

**CASTAIC LAKE WATER AGENCY
RECORDS RETENTION POLICY**
(Board Approved; Originally Adopted January 2009)

INTRODUCTION

The California Government Code Sections 60200 through 60204 governs the destruction and management of the Agency's records. First, this policy lists the types of records that can never be destroyed. Then, this policy provides the framework for destruction of all other records.

STATEMENT OF PURPOSE

The purpose of the Records Retention Policy is to provide guidelines to the staff regarding the retention or disposal of Castaic Lake Water Agency (CLWA) records; 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.

Vital and important records are those having legal, financial, operational, or historical value to the Agency.

The General Manager is authorized by the Board of Directors to interpret and implement this policy and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the retention and disposal of records, as specified below.

A. Records that can never be destroyed

As set forth in Government Code Section 60201(d), CLWA may never destroy or dispose of any of the following records:

1. Relates to formation, change of organization, or reorganization of CLWA.
2. An ordinance adopted by CLWA. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of under the options set forth in Section B below five years after it was repealed or became invalid or unenforceable.
3. Minutes of any meeting of CLWA's Board of Directors.
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, whether or not CLWA maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since CLWA provided written notice to the requester that the request has been denied.
6. Relates to any pending construction that CLWA has not accepted or as to which a stop notice claim legally may be presented.
7. Relates to any non-discharged debt of CLWA.
8. Relates to the title to real property in which CLWA has an interest.
9. Relates to any non-discharged contract to which CLWA 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 CLWA employees or officers or to independent contractors providing personal or professional services to CLWA, or relates to expense reimbursement to CLWA officers or employees or to the use of CLWA paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of under the options set forth in Section B below.

B. Rules of destruction with respect to all other records

With respect to all other records, California law provides the following framework and allows CLWA to, adopt a resolution ensuring that the destruction and disposition of a category of records will not adversely affect any interest of CLWA or the public. CLWA is required to 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. CLWA controls the timing of the destruction based on its own time frames.