Record-Keeping Policy – Record Maintenance, Retention, and Destruction

Purpose

The Carmichael Recreation and Park District (District) recognizes the need to properly maintain paper and electronic documents as part of operating procedures. The District also recognizes that when records no longer fulfill the value for which they were created, they should be destroyed unless they also have some legal, historic, research, or other significance. The District realizes that an effective records management program is not only cost effective, but it also helps reduce liability in the event of adverse litigation seeking records with no current value.

Effective records management ensures that the records are kept only as long as they have some administrative, fiscal, or legal value and/or for the appropriate length of time as mandated by State law.

I. Retention Schedule

Records stored by the District fall under an appropriate retention period. The State establishes in Gov. Code §60200-60204 certain documents that must be kept permanently (ex: formation documents, titles to real property, documents in open litigation). The District recognizes that documents that do not meet these criteria should have an appropriate lifespan to help reduce storage costs and staff time spent retrieving important information.

II. Major Categories of Records

Records maintained by the District fall into two major categories of records:

a) Physical Records – These are records that exist in a tangible nature such as, but not limited to, paper spreadsheets, photographs, blueprints, newspaper clippings, Activity Guides, check copies, employee timecards.
b) Digital Records – These are records which exist in a digitized format. They may include items such as those above, but they only exist in a non-tangible form. As much as technology will allow, these documents should be retained for the same periods as their physical counterparts.

III. Maintenance of Records

All physical records are kept in secured files either within a District general office environment or the “Water Building” in Carmichael Park. Documents that have HIPAA or personal identification information are kept secured in a locked cabinet in the Administrative Services Manager office while the employee is active and subsequently stored in the Water Building upon the employee’s separation from the District. When files are designated for storage, District staff will box the files, clearly label the exterior of the box with the contents, and store the box in the appropriate location.

Digital records are primarily stored onsite in password protected hard drives. These records are only accessible to current employees, who must be connected to the onsite network. Back up versions are stored securely off-site in a password protected cloud maintained by the currently designated IT organization.

IV. Destruction of Records

All non-permanent paper records will be destroyed by shredding after retention dates have passed. Records that can be shredded will be identified by the Administrative Services Manager and appropriately destroyed in a manner in which the files cannot be reconstructed. Digital records will be deleted from all drives as appropriate.

V. Litigation Hold

In the event of reasonably anticipated, threatened, or actual litigation, all documents relating to the litigation matter must be kept in order to preserve any potential evidence, and must not be discarded, deleted, or destroyed. Documents may be destroyed (following the retention guidelines for the document) two years after the appeal periods for a case have expired. This policy is also in effect for documents pertaining to an open Public Records Act request.

Pursuant to CA Public Resources Code §21167, any documents relating to the environmental impact of a District project must be kept for at least 180 days following the commencement of the project, or for the duration of any legal proceedings regarding the project.

VI. Definitions

Audit – Point at which the document has been audited by the County of Sacramento.

Current – The Fiscal Year that the District is currently operating under.

Occurrence – Point at which the incident or action happened.

Permanent - Document must be kept as long as physically possible. Document may be stored electronically in lieu of retaining physical copies if approved by the Board of Directors.

Supersede – Point at which a revised version of the document has been issued, and the original document is no longer valid.

Termination - Point at which the employee or physical asset is no longer associated with the District.

RECORD TYPES AND RETENTION PERIODS

Districtwide Records	***Retention Period***
Formation Records	Permanent
Titles to Real Property	Permanent
Equipment Titles & Deeds	Termination + 5 yrs
Advisory Board Minutes	Permanent
Policies and Procedures	Supersede + 5yrs
Operating Budgets	Permanent
Blueprints/Schematics	Permanent
Items of Historical/Archival Interest	Permanent (if possible to store)
GO Bond Contracts	Permanent
General Operation Contracts	Current + 10 yrs
Environmental Impact Documents	Occurrence + 180 days
Human Resource Records	***Retention Period***
Job Descriptions	Supersede + 3 yrs
Employee Record File	Termination + 4 yrs
I-9 Forms	Termination + 2 yrs
Physicals/Drug-Screen Forms	Termination + 2 yrs
Timesheets	Termination + 4 yrs
Pay Advices/Check Copies	50 years
Employee Roster Card	50 years
Safety Records	***Retention Period***
Incident Reports	Occurrence + 7 yrs
Inspections	Occurrence + 10 yrs

Approved by the Advisory Board of Directors on XX/XX/XXX

Financial Records	***Retention Period***
Accounts Payable/Receivable	Audit + 5 yrs
P-Card Statements/Receipts	Current + 5 yrs
Audit Reports	Permanent
Daily Paperwork	Audit + 5 yrs
Bond Financial Paperwork	Permanent
Recreation Records	***Retention Period***
Rental Contracts & COIs	Current + 7 yrs
Security Guard Records	Current + 7 yrs
Team Rosters & Waiver Forms	Current + 7 yrs
Volunteer Forms & Packets	Current + 7 yrs