



HEATHER GLEN COMMUNITY SERVICES DISTRICT

POLICY TITLE: Records Retention and Management

POLICY NUMBER: 2145

ADOPTED BY BOARD OF DIRECTORS: 06/26/25

2145.1 – Purpose

The purpose of this policy is to:

- Provide guidelines to District staff regarding the retention and lawful disposal of District records;
- Ensure the identification, classification, maintenance, safeguarding, and orderly destruction of records in the normal course of business;
- Promote prompt and accurate retrieval of records; and
- Ensure full compliance with applicable legal and regulatory obligations, including California Government Code §§ 60200–60204 and the guidelines issued by the State Controller’s Office and the Controller’s Advisory Committee for Special Districts.

2145.2 – Vital and Important Records

Vital and important records, regardless of recording media (paper, digital, or otherwise), are defined as those having legal, financial, operational, or historical value to the District. These include but are not limited to:

- Board minutes
- Personnel and payroll records
- Long-term financial agreements
- Property documents
- Construction as-built drawings
- Legal correspondence

2145.3 – Authority and Oversight

The General Manager is authorized by the Board of Directors to interpret and implement this policy. The General Manager may cause to be destroyed any records, documents, or papers that meet the qualifications outlined herein, following consultation with the District’s General Counsel and subject to applicable laws.

2145.4 – General Retention and Disposal Provisions

HGCSD
PO Box 715
Applegate, CA 95703



Email: HeatherGlenCSD@gmail.com
Phone: (530) 492-0577
Website: <https://hgcsd.net/>



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Pursuant to Government Code §§ 60200–60204 and the State Controller’s guidelines, the following provisions govern the retention and disposal of District records:

2145.4.1 – Duplicate Records: Duplicate records may be destroyed at any time without Board authorization, General Counsel consultation, or reproduction onto other media.

2145.4.2 – Non-Statutory Originals: Originals of records not created under State or Federal statutory requirements, and which are over two years old, may be destroyed without the need for reproduction—except for records designated as permanent.

2145.4.3 – Records with Continuing Need: Records may not be destroyed if they are needed for any continuing matter such as pending litigation, special projects, or audits.

2145.4.4 – Reproduction and Permanent Storage: Records not expressly required by law to be preserved may be destroyed if all of the following conditions are met:

2145.4.4.1 - The record is photographed, micro photographed, or reproduced on film or electronic media approved by the National Institute of Standards and Technology.

2145.4.4.2 - The reproduction device or software accurately reproduces the original in all details.

2145.4.4.3 - The reproductions are placed in accessible files, with provisions for their preservation, examination, and public access, where applicable.

2145.5 – Specific Record Type Retention Guidelines

2145.5.1 – Accounting Records (Gov. Code § 26909): All accounting records shall be retained for a minimum of **five years**, unless otherwise stated:

- May be destroyed if there is **no continuing need** (pending litigation, special projects, etc.);
- An **audit report** for the relevant period exists and expresses an **unqualified opinion**;
- The audit is conducted per State and Federal auditing standards.

Accounting source documents may be destroyed **five years after the end of the fiscal year** to which they apply.

The following may be destroyed at any time:

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- Duplicate accounting documents
- Rough drafts, notes, or working papers (excluding audit records)
- Transitory control records and indices

2145.5.2 – Payroll and Personnel Records: All payroll and personnel records shall be **retained indefinitely**. Originals may be destroyed after **seven years** if microfilmed or electronically duplicated. These include:

- Accident reports, injury claims and settlements
- Medical histories
- Employee applications, changes, and terminations
- Insurance records
- Time cards
- Job descriptions and classifications
- Performance evaluations
- Earning records and summaries
- Retirement documents

2145.5.3 – Board Records

- **Board minutes** shall be retained permanently.
- **Audio or video recordings** of meetings shall be retained for **two years** and may then be destroyed.

2145.5.4 – Contracts: Contracts shall be retained for their effective life **plus seven years**. Unaccepted bids or proposals over **two years old** may be destroyed.

2145.5.5 – Construction and As-Built Records

- General construction documents: retained for **seven years** unless linked to grants/guarantees (then for life of agreement plus seven years).
- As-built plans: retained as long as the facility exists.

2145.5.6 – Debt and Financing Records

- Authorization records for long-term debt, bonds, or loans may be destroyed after reproduction.
- Terms/conditions shall be retained until final payment.



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- Paid bonds and coupons may be destroyed **after six months** if detailed payment records are kept for **ten years**.

2145.5.7 – Property Records: Retain until the property is no longer owned by the District.

2145.6 – Electronic Records Management

2145.6.1 – Retention Standards: Electronic records—including emails, PDFs, voicemails, and scanned documents—shall be retained **according to the same schedule** as their paper counterparts.

2145.6.2 – Ephemeral Communications: Per Government Code § 7920.530(e), the following are considered **non-disclosable ephemeral documents** unless archived:

- Text messages
- Voicemail messages
- Social media posts

District business requiring preservation should be conducted through approved channels (email, documents, etc.).

2145.7 – Email Retention and Usage

2145.7.1 – Retention: Email messages sent or received via the District’s systems shall be **retained for two years** and made available for public inspection per the California Public Records Act.

2145.7.2 – Official Use: Board members and staff must use, or copy, District email accounts for official business. Emails sent via personal accounts must be forwarded to the District’s system for archiving.

2145.7.3 – Board Communication: Any document communicated to a majority of the Board, even through non-District email, constitutes a public record under Gov. Code § 54957.5 and should be retained accordingly.

2145.8 – Access Control and Security

The **General Manager** shall implement access controls over sensitive digital records including:

- User-based authentication

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- Secure file storage (local or cloud-based)
- Audit logging of access and modification
- Periodic reviews of access privileges

Access shall be restricted to authorized staff and based strictly on operational necessity.

2145.9 – Confidentiality and Destruction

The District is committed to protecting the confidentiality of personal, financial, and proprietary data. When records are due for destruction under this policy, they shall be **shredded, erased, or otherwise rendered unreadable.**

2145.10 – Exceptions

2145.10.1 – Legal Requirements: If Applicable Law requires longer retention, such laws shall supersede this policy.

2145.10.2 – Legal Hold: All records under legal hold due to pending or anticipated litigation or investigation shall be retained until such hold is lifted.

2145.10.3 – Contractual Requirements: Contractual recordkeeping requirements that exceed or differ from this policy shall control. No such record may be destroyed without the General Manager's approval.