

RESOLUTION NO. 2009-05

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
VECTOR CONTROL JOINT POWERS AGENCY
ESTABLISHING A RECORDS RETENTION POLICY**

WHEREAS, the Vector Control Joint Powers Agency (“Agency”) has an obligation to create and maintain information in accordance with legal requirements and accepted records management practices and standards;

WHEREAS, the purpose of this resolution is to establish and implement a records management policy with a standard protocol and procedures for the retention, destruction and disposition of Agency records (as defined below);

WHEREAS, this policy is adopted pursuant to and is subject to Government Code sections 60200 to 60203.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Agency as follows:

1. General. This policy supersedes any prior records retention policy. For purposes of this policy, “record” means any “writing” as defined under the Public Records Act at Government Code section 6252(g) that is a “public record” as defined at section 6252(e).

2. Records Retention Schedule. The Board finds and determines that the retention of records beyond these retention periods is not necessary or required for Agency purposes. Except as otherwise provided by this policy and federal and state law, the Agency shall maintain records for at least the applicable retention period in accordance with the following Records Retention Schedule:

RECORDS RETENTION SCHEDULE

<u>Category</u>	<u>Retention Period</u>
ADMINISTRATION	
Accreditation Reports	Permanent
Correspondence	3 years
Joint Exercise of Powers Agreement and Amendments	Permanent
All Other Governing Documents	Permanent
Responses to Bids/Request for Proposals/ Request for Qualifications	5 years
Roster of Public Agency Filing	Permanent
Agreements and Contracts (Excluding Capital Improvements)	7 years after completion or termination

Category**Retention Period**

Construction/Capital Improvements	Permanent
Record of real property title (e.g., deeds, easements, liens)	Permanent

BOARD OF DIRECTORS/COMMITTEES

Agendas and Reports	Permanent
Meeting Notes	5 years
Minutes of Board Meetings	Permanent
Resolutions	Permanent

ELECTIONS/CONFLICT OF INTEREST

Ballots	Permanent
Conflict of Interest Statements	7 years from filing
Conflict of Interest Code	Current + 7 years
Fair Political Practices Filings (Statement of Economic Interest, Elected Official)	Termination of office + 7 years
Fair Political Practices Filings (Statement of Economic Interest, Non Elected)	Termination of office + 5 years

FINANCIAL**Accounts Payable**

A/P Distribution Journal	Current + 7 years
Cash Disbursements	Current + 7 years
Correspondence	Current + 7 years
Expense Reports	Current + 7 years
Invoices	Current + 7 years

Accounts Receivable

A/R Register	Current + 7 years
Aged Trial Balance	Current + 7 years
Invoices	Current + 7 years

Banking

Bank Reconciliations	Current + 7 years
Bank Statements	Current + 7 years
Checks	Current + 7 years
Deposit/Receipts	Current + 7 years
Signature Authorizations	Current + 7 years

Category

Retention Period

Revenue Bonds

Account Statements	Closed + 10 years
Administration	Closed + 10 years
Bonds and Coupons	Closed + 2 years

Budget

Adopted	Permanent
Proposed	Current + 2 years

Financial Reporting

Actuarial Studies	Permanent
Financial Audits	Permanent
General Ledger	Permanent
Interim Financial Statements	Audit + 7 Years
Investment Reports	Audit + 7 Years
State Controller Report	Permanent
Treasurers Reports	Audit + Audit + 7 Years

INSURANCE/COVERAGE

Additional Covered Party Endorsements	Permanent
Certificates of Coverage	Permanent
Claims Audits	Permanent
Coverage Opinions	Permanent
Endorsements	Permanent
Excess and Reinsurance Contracts	Permanent
Insurance Bonds/Fidelity Bonds	Permanent
Insurance Policies	Permanent
Memoranda of Coverage	Permanent
Underwriting Files	Permanent

CLAIMS & LEGAL

Accident Reports	Closed + 2 years unless litigated
Activity Reports	Closed + 2 years
Attorney Correspondence in Claims Files	Closed + 5 years unless return requested by member
Claim Files with TPA	Closed + 5 years unless return requested by member 3 years from age of 18 or 7 years – whichever is longer from closure
Claims Involving Minors	
General Correspondence	3 years
Incident Reports	Closed + 2 years unless litigated
Litigation Files	7 years after litigation is concluded
Loss Runs	Current year end report + 7 years

<u>Category</u>	<u>Retention Period</u>
Legal Opinions and Substantive Legal Advice from Agency General Counsel	Permanent
Workers' Compensation Claim Files, Reports and Incident Reports	7 years from date of injury; or one year from date compensation was last provided; or when all compensation which may be due has been paid – whichever is latest.
Workers' Compensation Claim Logs	7 years from the end of the year covered
Claims Involving Medicare Set Asides	10 years from date of final resolution
Claims For Which Provisions for Future Medical Have Been Agreed Upon (Related to Medicare)	6 years from date of final resolution
MEMBERSHIP	
Appointment Resolutions and Letters	Permanent
Membership Records	Permanent
Payroll/Volunteer Audit & Tax Forms	Permanent
MISCELLANEOUS	Permanent until Reclassified (If reclassified into another category, the time limits of that category will apply)
RISK MANAGEMENT & SAFETY	
Risk Management Reports and Audits	Closed + 3 years
Training Records - Non-Safety	Current + 2 years
Training Records – Safety	Current + 5 years
OTHER	For records not listed above, the Agency shall follow the retention schedule in the <i>Local Government Records Retention Guidelines</i> (Feb. 2006) prepared by the City Clerks' Association of California and approved by the League of California Cities (available at http://www.sos.ca.gov/archives/local-gov-program/pdf/records-management-8.pdf)

3. Records Destruction Authorized. The Agency may destroy or dispose of any record after the expiration of the applicable retention period in the Records Retention Schedule. The Agency at any time may destroy or dispose of (a) any record that does not contain information relating to the conduct of the Agency's business or that otherwise is not a public record, and (b) any duplicate record if the original or a copy of the record is maintained on file. However, the Agency shall not destroy or dispose of any record that has not fulfilled the administrative, fiscal or legal purpose for which it was created or received.

4. Preservation in Electronic Format. The Agency, at any time, may destroy or dispose of any paper record that is not expressly required by law to be preserved in original paper format if the following conditions relating to electronic storage of records are complied with: (a) the record is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, or 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; (b) the device used to reproduce the record on film, optical disk, or any other medium is one that accurately reproduces the original record in all details and that does not permit additions, deletions, or changes to the original document images; and, (c) 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.

5. Process of Destruction and Disposal. Records not containing information of a confidential or proprietary nature may be disposed of or destroyed by means of recycling, waste removal service, shredding or other reasonable method of disposal or destruction. Records containing confidential or proprietary information must be shredded or otherwise permanently destroyed. Records recorded on electronic or magnetic media may be erased and the media re-used or discarded. For records destroyed or disposed of pursuant to the Records Retention Schedule, the Agency will prepare or have prepared a certificate or log describing the date and records destroyed/disposed of.

6. Pending Public Records Act Request. For any record that is subject to destruction or disposal and is the subject of a pending request made pursuant to the Public Records Act, and whether or not the Agency maintains that the record is exempt from disclosure, the Agency shall not destroy or dispose of the record until the request has been granted or two years have elapsed since the Agency provided written notice to the requester that the request has been denied.

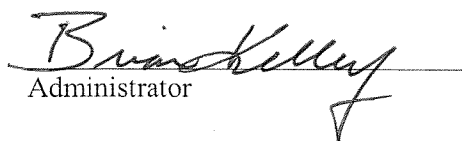
PASSED AND ADOPTED by the Board of the Vector Control Joint Powers Agency, County of Sacramento, State of California, on April 11, 2011, by the following vote:

AYES	<u>6</u>
NOES	<u>0</u>
ABSENT	<u>0</u>
ABSTAIN	<u>0</u>

APPROVED:


President

ATTEST:


Administrator