

Trinity Center Community Services District
Policy Manual

Policy Title: Record Retention

Policy Number: 109

Date: July 1, 2008

- 109.10 Definition of Records
- 109.101 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of TCCSD records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.
- 109.102 A Record, for purposes of this document, refers to any communication, including but not limited to letters, reports, publications, documents, e-mail, tapes, recordings, electronic and data-processed media such as hard discs, floppy discs, compact discs or other digital recording devices that are related to the District's business and prepared, owned, used or retained by the District.
- 109.103 Records prepared by employees or officials of the District shall clearly identify the author, the date prepared and the subject. Records prepared by others and submitted to the District shall have this information annotated on the record if not originally included. Records submitted to the District shall also have the date received annotated by the receiving party.
- 109.104 Unsolicited correspondence received by the District does not constitute a record unless District personnel determine that it is related to operations and worthy of discussion at a Board Meeting. Such correspondence need not be retained.
- 109.20 Record Retention
- 109.201 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
- 109.202 In no instances are records, papers or documents to be destroyed where there is a continuing or foreseeable need for such records for continuing operations or such matters as pending litigation, special projects, etc.
- 109.203 General financial records of the district will be kept indefinitely. These records include:
- Annual account ledgers from the County (hard copy on file)
 - Annual budgets and monthly financial reports created by District employees
 - Accounts Receivable or Payable Registers/Ledgers

Trinity Center Community Services District
Policy Manual

- General Ledger
- Financial audit reports
- Assets/Depreciation records
- Payroll records

- 109.204 Any accounting record except those identified in section 109.203 which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
- 109.204.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
- 109.204.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that said record is not subject to question or discussion in the audit report(s).
- 109.205 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has, in all respects, terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies.
- 109.206 Rough drafts, notes or working papers may be destroyed anytime after their usefulness has been served.
- 109.207 All payroll and personnel records shall be retained indefinitely. Personnel records include earnings reports, accident reports, injury claims and settlements, medical reports, job applicants, changes and termination of employees, job descriptions, performance evaluation reports, etc.
- 109.208 Minutes of the meetings of the Board of Directors shall be retained indefinitely in their original approved form. All reports and documents prepared specifically for a meeting discussion will be included with that meeting's minutes record. Recording tapes (or other media) of Board meetings will be kept for a period of 30 days from the date of the recorded meeting or until the minutes of the recorded meeting are approved by the Board, whichever occurs later, after which they will be destroyed.
- 109.209 Contracts should be retained for their life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed. Construction records, such as bids, correspondence, change orders, etc., shall be kept seven years after said construction is complete unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

Trinity Center Community Services District
Policy Manual

109.210 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

109.30 Access by Public

109.301 All District records are open to the general public on request unless they pertain to:

- details about Emergency Services responses/calls
- personnel issues where District employee's privacy rights override the public's right to access
- situations where the records pertain to pending or ongoing litigation that requires the record be kept confidential

109.302 Records that shall not be provided to the general public or to individuals without legal authority include:

- Patient Care Reports
- Incident Reports
- Medical Reports of employees or EMS patients
- Investigation Reports of employees or for EMS incidents

109.303 Requests for records shall be made through the District Secretary/Treasurer. For small record requests (10 pages or less) the record will be provided within three working days at no cost to District Constituents. Requests for lengthy records (more than 10 pages) will be granted as quickly as is practical and may require the requestor to pay a copying fee (at going copy rates per page). Requests from people or organizations outside of the district may also require a copying fee and will again be done as quickly as practical. For purposes of fee determination multiple requests within one month will be considered as one request and the total page count will be used.