

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Administration	Policy # 92-5
Title:	Document Retention Policy	

PURPOSE

The Rancho Murieta Community Services District Board of Directors Hereby Adopts the following Policy Statement regarding **DOCUMENT RETENTION**. This is adopted in order to provide guidelines in the retention of files and documents generated since the formation of the District in 1982.

- 1) Permanent Records
 - a) Management summary reports for June 30 of each year of operation.
 - b) Annual audited financial statements for June 30 of each year of operation.
 - c) Minutes and agendas for meetings of the Board of Directors.
 - d) Ordinances and Resolutions
 - e) Insurance Policies

- 2) Thirty Year Retention
 - a) Personnel Files
 - b) Workers' Compensation Records relating to injury of personnel
 - c) Paperwork relating to law suits after all activity has been completed, including appeals and final settlement payments

- 3) Seven Year Retention
 - a) All accounting records, ledgers, bank account records and canceled checks.
 - b) District Files
 - c) Agreements
 - d) Contracts
 - e) Correspondence

4) Other

Prior to the destruction of any records, a list is to be circulated to the General Manager of items that are scheduled for elimination. After the list has been signed off by the General Manager, the records may be destroyed or microfilmed.

Approved by CSD Board of Directors	October 21, 1992
---	------------------