condemnation of acquired structures	Right of Way	P	LGRMG C-28	Shred / Delete
RCFC_ ROW200	Deeds	Records related to legal documents that grant fee and easements to the District through grant deed, quitclaim deed, judgment, etc.	Right of Way	P	LGRMG C-28; GC60201(d)(5); Best Practice	District
RCFC_ ROW250	Demolitions	Records related to the demolition of acquired structures	Right of Way	P	LGRMG C-28	Shred / Delete
RCFC_ ROW300	Eminent Domain	Records concerning the assessment of real property (lien) initiated by petition or declaration of eminent domain to improve or develop community infrastructure.	Right of Way	CL + 7	GC 60201(b)(2)	Shred / Delete
RCFC_ ROW350	Parcel Files	Purchase and sale of properties. All data relating to the parcel; preliminary title report, agent notes, grant deeds, quitclaim deeds, etc.	Right of Way	P	LGRMG C-28	District
RCFC_ ROW400	Relocation Files	Records related to the relocation of persons and/or structures following acquisition of property.	Right of Way	CL + 7	LGRMG C-28; Best Practice	Shred / Delete
RCFC_ ROW450	Research & Analysis	Records related to working binder, ex: Eagle Cyn R/S (hard copy and computer files)	Right of Way	P	Historical	District
RCFC_ ROW550	Shape Files	Records related to GIS shapes of District property.	Right of Way	P	Historical	District

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Survey &amp; Mapping (SRM)</b>						
RCFC_ SRM100	Field Reports	Field survey notes and supporting documentation. Records series may include annual flight information, dam checks, annual reports, spillway monitoring, orthos and work orders.	Survey	P	LGRMG C-43; Historical	District
<b>Watershed Protection (WSP)</b>						
RCFC_ WSP100	Annual Reports	Annual reports as required by Clean Water Act and permitting agencies. Contains tabulated and statistical data reported here but housed elsewhere.	Watershed Protection	P	40 CFR 122.41(j)(2); Best Practice	District
RCFC_ WSP150	Compliance Manuals and Guidelines	Compliance documents and deliverables required in permits from three (3) Regional Water Quality Control Boards. Records series may include Drainage Area Management Plan, Storm Water Management Plan, Local Implementation Plan, Jurisdictional Runoff Management Plan, Water Quality Management Plan, Hydromodification Management Plan, Construction General Permit documents, etc.	Watershed Protection	Expiration of permit + 5	40 CFR 122.41(j)(2); Best Practice	Shred / Delete
RCFC_ WSP200	External Environmental Planning Records	Records received from municipal and other planning agencies.	Watershed Protection	P	Best Practice	District
RCFC_ WSP250	Facility Maps	Maps of city and county facilities.	Watershed Protection	P	GC 66434; LGRMG C-45	District
RCFC_ WSP300	Illicit Connection / Illicit Discharge Reports	Reports, tracking and resolution of potential Illicit Connections and Illegal Discharges reported by public. This information is required to be incorporated into the Annual Reports, and provided upon request to Regional Board.	Watershed Protection	CL + 5	40 CFR 122.34(g)(2); LGRMG C-45	Shred / Delete
RCFC_ WSP350	Permit Applications	Report of Waste Discharge and associated documentation	Watershed Protection	P	40 CFR 122.41(j)(2); LGRMG C-45; Best Practice	District

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title					Description
RCFC_WSP400	Public Education Outreach Materials	Source files used for reproducing Outreach Materials (brochures, flyers, etc.) required by NPDES permits and from all three (3) Regional Water Quality Control Boards.	Watershed Protection	REV +12	GC 60201(b)(2); LGRMG C-46	Shred / Delete
RCFC_WSP450	Rainfall Records	Records maintained to document the amount of rainfall received in a given area over a period of time.	Watershed Protection	P	40 CFR 122.41(j)(2); Historical	District
RCFC_WSP500	Regional Board Audit Responses	Notice of Violation and Administrative Assessment of Civil Liability documentation and responses.	Watershed Protection	CL + 5	GC 60201(b)(2)	Shred / Delete
RCFC_WSP550	Runoff Records	Records maintained to document the amount of runoff experienced in a given area over a period of time.	Watershed Protection	P	40 CFR 122.41(j)(2); Historical	District
RCFC_WSP600	Studies	Studies required by permit but used beyond the life of the permit.	Watershed Protection	P	40 CFR 122.41(j)(2); LGRMG C-45; Best Practice	District
RCFC_WSP650	Training materials and records	Regional NPDES Training or District specific training records/materials.	Watershed Protection	Expiration of Permit + 12	40 CFR 122.41(j)(2); LGRMG C-46; Best Practice	Shred / Delete
RCFC_WSP700	Water Quality Records	Records of water quality data collected pursuant to permits from three (3) Regional Water Quality Control Boards, or otherwise to determine efficacy of NPDES Programs.	Watershed Protection	P	40 CFR 122.41(j)(2); LGRMG C-46; Best Practice	District