



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 \* Fax - 916-354-2082

### PERSONNEL COMMITTEE

*(Directors Tim Maybee and Randy Jenco)*

Special Meeting

September 18, 2024 at 7:30 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

### AGENDA

- 1. Call to Order**
- 2. *Discussion Item* Security Program Change and Creation of Community Services (CSO) Classification**
- 3. *Discussion Item* Discuss Replacing Record Retention Policy P2015-08 with Updated Policy**
- 4. *Discussion Item* Operations Team Individual Employee Feedback Discussions**
- 5. *Discussion Item* Discuss Making Changes to Salary Ranges for Unrepresented Classifications**
- 6. Comments from the Public**  
*If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to Public Comments. We will hold all comments until the Public Comment section.*
- 7. Directors & Staff Comments/Suggestions**
- 8. Adjournment**

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or [awilder@rmcsd.com](mailto:awilder@rmcsd.com). Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is September 16, 2024. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

## RMCS D Security Program Alignment with Mission

September 2024

Since 1998, the RMCS D has been tasked with providing security services to the Rancho Murieta Community. The primary mission has been to Observe and Report.

The current **basic security elements** include:

- 1) 24-7 manned gate access at the north and South entrances to the community;
- 2) Funding for three armed Patrol Officers and one armed Patrol Sergeant which provide slightly less than 24-7 coverage due to the shortfall between 24-7 coverage (168 hours) and four 40-hour per week employees (160 hours) and vacations, sick leave and vacancies;
- 3) An extensive network of video cameras that are not yet fully integrated into one system for easy retrieval and sharing with the Sheriff; and
- 4) Mobile video “dash cam” cameras on the RMCS D’s two patrol vehicles

The District is authorized to charge a special security tax assessment on all customers with an annual increase capped at 2%. The 2% cap limits the ability of the organization to keep pace with labor cost increases. A 2022 ballot initiative to provide additional resources for security services failed due to a lack of confidence in the District’s overall management and finances. Subsidies from Property Tax revenues were used until 23-24, when the District responded to criticism from a Grand Jury report regarding the negative impact on reserves resulting from use of Property Tax revenues and reduced a six person patrol to three.

The Director of Finance and Administration began providing administrative support to the unit when the Chief of the Security Unit left in February of 2024. The need for a balanced security budget and additional patrol led to a 24-25 budget that converted the chief position to a patrol officer position.

With that personnel change and a 2024 review and subsequent reduction of the RMCS D’s indirect cost rate on the security unit, the security program has been operating in the black, with the security fees covering current costs.

However, the 2% cost increases will continue to be insufficient to fully cover costs in future years due to both increasing labor costs and inflation, necessitating some re-evaluation of the program’s mission and how best to achieve it.

For example, the daily patrol security route currently includes roughly 72 checkpoints where gates are locked or unlocked or assessed for security. Several of these checkpoints are very remote from the commercial section of the community and offer limited security enhancement. Additionally, a few of these locking/unlocking services are not clearly and directly the responsibility of the RMCS D – for example, the United States Post Office and the various neighborhood association clubhouses should be responsible for managing their own facility access.

The Rancho Murieta Association (RMA), the largest neighborhood association in the community which operates behind the gates has contracted with the RMCS D since 2000 to provide no more than ten hours of patrol services each month. The patrol officers have a list of non-architectural

violations that they are to issue citations for. See attached list. The RMA: RMCS D agreement is at a fixed rate of \$35/hour that does not fully cover the RMCS D's fully-loaded labor costs. Further, ten billable hours does not accurately account for actual hours required each month to issue citations.

During the summer, the river is a magnet for young people from both within and outside of the community who drive or walk through private property, leave trash, and set fires, putting the entire community at risk. RMA has had some success addressing the dangerous behavior of these young people by holding the parents/homeowners responsible for their children's behavior.

In the past year, the community has seen a **dramatic increase in late-night break-ins to commercial establishments**. There has also been at least one near-fatal shooting at the Equestrian Center and two fatal collisions on Jackson Highway.

The main revenue streams for the District are the 2% special tax assessments (\$1.6 million), the RMA-RMCS D contract of \$350/month (\$4,250 per year); and net fees from the \$10 per Bar Code sales (the cost of which has recently increased to \$6 per bar code, reducing net earnings to only \$4 per bar code – an amount that barely covers the administrative costs let alone the software costs related to the code-access system) (over \$15,000 per year).

Given limited revenue streams, increasing costs and the increasing brazenness of criminals in the commercial district, some **new ideas are needed** to ensure that the RMCS D is strategically and cost-effectively directing its security resources toward **community safety**.

District staff proposes the following steps to re-align the security program with its mission.

### **1. ESTABLISH AN UPDATED MISSION**

Add **Crime Deterrence** to the **Observe and Report Mission**. Increase the security staff presence in the areas that are drawing criminal activity: the commercial areas of the community.

### **2. INCREASE COMMUNITY OUTREACH/ENGAGEMENT**

Establish a **staff-and community-driven round table** to meet quarterly to assess risks and strategies for solidifying commercial and non-commercial security and overall safety. Invite HOA reps, commercial reps, VIPs/Neighborhood Watch reps, NTE 12 individuals.

### **3. IMPROVE AND AUTOMATE SECURITY INCIDENT REPORTING**

Deploy a **new Incident Tracking system** with auto-generation of the Security Log to facilitate communication to the community regarding such issues. Replace the inflexible ABDI system with internal, centralized data collection.

### **4. INCREASE THE USE OF TECHNOLOGY**

#### **A. Gate Operations**

- a. Pilot use of automated gate access between 10 p.m. and 6 a.m. at the North Gate.

#### **B. Expand basic security elements to include:**

- 1) Drone-cameras with bright lights and PA system
- 2) Security Truck Lighting (bright spotlight and light bars) and Bullhorns or PA system
- 3) Completely interconnected and easily retrievable video footage
  - a) Residential Ring Cameras
- 4) Emergency hotline/tip line

## 5. ENSURE FULL COST RECOVERY

### A. Gate Operations

1. **Raise Individual Bar Code rates** to fully cover the cost of software supporting the bar codes. Consider an **annual assessment** with an automatic increase not to exceed annual CPI to cover and keep pace with the software administration costs;
2. Establish a **new Vendor/Contractor Pass** with an annual fee, coded for the automated line w/ specified days and times;
3. **Issue citations with hefty fines** for construction (and other) vehicles parking on the road going into the gates; RMA Rule and fine schedule exists
4. **Ensure that RMA, the owner of the North Gate, is fully responsible for all repairs at the North Gate;**

### B. Patrol Services

1. **Ensure that RMA fully reimburses RMCSO's staffing costs** for code enforcement time behind the gates after a re-evaluation of the most relevant enforcement activities.

## 6. STAFFING CHANGES

**Establish a Community Service Officer (CSO)** classification to allow for more flexibility in covering patrol duties. Train CSOs on how to interact with members of the community, patrol responsibilities, how to de-escalate tense situations, and how to coordinate with law enforcement. The CSO is an unarmed position.

**Benefits:** full 24-7 patrol coverage; increased presence in the commercial center, job ladder for staff, ability to provide lunch breaks for gate officers, and reduced liability due to elimination of firearms.

The CSO employee can perform gate and patrol duties interchangeably. This would provide maximum flexibility in coverage and scheduling, bring overall payroll costs down, widen the pool for qualified candidates while maintaining the mission of Deterrence, Observe, and Report. Gradual and natural transition (attrition) away from armed Patrol Officer positions. Less costly due to lower liability. The increased liability with armed security officers is due to the potential for misuse of firearms/escalation of situations. It is unsafe to have one armed officer on a shift and expect to have that one person mitigate violent threat alone. Without the requirement for firearms, the pool of potential candidates for CSO positions will be larger.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## COMMUNITY SERVICES OFFICER (CSO)

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DEPARTMENT: SECURITY

FLSA OVERTIME STATUS:

NON-EXEMPT BARGAINING UNIT: N/A

PENDING APPROVAL BY BOARD OF DIRECTORS

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PROPOSED September 2024

### SUMMARY

Performs a variety of technical duties in a non-sworn capacity including patrolling the community (commercial, residential, and recreational areas), staffing security gates, the enforcement of parking regulations and supporting code enforcement efforts; supports community events; and performs other duties as assigned.

**SUPERVISION.** CSO receives general supervision from an assigned supervisor or manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Assist in developing, maintaining, and supporting various neighborhood groups, serving as the liaison between the groups and District personnel and others to promote problem solving efforts for the community.
- Participate in the planning/participation of special community events & make presentations to various community/neighborhood groups, schools, organizations.
- Support code enforcement efforts by conducting code enforcement duties on both public and private property and may conduct low level code enforcement inspections independently.
- Provide information and assistance to the general public; answer citizen inquiries and respond to complaints and request for services from other department staff and the general public; provide information regarding codes, laws, and ordinances.
- Maintain various logs and records; gather information and prepare routine reports as assigned; enter, input, and retrieve a variety of information.
- Respond to reports of abandoned vehicles and neighborhood parking complaints; proactively patrol Community to enforce parking codes and regulations; identify parking violations and issue warnings and citations as applicable; tow vehicles as required; advise the general public on laws and regulations affecting parking.
- Maintain, tally, label, and route parking citations in paper and electronic formats; file, purge and create new files; pull citations upon request and route to appropriate person.
- Conduct citation sign-offs and VIN verifications.
- Testify in court or other venues, as required, regarding citations issued for traffic, parking, or other violations.
- Receive code enforcement related complaints, enter information into tracking

database and follow up with residents through investigative process.

- Support homeless outreach efforts; provide referrals to service providers.
- Maintain systems to ensure accountability and controls.
- Prepare various reports as needed and present them to internal and external groups or forums.
- Respond to general inquiries from the public at the front counter, on the phone or in the field; provide information, assistance, and various forms.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

To perform this job effectively, the employee must have:

### **Knowledge of:**

Research and report writing techniques.

- Principles of effective customer service.
- English usage, spelling, punctuation and grammar; business correspondence.
- Modern office equipment and procedures including use of a variety of software applications.
- Principles and practices of work safety.

### **Ability to:**

- Learn, interpret, apply and explain basic local, state and federal regulations and standards that are applicable.
- Learn and apply District codes, regulations, policies, procedures and standards.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk or in a vehicle for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Learn to prepare factual, clear and concise reports.
- Operate a laptop/ipad/cell phone and standard business software.
- Perform a variety of general clerical and office support functions.
- Respond to requests and inquiries from the general public.
- Work varied hours including evenings, weekends and holidays.
- Provide high quality, economical services to the Rancho Murieta community, placing emphasis on responsive customer service.
- Maintain integrity of work by taking responsibility and accountability for completion of work and customer interactions.
- Maintain punctuality and attendance at work.
- Effectively contribute collaboratively to a team effort.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative

ideas and development of better methods to accomplish tasks and complete projects.

## **EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Experience:**

Two (2) years of experience performing security and/or patrol related duties. Customer service experience is a plus.

### **Training:**

Equivalent to the completion of high school. College coursework is highly desirable.

### **Licenses and Certificates**

- Possession of a current valid California Class C driver's license and a satisfactory driving record as determined by the City required at the time of appointment. Loss of the Class C License is cause for discipline.

## **PHYSICAL WORKING CONDITIONS AND REQUIREMENTS:**

Incumbents must intermittently travel around the District in assigned vehicle; may be exposed to dust, noise, machinery, moving objects and other vehicles while in the field; may work unusual and prolonged work schedule during emergencies, seasonally caused circumstances, special assignments in various extreme cold and hot climates or temperature conditions. May work on uneven or slippery surfaces and work outside in extreme temperature and weather conditions under difficult or hazardous situations and work irregular shifts, including Saturday, Sunday and holidays; may work overtime as needed.

Also requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; On a continuous basis work in an office environment sitting at a desk for long periods of time; travel from job site to job site sitting in and operating a vehicle; bend, squat, climb, kneel and twist while performing field work; may be exposed to dust, noise, machinery, moving objects and other vehicles while performing field work. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work near moving mechanical parts and in outside weather conditions and may occasionally be exposed to wet and/or humid conditions, toxic or caustic chemicals, biological hazards, vibration, and risk of electrical shock.

The noise level in the work environment is usually moderate.

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Rancho Murieta CSD  
 Proposed Community Service Officer (CSO) Pay Scale  
 September 2024

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<b>COMMUNITY SERVICE OFFICER</b>			
Incr.		2.5%	2.5%
Step	2024	2025	2026
01	24.23	24.84	25.46
02	25.44	26.08	26.73
03	26.72	27.39	28.08
04	28.06	28.76	29.48
05	29.45	30.19	30.94
<b>LEAD</b>	<b>30.93</b>	<b>31.70</b>	<b>32.49</b>

Unarmed officers trained to interact with the community, conduct patrol, and operate the gates.

This scale is 5% higher than the Gate II scale and affords maximum flexibility as these officers are trained to do all Security duties.

5% over highest step (step 5)





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# MEMORANDUM

VIA ELECTRONIC MAIL

TO: Honorable Members of the Board of Directors  
Rancho Murieta Community Services District

CC: Mimi Morris, General Manager

FROM: Patrick L. Enright, District Counsel

DATE: September 18, 2024

SUBJECT: Consideration of Resolution to Adopt Updated Records Retention Policy  
(Agenda Item #3)

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In 2015, the Rancho Murieta Community Services District adopted Policy 2015-08 to provide guidelines to staff regarding the retention, disposal, and storage of records. The staff has recently reviewed the policy in light of the costs of storing records that the RMCS D is incurring for records that need to be retained. In particular, RMCS D has been maintaining personnel files permanently as established in the policy.

The current Policy's emphasis on "permanent " records and those that must be in their "original form" is not required by the currently applicable legal authority and may create an unnecessary burden on the District. Rancho Murrieta may, therefore, choose to create an updated policy to ease certain requirements for Personnel Records: both the length of retention and the format of storage.

The current record retention policy for personnel records is stricter than it needs to be. It requires the original to be retained (rather than a digital version) and personnel files to be retained permanently. Additionally, records that specify the amount of compensation paid to district employees may be destroyed or disposed of seven years after payment.

**We recommend the following:**

- Adopt a Resolution 2024-10 to create an Updated Records Retention Policy and Schedule. The Records Retention Schedule will be an Exhibit to the Resolution.

- Create a log of all the records that are destroyed and their date of destruction.
- Convert any hard copies within the retention period to soft copies for easy access and to avoid incurring storage costs. (Under the Code governing special districts, every electronic copy shall be deemed to be an original, so the district may decide to destroy the hard copies);
- Shorten the retention period to four (4) years for personnel files.
- Shorten the period for retention of compensation/pay records to seven (7) years.

**ANALYSIS:**

**Record Retention Policies for Special Districts**

Records retention requirements for special districts are regulated by Government Code section 60201. Districts are to maintain records that specify the compensation paid to district employees but allow the district to destroy or dispose of such records seven years after payment if the district complies with specific statutory procedures.<sup>1</sup> There are two possible procedures the District must follow to destroy the records after seven years, including adopting a resolution by the Board of adopting a records retention schedule. The resolution procedure requires the District's Board to (1) adopt a resolution finding destruction or disposition of this category of records will not adversely affect any interest of the district or the public and (2) maintain a list, by category, of the types of record destroyed or disposed of that reasonably identifies the information contained in the records in each category.<sup>2</sup> The records retention schedule procedure requires the District to comply with the Secretary of State's records retention policy.<sup>3</sup>

**Records that Must be Retained Permanently**

Under Government Code Section 60201(d), there is a limited category of documents that a Special District must retain permanently. The District must keep the following documents:

- (1) Relates to formation, change of organization, or reorganization of the District.

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<sup>1</sup> Gov. Code section 60201(d)(12)

<sup>2</sup> Gov. Code section 60201(b)

<sup>3</sup> The Secretary of State's records retention program generally requires classification of all District's records by category, and that establishes a standard protocol for destruction or disposition of records. Gov. Code section 12336

- (2) An ordinance adopted by the District. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
- (3) Minutes of any meeting of the legislative body of the District.
- (4) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- (5) Is the subject of any pending request made pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.
- (6) Relates to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented.
- (7) Relates to any nondischarged debt of the District.
- (8) Relates to the title to real property in which the District has an interest.
- (9) Relates to any nondischarged contract to which the District is a party.
- (10) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
- (11) Is an unaccepted bid or proposal which is less than two years old for the construction or installation of any building, structure, or other public work.
- (12) Specifies the amount of compensation paid to District employees or officers or to independent contractors providing personal or professional services to the District or relates to expense reimbursement to District officers or employees or to the use of District-paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

Section (12) above differs from every other category itemized in that it allows for destruction after SEVEN years of the described employee records.

These categories are roughly parallel with the records that need to be maintained permanently in their original form under Policy #2015-08, and the recommendation is to adopt a Updated Policy to list the records in Government Code 60201.

## **Personnel and Payroll Records**

Various code provisions and Acts provide minimum retention periods for records under their provisions. Most employee and personnel records fall into categories with a retention period of between one and seven years under state labor and employment laws.<sup>4</sup>

The District's record retention policy for personnel records is stricter than it needs to be in that it requires the original to be retained (rather than a digital version) and personnel files to be retained permanently. Currently, federal and state statutes require employers to maintain employee records for various time periods, such as the following:

- Gov. Code section 12946: (a) 4 years or (b) after a verified DFEH complaint is filed, once it is resolved or until the period for filing the civil action has expired.
- Labor Code section 226(a): 3 years
- California Equal Pay Act (Labor Code section 1197.5e): 3 years
- Federal Age Discrimination in Employment Act (29 U.S.C. Section 621 et seq.): 3 years
- Federal Fair Labor Standards Act (29 U.S.C. Section 201-219): 3 years
- Federal Equal Employment Opportunity Commission Regulations (42 U.S.C. 2000a-2000h-6): 1 year

Since the maximum time period under federal and state law for the retention of personnel files is four (4) years, we recommend reducing it to four (4) years and keeping a digital copy rather than a hard copy after four (4) years.

### **Even Permanently Retained Records May be Digitized**

The above records may be retained in a digital format. The District may adopt a policy by resolution on the timing of records being converted from hard copy to electronic.

For the purposes of the law governing retention of the District records destruction, "every reproduction shall be deemed to be an original record, and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original." (Gov. Code § 60203(b).<sup>5</sup>)

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<sup>4</sup> The retention of payroll records for seven (7) years is to comply with the requirements of CalPERS and Social Security.

<sup>5</sup> The legislative body of a district may authorize the destruction of any record, paper, or document that is not otherwise expressly required by law to be filed and preserved if:

### **Authorizing Destruction of Records by Resolution; Maintaining a Destruction Log**

According to Government Code section 60201(b), the “legislative body of a district may destroy or dispose of any record that is not expressly required by law to be filed and preserved through either of the following procedures:

- (1) The legislative body may authorize the destruction or disposition of any category of records if it does both of the following:
  - (A) Adopts a **resolution** finding that destruction or disposition of this category of records will not adversely affect any interest of the district or the public.
  - (B) **Maintains a list**, by category, of the types of **records destroyed** or disposed of that reasonably identifies the information contained in the records in each category.
- (2) The legislative body may, by resolution, adopt and comply with a record retention schedule ... that classifies all of the district’s records by category, and that establishes a standard protocol for destruction or disposition of records.”

A district is not required to make a digital copy of any record that is destroyed or disposed of in accordance with the records retention schedule adopted by the District (Gov. Code § 60201 (c)). Therefore, nonpermanent records do not need to have a digital copy made if they are destroyed or disposed of after their retention period.

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- (1) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.
  - (2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
  - (3) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files. (Government Code section 60203(a).)

### **Authorizing Destruction of Records by Resolution; Maintaining a Destruction Log**

According to Government Code section 60201(b), the “legislative body of a district may destroy or dispose of any record that is not expressly required by law to be filed and preserved through either of the following procedures:

- (1) The legislative body may authorize the destruction or disposition of any category of records if it does both of the following:
  - (A) Adopts a **resolution** finding that destruction or disposition of this category of records will not adversely affect any interest of the district or the public.
  - (B) **Maintains a list**, by category, of the types of **records destroyed** or disposed of that reasonably identifies the information contained in the records in each category.
- (2) The legislative body may, by resolution, adopt and comply with a record retention schedule ... that classifies all of the district’s records by category, and that establishes a standard protocol for destruction or disposition of records.”

A district is not required to make a digital copy of any record that is destroyed or disposed of in accordance with the records retention schedule adopted by the District (Gov. Code § 60201 (c)). Therefore, nonpermanent records do not need to have a digital copy made if they are destroyed or disposed of after their retention period.

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- (1) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.
  - (2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
  - (3) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files. (Government Code section 60203(a).)

**RESOLUTION NO. R2024-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
ADOPTING A RECORDS RETENTION SCHEDULE FOR THE  
RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Rancho Murieta Community Services District (“District”);

**WHEREAS**, Section 60201 of the Government Code of the State of California provides a procedure whereby any District record which has served its purpose and is no longer required may be destroyed;

**WHEREAS**, the Secretary of State pursuant to Government Code section 12336 has adopted guidelines specifying retention periods for various government records;

**WHEREAS**, the Rancho Murieta Community Services District previously adopted Policy 2015-08, approving the District’s records retention schedule;

**WHEREAS**, this Resolution is intended to repeal Policy 2015-08 and adopt a new records retention and destruction schedule that facilitates the orderly and efficient retention and destruction of District records in accordance with State law;

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:**

**Section 1. Repeal of Previous Resolutions.** Policy No. 2015-08 is hereby repealed and shall be of no further force or effect upon the adoption of this Resolution.

**Section 2. Records Retention Schedules.** The Records Retention Schedule, attached hereto as Exhibit “A” is hereby adopted as the records retention schedule for the Rancho Murieta Community Services District. The records of the Rancho Murieta Community Services District shall be retained as set forth in the Records Retention Schedule.

**Section 3. Findings.** The Board finds the destruction or disposition of this category of records per the Records Retention Schedule will not adversely affect any interest of the District or the public; and the District shall maintain a list, by category, of

the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

**Section 4. Approval of Destruction of District Records.**

A. At the expiration of the retention period set forth for each record series listed on Exhibit A, such expired records are authorized to be destroyed as provided by Government Code Section 60201 upon the written request of the Department Head and with the consent in writing of the General Manager and the District Counsel to such destruction, without further action by the Board of Directors. The executed written consent to the destruction of such records shall be kept in the permanent files as the designated Certificate of Destruction for the applicable records.

B. Notwithstanding the foregoing, records that are subject to a legal hold shall be retained and are not authorized for destruction until notice is provided by the District Counsel that such records subject to a legal hold no longer need be retained.

**Section 5. Effective Date.** This Resolution shall take effect immediately upon its passage and adoption.

PASSED, APPROVED, and ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 18th day of September 2024, by the following roll call vote:

- Ayes:**
- Noes:**
- Absent:**
- Abstain:**

\_\_\_\_\_  
Timothy E. Maybee, President of the Board  
Rancho Murieta Community Services District

[SEAL]  
ATTEST:

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Amelia Wilder, District Secretary

Exhibit A - Policy #2024-01 Records Retention, Disposal and Storage Policy



# Exhibit A

## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Financial	<b>Policy #</b> 2024-01
<b>Title:</b>	Records Retention, Disposal and Storage Policy	

### PURPOSE

The purpose of this Document Retention Policy ("policy") is to provide guidelines to staff regarding the retention, disposal, and storage of records of the Rancho Murieta Community Services District ("District"); 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.

### Retention and Disposition of Records:

- The General Manager is authorized by the Board of Directors to implement this policy, and to approve the disposition (recycling or shredding) of any or all records that meet the qualifications governing the retention and disposal of records as defined by the records retention schedule established below.
- All original records identified in the Records Retention Schedule shall be retained in the District offices for the number of years indicated in the retention column below.
- An inventory of disposed records shall be retained as a permanent record.
- No records, papers or documents shall be destroyed where there is a continuing need for such records for such matters as holds for pending litigation, special projects, audits.

Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

- The record, paper or document is photographed, micro-photographed, reproduced on film, or copied to an approved electronic media
- The photographs, micro-photographs, or other reproductions on film are maintained in conveniently accessible and searchable files

### Record Format:

For records existing in paper form, retention periods apply to the original paper copy only unless a digitized version exists in a Trusted System.

Electronic records will be retained as if they were paper documents and are subject to the retention schedule. Therefore, any electronic files, including emails that fall into one of the document types in this Policy shall be maintained for the required amount of time.

### RECORDS RETENTION

The District shall retain, store and dispose of its records in accordance with this policy, the provisions of Government Code sections 60200 through 60203, and local government records management guidelines prepared by the Secretary of State.

The following records shall be maintained permanently in their original form in the District's files:

- (1) Records that Relate to formation, change of organization, or reorganization of the District.
- (2) Ordinances adopted by the District. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
- (3) Minutes of any meeting of the legislative body of the District.
- (4) Records that relate to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- (5) Records that are the subject of any pending request made pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.
- (6) Records that relate to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented.
- (7) Records that Relate to any nondischarged debt of the District.
- (8) Records that relate to the title to real property in which the District has an interest.
- (9) Records that relate to any nondischarged contract to which the District is a party.
- (10) Records that have not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
- (11) Unaccepted bid or proposal which is less than two years old for the construction or installation of any building, structure, or other public work.
- (12) Records that specifies the amount of compensation paid to District employees or officers or to independent contractors providing personal or professional services to the District or relates to expense reimbursement to District officers or employees or to the use of District-paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

Except for the categories of records identified above, original documents may be converted to digital or photographic media and the originals destroyed. To the extent permitted by law, the District shall use technology solutions to minimize the creation of paper files and records and to minimize the future workload in digitizing paper files for archive purposes.

The District must retain the following records, regardless of any different Records Retention Schedule as to any identified record or records specified below:

1. Any District record that is the subject of a pending request made under the Public Records Act (Government Code §§ 7920.000-7930.170) until the District has either (a) complied with the request, or (b) waited at least two years after the record was withheld and written notice denying the request was provided to the requestor;

2. Documents related to pending public works not accepted by the District or to which a stop notice claim may be legally presented;
3. Documents related to any non-discharged District debt; and
4. Any document that has not yet fulfilled the administrative, fiscal, or legal purpose for which it was created or received by the District.

## **RECORDS STORAGE**

All of the records referenced in this policy shall be maintained at the District's administrative offices located at 15160 Jackson Road, Rancho Murieta, California 95683 or at such other repository that the District may designate from time to time.

## **RECORDS DISPOSAL**

The District may dispose of the following records at any time, without maintenance of a copy:

1. Duplicates, the original or a permanent photographic record of which is on file;
2. Rough drafts, notes and working papers prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document, including but not limited to meter books after the contents thereof have been transferred to other records;
3. Cards, listings, non-permanent indices, and other papers used for controlling work and transitional files including letters of transmittal and similar records;
4. Canceled coupon sheets from registered bonds; and
5. Shorthand notebooks, telephone messages and inter-departmental notes.

The General Manager, or his/her designee, may destroy and discard, by any permanent method that protects the confidentiality of any privileged or confidential information contained therein, any District record after the expiration of the applicable retention period described in the Records Retention Schedule below.

### **Confidentiality:**

The District is committed to ensuring the security and confidentiality of those records within its custody or control that contain personal, private, or proprietary information the District is required by applicable law to protect as confidential. When such records are due to be destroyed under this Policy, they will be shredded, erased, or otherwise modified or destroyed to make them unreadable or indecipherable through any means. All disposed records must be logged onto the District's inventory of disposed records and kept permanently.

### **Legal and Contractual Requirements:**

To the extent that any applicable laws or regulations exceed the retention periods in the schedule below, the applicable laws will control. Further, to the extent that contractual records retention requirements exceed the retention periods in the retention schedule, the contractual requirements will control. No originals of records related to open or recently closed contracts and subject to contractual retention requirements may be destroyed without the approval of the General Manager.

## RECORDS RETENTION SCHEDULE

### Legend:

LR = legally required retention period

PERMANENT (0) = Permanently retained in original form

PERMANENT (C) = Permanently retained, may be converted into some other storage medium (for example, photographed, micro-photographed, reproduced on film, or copied to an approved electronic media)

TITLE	MINIMUM RETENTION PERIOD	NOTES/ COMMENTS
<b>ADMINISTRATION</b>		
Correspondence	3 years	
Policy and Procedures	5 years after cancellation	
Formation/accreditation	PERMANENT (0)	LR
Consumer Confidence Reports	10 years	LR
Oaths of office/ballots/other related documents	Term of Office + 7 years	LR
Filings with Secretary of State	PERMANENT (C)	LR
Work Orders/Timesheets	3 years	
Form 700 - Statement of Economic Interest	7 years after filing	LR
Form 470 - annual financial	7 years after filing	LR
<b>BOARD OF DIRECTORS</b>		
Agendas	3 years	
Staff Reports	3 years	
Board and Committee meeting minutes	PERMANENT (C)	LR
Ordinances	PERMANENT (0)	LR
Resolutions	PERMANENT (0)	LR
Policies and Procedures	Current + 3 years	LR
Ethics Code	Current + 3 years	LR
Proofs of Completion - Ethics Training	5 years	LR
<b>CONTRACTS</b>		
Agreements and Contracts	7 years following end of contract	LR
Request for Proposal	Contract term +5 years	
Request for Qualifications	Contract term + 5 years	
Response to Request for Proposal - accepted	Contract term + 5 years	LR
Response to Request for Proposal - unaccepted	2 years	
Response to Request for Qualifications - accepted	Contract term + 5 years	LR
Response to Request for Qualification- unaccepted	2 years	LR

<b>CAPITAL IMPROVEMENTS</b>		
Capital Improvement Contracts	Contract term + 7 years	LR
Accepted Bid Documents	5 years	
Unaccepted Construction Bids/Proposals	2 years	LR
<b>ELECTION MATERIALS</b>		
Ballot arguments (bond issues)	PERMANENT (0)	
Bond proposition results	PERMANENT (0)	
Proposition 218 materials	PERMANENT (0)	
Results, Board of Director office	PERMANENT (0)	
General election materials, other than above	3 years	
Special election materials, other than above	3 years	
<b>FINANCIAL</b>		
Accounts Payable:		
Correspondence	Audit + 2 years	
A/P Ledger/Distribution Journal	Audit + 3 years	
Cash Disbursements	Audit + 3 years	
Payroll/Stipend Payments	Audit + 3 years	
Petty Cash Report	Audit + 3 years	
Expense Report	Audit + 3 years	
Invoices	Audit + 3 years	
Purchase Orders	Audit + 3 years	
Warrants	Audit + 3 years	
<b>Accounts Receivable</b>		
A/R Register	Audit + 3 years	
Aged Trial Balance	Audit + 3 years	
Invoices	Audit + 3 years	
<b>Audit Reports</b>		
Correspondence	Audit + 3 years	
Reports	Audit + 3 years	
State Controller's Report	PERMANENT (C)	LR
Work Papers	Audit + 3 years	
<b>Banking</b>		
Correspondence	Audit + 3 years	
Bank Confirmations	Audit + 3 years	
Bank Reconciliations	Audit + 3 years	
Bank Statements	Audit + 3 years	
Bank Securities (records)	PERMANENT (C)	
Bank Receipts	PERMANENT (C)	
Cancelled and Voided Checks	Audit + 3 years	
Deposit Slips	Audit + 3 years	
Signature Authorization	Audit + 3 years	

<b>Financial Reporting</b>		
Correspondence	Audit +7 years	
Reports and Studies	Audit + 7 years	
Charts of Accounts	Audit + 7 years	
Treasurers Report	Audit + 7 years	
Accountant Reports	Audit + 7 years	
<b>Ledgers</b>		
Account Analysis	Audit + 2 years	
Balance Sheets	Audit + 2 years	
General Ledger	Audit + 2 years	
Journal Entries	Audit + 2 years	
Annual Budget	Audit + 2 years	
Issuance of Indebtedness	Audit + 4 years after repayment	LR
<b>Bond Insurance</b>		
Trust Indentures	4 years after repayment	LR
Funds Management Agreement	4 years after repayment	LR
Other Permanent Bond Records	4 years after repayment	LR
Cancelled checks for Bond interest payments/ redemption	10 years	
<b>Securities</b>		
Acquisition of Securities	3 years	
Broker/bank receipts	3 years	
Periodic statements	3 years	
<b>Personal Property</b>		
Inventory	4 years	
Maintenance and inspection logs	4 years	
Computer licenses and documentation	Until expiration	
<b>INSURANCE</b>		
Memoranda of coverage	Expiration + 5 years	
Insurance policies	Expiration + 5 years	
Endorsements	Expiration + 5 years	
Certificates of insurance	Expiration + 5 years	
Coverage opinions	Expiration + 5 years	
Surety/Fidelity Bonds	Expiration + 5 years	
<b>LEGAL</b>		
General Correspondence	3 years	
Attorney correspondence	3 years	
Claims and claims records	2 years after close of claim	LR
Minors claims	2 years from age 18	LR
Litigation	2 years after litigation concludes	LR

Opinions	7 years	LR
<b>MEMBERSHIP</b>		
Membership records	7 years	
Program participation agreements	10 years	
Appointment resolutions/letters	7 years	
<b>PERSONNEL</b>		
Personnel Files	4 years	LR
Amount of Compensation paid to Officers and Employees	7 years after date of payment	LR
Reimbursements, advances and credit card payment records for Officer and Employee travel and other District relate expenses	7 years after date of payment	LR
Job descriptions	Current + 2 years	LR
Timesheets	Current + 4 years	
Call reports and logs	Current + 4 years	
Employment Agreements	Expiration/termination + 4 years	
Job applications and resumes	1 year	
Position advertisement	1 year	
Employment test results	1 year	
OSHA logs and records	5 years	
Safety and training records	Employment + 4 years	
Drug & alcohol test records	5 years	
DE 34-New Employee Report	4 years	
19-employment eligibility	3 years after hire or 1 year after termination, whichever is later	
<b>REAL PROPERTY</b>		
Deeds and other documents related to real property interests	PERMANENT (0)	LR
Eminent domain	PERMANENT (0)	LR
Annexation and detachment	PERMANENT (0)	LR
<b>TAX RELATED</b>		
Auditor's assessed valuation certificates	5 years	LR
District tax collection information	PERMANENT (0)	LR
<b>MISCELLANEOUS</b>		
Board meeting tape recordings	1 year after approval of minutes	
Records to be of significant and lasting historical, administrative, financial, legal or research value	PERMANENT (C)	