

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE –ROOM 6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**2020 POLICY COMMITTEE
AGENDA**

**THURSDAY, JULY 23, 2020
2:30 P.M.**

In order to minimize the spread of COVID-19 and keep with social distancing, the meeting room will not be open to the public. To participate in the Board committee meeting from the comfort of your home or other Stay Well at Home compliant location, you may choose one of the following options:

- a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 11:30 am on Thursday, July 23, 2020 to Anthony Miller, Administrative Analyst at amiller@pvrpd.org. Your email will be printed and distributed to the Policy Committee members prior to the meeting.**
- b. Phone – You may call the PVRPD office at 805-482-1996, ext. #110 by 11:30 am on Thursday, July 23, 2020 and provide your name, your phone number and your item of interest. PVRPD staff will call you at 2:30 pm with instructions for participating or for making a general public comment.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. TOURNAMENT POLICY DISCUSSION**
- 5. RECORD RETENTION SCHEDULE REVIEW**
- 6. ORAL COMMUNICATIONS**
- 7. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: POLICY COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER

By: Eric L. Storrie, Recreation Services Manager

DATE: July 23, 2020

SUBJECT: TOURNAMENT POLICY DISCUSSION AND GUIDANCE

SUMMARY

The Pleasant Valley Recreation & Park District (“District”) encourages the use of facilities and parks by Community Service Organizations (“CSO”), residents, resident organizations, and out-of-District residents and is authorized to charge fees for these services. Currently, the District permits organizations to host tournaments on District fields and facilities.

Since 2013, the Pleasant Valley Recreation & Park District (“District”) and its approved Community Service Organizations (“CSOs”) have hosted, an average, of 26 tournaments per year. Additionally, non-CSO tournaments have also happened at various fields and facilities over the last decade.

District staff began noticing inconsistencies in processes related to reserving and use of District fields and facilities; an increase in vendors requesting to participate in these tournaments; and an increase in District expenses and efforts regarding CSO post-tournament cleanup.

District staff have identified a need for a standardized process to ensure all tournaments are treated fairly and consistently. This Tournament Policy (“Policy”) is designed to ensure:

1. Permitting process is understood by District staff and Tournament Organization
2. The District understands the needs and requests of each tournament
3. District Ordinances, policies, and procedures are followed
4. A reduction in overall District time required in permitting tournaments
5. Appropriate expenses are recovered

A draft version of this Policy was previously presented. District staff continue to seek guidance and direction before an updated Policy is presented. This staff report will seek to address those items.

It is important to note that a Cost Recovery Policy, Fee Schedule Update, Community Service Organization Fee Methods, and Tournament Parking Revenue projects are being reviewed in Finance Committee.

BACKGROUND

The District is authorized by Ordinance 8 and the General Use Policy (Attachments A & B, respectively) to reserve and permit the use of fields, facilities, pavilions, open space, special events, tournaments, etc. (“District Lands”).

The District is authorized to charge the permit holders fees for this use. These fees can be found in the District-approved Fee Schedule (Attachment C).

Priority for reserving of District Lands depends on the classification of the user (Ordinance 8, Section 406). The District has four (4) classifications, with the District receiving priority over all other classifications.

- Class 0 - Pleasant Valley Recreation & Park District (Highest Priority)
- Class I - Community Service Organizations
- Class II - Resident Organization
- Class III - In-District Resident
- Class IV - Out-of-District or Non-Resident

The District recognizes eight (8) CSOs (all related to youth sports) who use various District fields and facilities to host seasonal leagues (practices, games, playoffs), camps, classes, showcases, and tournaments. The District views these CSOs as a vital partner as they provide a service the District may not be able to provide at the same levels of service. Benefits of being a CSO is priority in requesting fields and facilities and reduced rental rates.

The District’s CSOs host, on average, 26 two-day tournaments per year (52 tournament days per year) which bring out-of-town teams to use District fields and facilities. The tournaments listed below do not include end-of-season playoff.

Community Service Organization	Avg Number of Tournaments / Year	Est. Avg Teams / Tournament*
Camarillo Girls Softball Association (“CGSA”)	1	80
AYSO Region 68 (“AYSO”)	4	100
Eagles Soccer Club (“Eagles”)	4	100
Camarillo PONY Baseball (“CPBA”)	17	74

*The District does not currently receive post-tournament information which would include the number of participating teams in the tournaments.

The Camarillo Youth Basketball Association (“CYBA”), Camarillo Cougars Football (“Cougars”), Camarillo Cosmos Track Club (“Cosmos”), and Pleasant Valley Swim Team (“PVST”) do not host tournaments utilizing District fields and/or facilities.

The District has hosted non-CSO tournaments in the past, but those are few and far between and excluded from this analysis due to limited field and facility availability after the semi-annual field and facility allocation periods.

All items in this Policy shall adhere to the District’s Ordinance 8 (and any subsequent Ordinances), the General Use Policy, and any approved processes.

For the purpose of this Policy, the District considers Bob Kildee Community Park, Mission Oaks Park, Freedom Park, and Pleasant Valley Fields as “Sports Parks” able to handle tournament-level use.

ANALYSIS

This analysis will cover the operational and financial aspects for the following topics as it relates to tournaments at the Sports Parks:

1. Permitting process
2. Background on existing tournaments and role players
3. Current tournament model, revenues, and expenses

These topics will provide a comprehensive overview of the interconnected elements that will help in aiding discussion and direction.

1. Permitting Process

District staff consider this the “phone call to thank you card” approach as it is a managed process from the first phone call (requesting information about hosting a tournament) through the thank you card the District sends after a tournament or special event.

The overall tournament permitting process should look like this:

Step 1: Tournament calls/emails asking for availability/details on hosting a tournament.

Step 2: Upon receiving the call/email, the District will provide a “Tournament Packet,” including:

Availability Calendar for each Sports Park- this calendar includes all annual maintenance shutdowns, existing or traditional programming, etc. This document gives the tournament organizer all available dates to select from.

Tournament Request Application Form (Attachment D)- this form is designed to provide the District as much information as possible as to the size and scope of the tournament.

Tournament Policy- this document provides details and expectations to the organization and ensures the organization and District are working together from the start. This will include any relevant attachments (insurance requirements, forms, etc).

Tournament Fee Schedule- this provides the organization an overview on fees associated with requests. This will include the hourly rate for the specific field or facility, lights, staffing, or other special requests. A copy of the current Fee Schedule can be found in Attachment _____. It is important to note the Finance Committee will be reviewing and updating the District’s Fee Schedule.

Sports Parks Maps- these maps will include Sports Park address, directions to, individual field dimensions, field names or numbers, number of parking space, and ideal field layouts (if applicable). These will help the organization in completing the Tournament Request Application Form.

In terms of process, no additional action should be taken by District staff until the Tournament Request Application Form has been returned completed with signature.

To ensure the tournament organizer is serious in requesting fields and/or facilities, a refundable security deposit will be submitted as part of the submission. This security deposit is refunded in the event the District cannot support the request. The security deposit shall be applied to the overall tournament security deposit and refunded as the end of the tournament (assuming no extra expenses have been incurred).

Step 3: Once the Tournament Request Application Form has been returned completed with signature, District staff evaluate the request, including:

Applicant Information- information on the organization and individual who is requesting to use District Sports Parks for a tournament.

Tournament Information- information on the date(s), time(s), Sports Parks, estimated number of teams, tournament website, and proposed field layout.

Additional Information- miscellaneous information on the vendors, light requests, admission fees, electrical needs, portable restrooms, etc.

Processing Steps- this will include a condensed version of the “phone call to thank you card” process with deadlines for payment and document submission.

Reviewing the form allows District staff to make an informed decision and/or seek clarification from the organization on the request. If the requested field or facility and corresponding date(s) are available, District still will provide the organization a tournament estimate.

It is important to note District staff will maintain communication with the organizer throughout this process and what the next steps are.

Step 4: Once a decision has been made to proceed with permitting for a tournament, District staff will provide the Tournament Organization with an estimate of fees for the tournament. This will include:

Application Fee(s)- this fee covers the expense of receiving and reviewing the application. This fee is currently \$25.00 per application and applies to all rentals (or change to an existing application/permit). This fee is non-refundable.

Processing Fee(s)- this fee covers the expense of processing the application. This fee is currently \$100.00 per application and applies to all. This fee is non-refundable.

Facility Fees- these are the fees associated with the requested fields and/or facilities. This number changes based various factors (total hours, location, number of fields/facilities, etc) and any Sports Field lighting expenses.

Staffing Fee(s)- these are the fees associated with any staffing expense. This

Miscellaneous Fee(s)- these are the fees associated with any special requests, City of Camarillo fees, County of Ventura fees, etc.

These fees shall be compiled on one document and provided to the Tournament Organization with an associated schedule of payment. No permit shall be issued until 100% of the fees have been paid and required insurance (or other misc. documents) are in place.

Step 5: Once all fees have been paid and documents collected, the District shall issue a permit with the appropriate applicable information. This is the confirmation to the Tournament Organization that the tournament is approved.

As permit issuance may be up to 1-year in advance, it is important to note District staff will maintain communication with the organizer throughout this process to ensure tournament details have not changed. This is also an opportunity for District staff to relay any changes on field conditions or otherwise.

Step 6: District staff and the Tournament Organization will perform a pre-tournament walkthrough of the field or facility. This is completed before the Tournament Organization begins any pre-tournament prep work and allows the organization and the District to note and/or correct any issues found (trash in parking lots, graffiti, field damage, etc).

Step 7: Tournament day or weekend proceeds.

Step 8: District staff and the Tournament Organization will perform a post-tournament walkthrough of the field or facility. This is completed after the tournament is complete and allows the organization and the District to note and/or correct any issues found (trash in parking lots, graffiti, field damage, etc).

Step 9: Once the post-tournament walkthrough is complete and no issues have been found, the District will refund any security deposits held and begin the process for re-booking the tournament.

Step 10: District finalizes all paperwork and send a thank you card to the Tournament Organization.

This managed process is important as it keeps all parties informed on processes and next steps.

2. Background on Existing Tournaments and Role Players

The District has not traditionally required organizations that host tournaments provide post-tournament details outlining the number of teams, revenues, expenses, or other high-level information. Staff research indicates that:

- a. On average, anywhere from 75%-90% of the participants (those playing in or watching the tournament) do not reside within the boundaries of the District. These participating teams do not pay property taxes or assessment fees, nor register for programs but utilized taxpayer-funded fields and facilities.
- b. With 2-day tournaments, there is a high potential for teams staying overnight (one night minimum). Local hoteliers, Visit Camarillo, the Camarillo Chamber of Commerce, and the City of Camarillo all receive revenue (Transient Occupancy Tax, Sales Tax, general spending in the community) from this.

- c. The District does not receive any financial compensation aside from the annual CSO annual payment. For non-CSO tournaments, the District has charged the approved Fee Schedule rate, required staff to be present (at the Tournament Organization’s expense), and followed the process listed above.

Community Service Organization Annual Payment

Each year, the District’s CSOs contribute financially as part of their agreements. The amount has not changed significantly since 2010 and provide the CSO with field and facility space for practices, games, tournaments, camps, clinics, and at times, meeting space(s).

Community Service Organization	Annual Financial Payment
Camarillo Girls Softball Association (“CGSA”)	\$ 2,000.00
AYSO Region 68 (“AYSO”)	\$43,000.00
Eagles Soccer Club (“Eagles”)	\$30,000.00
Camarillo PONY Baseball (“CPBA”)	\$ -
Camarillo Youth Basketball Association (“CYBA”)	\$ -
Camarillo Cougars Football (“Cougars”)	\$ -
Camarillo Cosmos Track Club (“Cosmos”)	doesn’t use fields or facilities
Pleasant Valley Swim Team (“PVST”)	pays hourly rate

The CPBA provides in-kind maintenance estimated at \$70,000.00. PVST paid \$8,969 in hourly fees in FY18-19. The CYBA utilizes Pleasant Valley School District (“PVSD”) facilities as allowed in the Joint-Use Agreement between the District and PVSD; they also pay the associated fees (estimated at \$8,500.00 per year).

The annual contribution does not include Sports Field lights, which is an additional expense to the Organization.

It is important to note that the CSOs generate significant revenue from tournament registrations which go toward supporting overall league functions. This revenue helps offset league operating expenses and helps keep Camarillo resident’s registration fees low.

3. Current Tournament Model, Revenues, and Expenses

As the District’s expenses to maintain and operate fields and facilities continues to increase. The maintenance agreement for Pleasant Valley Fields alone increased by 17.31% from \$244,974 to \$287,400 between FY18-19 and FY19-20. The current tournament model does not allow the District to recover reasonable expenses or generate significant revenue to meet these increase expenses.

As CSOs are the primary Tournament Organizations who utilize District Sports Parks, special care is taken into consideration in the current process and any proposed changes. Again, this Policy is being developed to guide the permitting process and use of District Sports Park regardless of the Tournament Organization.

The following tournament-related items **are** included as part of the fees paid to host a tournament:

- Field Use** - this is the use of fields for the tournament
- Facility/Building Use** - this the use of any building at the site of the tournament
- Tournament Staffing (Contractor)** - this is the day-of staffing required to bag & haul trash, maintain restrooms, and address any emergency maintenance items.

For Pleasant Valley Fields specifically, the District contractor provides this service as part of the annual maintenance agreement with an estimated 832 total weekend hours (two personnel, 7:00am-3:30pm (8 hours), 52 tournament days).

Snack Bar - these are owned by the District but operated by CSOs. Tournament Organizations are authorized to request these be open and available during the tournament. 100% of fees are retained by the CSO managing the snack bar. There have been challenges with ensuring snack bars are open and available at every tournament.

Parking Revenue - if requested, Tournament Organizations have traditionally been authorized to collect and retain 100% of parking revenue from tournament participants. This can be as much as \$6,000 in revenue per tournament.

It is important to note the Finance Committee is reviewing a project related to Tournament Parking Revenue.

Gate Revenue - if requested, Tournament Organizations have traditionally been authorized to collect and retain 100% of gate revenue from tournament participants

The following tournament-related items **are not** included as part of the fees paid to host a tournament:

Lights - this is the Sports Field lighting required to play during the evening hours. This is an hourly fee paid by the Tournament Organization.

Vendors - these are businesses and organizations who participate in the tournament. Traditionally, fees are paid to the Tournament Organization for participation. The District has begun to require vendors to have a permit to vend while on District property, maintain the current City of Camarillo and County of Ventura licenses, and provide applicable insurance.

Staffing Expenses (After Hours and Post-Tournament Cleanup) - as the District's contractor currently works 7:00am-3:30pm on tournament days, there is often additional hours required to maintain restrooms and trash ("after hours"). This is currently met one of two ways:

1. District staff get called to come address an issue
2. Contractor addresses issue the next morning

Over the last 18 months, the District has begun to charge Tournament Organizations for post-tournament cleanup. This equates to nearly \$3,000 in expenses the District has traditionally covered.

Tournament Policy Guidance and Next Steps

As the intent and scope for developing this Tournament Policy is creating a standardized process to ensure all tournaments are treated fairly and consistently, District staff have identified the next steps in this process and guidance needed.

Guidance and Discussion

1. Staffing Expenses

Currently, staffing fees (this would be the contractor in the current model) are included in the fees paid to host a tournament. These expenses are not recovered in the current model. This amount is estimated to be nearly \$35,000 in District expenses annually.

Estimated Contractor Hours	832
District Hourly Rate	\$42.00
Tournament Day Expense	\$34,994
Annual Tournaments	26
Staffing Expense/Tournament	\$1,346

It should be noted the District held a 5-day Western Nationals youth softball tournament in 2018 and required the Tournament Organization to pay for staffing to maintain each site (Mission Oaks Park and Pleasant Valley Fields) for each hour of use. This process kept District facilities clean and maintained throughout the entire tournament.

Discussion Topic and Guidance Requested: does the District reevaluate this model and require the Tournament Organization to cover this expense?

At the last meeting, direction and guidance was to continue exploring this. Staff have developed a model in which each tournament is to have a minimum of one (1) District staff (this may be a contractor) onsite for each hour the tournament organizer is. This staff member would be responsible for opening gates, restrooms, buildings, bagging and hauling of trash, restocking of restroom product, and any maintenance items that may arise.

It is recommended the staff arrives 30 minutes in advance of when the tournament wants to arrive as well as stay 30 minutes after the tournament is scheduled to end.

For example, if a tournament has a 2-day weekend tournament and wants to arrive at 6:00am both days, staff will arrive at 5:30am to facilitate. This creates coverage for the entire tournament, improves our level of service, and may reduce call out and overtime expenses.

Item	Tournament Day 1	Tournament Day 2
Staff Arrival Time	5:30am	5:30am
Tournament Organization Arrival	6:00am	6:00am
Tournament Guests Arrival	7:00am	7:00am
Tournament Starts	8:00am	8:00am
Tournament Ends	10:00pm	6:00pm
Staff Depart Time	10:30pm	6:30pm
Total Tournament Day Hours	17.00	13.00
Min. Staffing Required by PVRPD	1.00	1.00
Staffing Rate	\$ 42.00	\$ 42.00
Total Tournament Day Expense	\$ 714.00	\$ 546.00
TOTAL STAFFING EXPENSE	\$	1,260.00

The \$42.00 hourly staffing rate is the Board-approved fee schedule rate.

2. **Snack Bar**

Currently, Community Service Organizations operate District-owned snack bars at Pleasant Valley Fields (Eagles); Mission Oaks Park (CGSA); Freedom Park (CPBA); and Bob Kildee Community Park (CPBA). During tournaments, the snack bars may or may not be open based on who the Tournament Organization is and whether they want the snack bar open. In the latter instance, the Tournament Organization invite and charge a fee to food booths and/or food trucks, keeping the revenue from this.

Discussion Topic and Guidance Requested: does the District reevaluate this model and require the operator of the Snack Bar to provide this service AND require the Tournament Organization to use this service?

At the last meeting, direction and guidance was to continue exploring this and providing the current snack bar operators the right-of-first refusal for tournaments.

The Tournament Request Form includes a section for snack bar request. The Tournament Organization will fill out this section indicating whether they want snack bar services.

If they do, the District will work with the current snack bar the right-of-first refusal with a 30-day deadline to decide. From there, if the snack bar operator wants to provide these services, the District will confirm with the Tournament Organization that these will be provided.

If the snack bar operator does not want to provide these services, staff recommend the responsibility of contract with food providers fall on the Tournament Organization, with the following guidelines:

- The Tournament Organization is responsible for all applicable County of Ventura Health Department applications and fees, which may include the site organizer permit and individual mobile food facility and/or temporary food facility permits
- The Tournament Organization is responsible for all applicable City of Camarillo applications and fees
- Vendors and the Tournament Organization are responsible for providing applicable insurance, naming the District as additionally insured
- The Tournament Organization is responsible for submitting a copy of all approved permits no less than 30 days from the date of tournament
- The Tournament Organization is responsible for the \$125 fee (\$25 application, \$100 permit). This is a one-time fee regardless of the number of food vendors

3. **Parking Revenue**

Finance Committee is reviewing a project related to Tournament Parking Revenue.

Discussion Topic and Guidance Requested: this item will be brought back at a future Policy Committee meeting.

This project has completed with a recommendation to not pursue further.

4. Gate Admission Revenue

Currently, only one (1) tournament charges for gate admission (“entry fee”) for those entering the Sports Park. Is this practice something the District is comfortable continuing?

Discussion Topic and Guidance Requested: does the District reevaluate this model?

At the last meeting, direction and guidance was to not allow this moving forward.

5. Vendors

Currently, Tournament Organizations invite and charge a fee to vendors (both food and non-food) to participate in the tournament, keeping the revenue from this. This is a common practice across all types of tournaments and special events. The District’s process is not clear whether these vendors are required to get a permit with the District to vendor. Additionally, current process required extra staff time in following up and requesting of documentation (business license, City of Camarillo permits, County of Ventura permits, etc) from the vendors who participate. Having clearly defined parameters and deadlines as part of this Policy would streamline processes and improve efficiencies.

Discussion Topic and Guidance Requested: does the District reevaluate this model?

At the last meeting, direction and guidance was to continue exploring this with the understanding that tournaments typically have non-food vendors (product and informational).

The Tournament Request Form includes a section for vendor request. The Tournament Organization will fill out this section indicating whether they want to have vendors

Staff recommend approving this, with the following guidelines:

- The Tournament Organization is responsible for all applicable County of Ventura Health Department applications and fees, which may include the site organizer permit and individual mobile food facility and/or temporary food facility permits
- The Tournament Organization is responsible for all applicable City of Camarillo applications and fees
- Vendors and the Tournament Organization are responsible for providing applicable insurance, naming the District as additionally insured
- The Tournament Organization is responsible for submitting a copy of all approved permits no less than 30 days from the date of tournament
- The Tournament Organization is responsible for the \$125 fee (\$25 application, \$100 permit). This is a one-time fee regardless of the number of food vendors

6. Facility and Guest Safety

- Currently, District fields and facilities are unlocked and open during normal business hours (dusk til dawn) and by reservation. Sometimes during Tournaments, pedestrian and vehicles gates are closed and/or locked. This can create a public safety issues should something happen.

Discussion Topic and Guidance Requested: does the District reevaluate this model and require pedestrian and vehicle gates to be open and unlocked during tournaments?

At the last meeting, direction and guidance was to continue exploring this. Staff are still researching best practices and seeking CAPRI guidance. This will be brought back at the next meeting.

7. Restrooms and Trash Cans

Currently, Tournament Organizations contract with local providers to facilitate additional portable restrooms and trash containers for tournaments. The District's General Use Policy requires the organizations to cover this expense. The General Use Policy does not direct the number of restrooms or trashcans required per number of guests. This is important as the number of guests at District facilities put a strain on existing restrooms and trashcans (to include the products utilized).

Does the District reevaluate this model and require the Tournament Organization to utilize any existing District agreements and processes, paying the applicable fees for this service?

At the last meeting, direction and guidance was to continue exploring this. Staff have used historical data and experience to provide estimated expenses for consumables (paper towels, toilet paper, and trash bags).

Staff explore this by determining how much product is typically used for a 2-day tournament and what the associated expense is. The numbers below are for an average for all Sports Parks.

Item	Average Quantity Used Per Weekend	Price Per Item
Toilet Paper	40.25	\$.85
Paper Towel	9.66	\$2.25
Trash Bag	36.00	\$.06

In an average 2-day tournament weekend, the District spends \$52.69 in consumable product. This expense is typically included in the rental fees.

Staff are still working through the County's requirements on restroom-to-guest ratio and will bring that back at the next meeting.

Tournament Expense Models

In the current model, Community Service Organizations pay a flat annual fee for use of District fields and facilities for their primary season, secondary season, tournaments, camps, clinics, and any other programming they may request. Non-CSOs pay the approved fee schedule rate for tournaments.

While trying to create a comparison of the changes to the actual fees and practices against the proposed changes in the tournament policy is a challenge. These challenges include:

- Varying fees based on the Classifications
- Varying fees for tournament-specific rentals
- varying fees based on need/want of the field/facility
- process-related items which are still being worked on (i.e. a requirement for having staffing)

Tournament Expenses Comparison				
	Current CSO Model		Current Non-CSO Model (Class 4)	Proposed Tournament Policy Model
Annual Financial Contribution	Varies by Community Service Group agreement		N/A	N/A
Non-Refundable Processing Fee	Included	\$ 25.00	\$ 25.00	\$ 25.00
Permit Fee	Included	\$ 100.00	\$ 100.00	\$ 100.00
Hourly Field/Facility Expense	Included	\$65-\$115/hr (est. 30 hours/tournament) \$3000	\$223-\$295/hr (est. 30 hours/tournament) \$7800	\$223-\$295/hr (est. 30 hours/tournament) \$7800
Field Preparation	Included	CSO does field prep	Estimated \$150	Estimated \$150
Early Open Before 6am/Late Close	\$ 30.00	\$ 30.00	\$ 30.00	Included
Day-Of Onsite Staffing Expense	N/A- Not Currently Required	\$42/hr	\$1,260	\$1,260
Lights	Not Included- Approved Hourly Rate	Estimated \$1500	Approved Hourly Rate (est. \$3000)	Approved Hourly Rate (est. \$2500)
Scoreboard Deposit (Veterans Field)	N/A - Not Current Requested/Used	100	\$100.00 refundable	\$ 100.00
Scoreboard Rental (Veterans Field)	N/A - Not Current Requested/Used	20/day	\$20.00 per day	\$ 20.00
Scoreboard Operator (Veterans Field)	N/A - Not Current Requested/Used	\$15/hr	\$15.00 per hour	\$ 15.00
Equipment Rental (Bases)	N/A - Not Current Requested/Used	20/day/field	Included	Included
Portable Restrooms	CSO rents (TBD based on tournament)	CSO rents (TBD based on tournament)	Tournament Expense (est. \$750)	Tournament Expense (est. \$750)
Portable Trash (30-yd)	District expense	District expense	Tournament Expense (est. \$550)	Tournament Expense (est. \$550)
Post-Tournament Cleanup	Not Included- Approved Hourly Rate	Average \$225 per	Included	Included
TOTAL ESTIMATED TOURNAMENT EXPENSE		\$ 1,695.00	\$ 11,515.00	\$ 13,135.00

The above comparison does not consider the current relationship between the District and the Community Service Organizations nor the annual financial contribution. Although the non-CSO model and estimate tournament expenses may seem excessive, this amount is on par with a non-CSO tournament the District hosted in 2018 (\$11,800) and included field rental, lights, and staffing expenses.

District staff will refine this comparison pending additional direction and guidance from the committee and input from the next steps.

Next Steps

1. Refinement of the Tournament Request Application Form
2. Continued refinement of the Tournament Policy
3. Discussions and input from Community Service Organizations

FISCAL IMPACT

There is no fiscal impact associated with this action at this time.

RECOMMENDATION

It is recommended that the Policy Committee review and provide guidance on the Tournament Policy.

ATTACHMENTS

None

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
POLICY COMMITTEE / AGENDA REPORT**

TO: POLICY COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Anthony Miller, Administrative Analyst

DATE: July 23, 2020

**SUBJECT: DISCUSSION AND REVIEW OF RECORD RETENTION
SCHEDULE TO BE ATTACHED TO DISTRICT
RECORD RETENTION POLICY**

SUMMARY

The intent of this report is to provide the Committee with information regarding updating the Record Retention Schedule that provides staff direction with how to classify and store District Records.

BACKGROUND

Governor Schwarzenegger signed AB 474 in 2004, which authorizes the legislative body of a special district to approve a records retention schedule in compliance with guidelines prepared by the California Secretary of State. The District did a comprehensive review of the District's existing records retention policy in 2008 and adopted Resolution No. 433. In March of 2017, the California Supreme Court came out with information (including emails and texts) located on private devices and in private accounts of public employees and included elected and appointed officials regarding the California Public Records Act (CPRA).

In August of 2017, the Policy Committee reviewed new record storage standards for text messages and emails and altered the policy to reflect the decision from the California Supreme Court. At that time, it was noted that the record retention schedule had not been thoroughly reviewed since 2008. At the direction of the General Manager, staff has reviewed the schedule and determined that the schedule is often vague and largely does not accurately describe the types of records the District holds and has little relevance to the day to day employee understanding of what records were in their possession.

In November 2019, the Policy Committee reviewed and recommended the Board approve the current Record Retention Policy. However, as the existing schedule was exceedingly complex, staff needed further time to address its edits. Staff reviewed the schedule and determined that it was far too specific and thus, prone to falling out of date as District operations changed over time.

ANALYSIS

Upon staff analysis of the current retention schedule, staff found that while there were elements that were relevant to District records, the majority of the records seemed to bear little resemblance to the actual records stored on both the District file server and in hard copy forms. To determine how to review the current policy, staff looked to the State of California State Department and the California Special District Association for guidance. While examining these examples, staff noticed that the District policy was not truly deficient and could simply be expanded with the CSDA sample policy used as a guide and explicit clarifications regarding the separation of records from non-records. The primary problems with the policy lay with the retention schedule itself.

This may have been due to the original writing of the schedule and an inability to properly classify and catalogue the District's records as well as changing District practices during the past ten years.

In November, staff recommended that a full records audit be performed. This is now no longer being recommended by staff due to the potential for disruption to the daily work of the District. In response to this evaluation, District staff developed a modified version of the CSDA recommended retention schedule with emphasis placed on Staff evaluation and determination of Record Groups on a rolling basis. Essentially, this means that as records are reviewed, created, or received, their disposition is to be evaluated and then classified within one of the recommended groups. This serves to benefit the District in that it does not require a wholesale reclassification of its records, but a process which places the responsibility for maintaining the District's records upon each employee as they perform their daily duties and responsibilities.

However, it should be noted, that due to the age of certain records and their storage, inventory and appraisal is still needed at this time. Staff is still recommending that this takes place particularly within the Park Maintenance Office and Shop facility due to the current lack of a consistent paper filing system. Included below are some potential actions that would likely occur.

- Inventory
 - o A new inventory of the Park Maintenance Office and Shop facility should be performed to ensure that all records are appropriately accounted for.
 - o The District File Server be reviewed on an annual basis.
- Appraisal – Performed generally, but should be focused on records thought to be currently unclassified have not been recently reviewed
 - o Establish record group.
 - o Destroy records discovered out of compliance with the current schedule or that are in multiple places/digitized.
 - o Identify records that should be digitized.
 - o Identify records with historic and/or research value.

To facilitate this process, the District File Server has been organized into "Departments" which mimic the organizational structure of the District. All records that are digitized are stored within the file server and this structure should be diligently maintained to prevent disorganization and unnecessary storage of expired records.

FISCAL IMPACT

There currently is no fiscal impact at this time however in order to reduce future District risk exposure, a software-based record management system may need to be considered at some point, particularly if the District sees any major growth. It is imperative however, that any record management system be completely implemented with full staff commitment as an incomplete implementation will fail to reduce risk exposure and further complicate the retention process.

RECOMMENDATION

It is recommended that the Policy Committee review the proposed record retention schedule.

ATTACHMENTS

- 1) PVRPD Record Retention Policy
- 2) PVRPD Record Retention Schedule
- 3) DRAFT Record Retention Schedule



PLEASANT VALLEY RECREATION & PARK DISTRICT

RECORDS RETENTION AND DESTRUCTION POLICY Board Approved February 5, 2020

PURPOSE

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Pleasant Valley Recreation and Park District ("District") 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.

POLICY

- I. Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.
- II. 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, specified below, after consultation with the General Counsel.
- III. Pursuant to the provisions of Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.
 - a. Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.
 - b. Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records, as included in Government Code §60201(d), of the District as defined in this policy.
 - c. In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc. Further, in no instances are records, papers or documents to be destroyed where they are the subject of any pending request made pursuant to the California Public Records Act (Government Code Chapter 3.5 (commencing with §6250) of Division 7 of Title 1), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.
 - d. Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
 - i. The record, paper or document is photographed, micro-photographed, re-produced on film of a type approved for permanent photographic records by the National Bureau of Standards, or copied to an approved electronic media;



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Board Approved February 5, 2020

- ii. The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,
- iii. The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

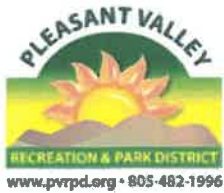
- e. Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
 - i. There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
 - ii. There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
 - iii. Said audit report or reports were prepared pursuant to procedures outlined in Government Code §26909 and other State or Federal audit requirements, and that;
 - iv. Said audit or audits contain the expression of an unqualified opinion.
- f. 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. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:
 - i. Duplicated (original-subject to aforementioned requirements).
 - ii. Rough drafts, notes or working papers (except audit).
 - iii. Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.



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- g. All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years' retention, provided said records have been copied and qualify for destruction pursuant to section III. d., above. Payroll and personnel records include the following:
 - i. Accident reports, injury claims and settlements.
 - ii. Medical histories.
 - iii. Injury frequency charts.
 - iv. Applications, changes and terminations of employees.
 - v. Insurance records of employees.
 - vi. Time cards.
 - vii. Classification specifications (job descriptions).
 - viii. Performance evaluation forms.
 - ix. Earning records and summaries.
 - x. Retirements.
 - h. Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if copied as provided for in section III. d., above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if copied as provided for in section III. d., above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.
- IV. Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon the General Manager's authorization, be destroyed if they are copied as provided for in section III. d., above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.
- a. Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years 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.



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- b. A contract should be retained for its 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.
- c. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

DEFINITIONS

- CUSTODIAN OF RECORDS – An employee of the District with the duty as designated by the General Manager to manage the record retention and destruction process. Generally, this is the Administrative Services Manager or Administrative Analyst position serving as Board Clerk.
- AUTHORIZATION – Approval from the General Manager, as authorized by the District's Board of Directors.
- ACCOUNTING RECORDS – Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - i. Invoices
 - ii. Warrants
 - iii. Requisitions/Purchase Orders (attached to invoices)
 - iv. Cash Receipts
 - v. Claims (attached to warrants in place of invoices)
 - vi. Bank Statements
 - vii. Bank Deposits
 - viii. Checks
 - ix. Bills
 - x. Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - i. Cash Receipts
 - ii. Accounts Receivable or Payable Register
 - iii. Check or Warrant (payables)
 - iv. General Journal
 - v. Payroll Journal
 - c. LEDGERS
 - i. Expenditure
 - ii. Revenue
 - iii. Accounts Payable or Receivable Ledger
 - iv. Construction
 - v. General Ledger
 - vi. Assets/Depreciation



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- d. TRIAL BALANCE
 - e. STATEMENTS (Interim or Certified - Individual or All Fund)
 - i. Balance Sheet
 - ii. Analysis of Changes in Available Fund Balance
 - iii. Cash Receipts and Disbursements
 - iv. Inventory of Fixed Assets (Purchasing)
 - f. JOURNAL ENTRIES
 - g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:
 - i. Accident reports, injury claims and settlements
 - ii. Applications, changes or terminations of employees
 - iii. Earnings records and summaries
 - iv. Garnishments
 - v. Fidelity Bonds
 - vi. Insurance records of employees
 - vii. Job Descriptions
 - viii. Medical Histories
 - ix. Retirements
 - x. Time Cards
 - h. OTHER
 - i. Inventory Records (Purchasing)
 - ii. Capital Asset Records (Purchasing)
 - iii. Depreciation Schedule
 - iv. Cost Accounting Records
- LIFE. The inclusive or operational or valid dates of a document.
 - RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations, and as consistent with a "writing," as defined by subdivision Government Code §6252.
 - RECORD COPY. The District copy of a document or file.
 - RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
 - RECORDS CENTER. The site selected for storage of inactive records.



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- **RECORDS DISPOSAL.** The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
- **RECORDS RETENTION SCHEDULE.** The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
- **RETENTION CODE.** Abbreviation of retention action which appears on the retention schedule.
- **VITAL RECORDS.** Records which, because of the information they contain, are essential to one or all of the following:
 - a. The resumption and/or continuation of operations;
 - b. The recreation of legal and financial status of the District, in case of a disaster;
 - c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records are denoted as such on the Retention Schedule along with their lifespan. Vital records include but are not limited to the following:

- | | |
|---|---|
| - Agreements | - District water rights |
| - Annexations and detachments | - Individual claims/settlements |
| - As-built drawings | - Inventory |
| - Audits | - Journal Entries (Daily Close, Cash Reconciliation Report) |
| - Contract drawings | - Ledgers |
| - Customer statements (Permits, Class/Program Registrations) | - Licenses & permits (to operate) |
| - Deeds | - Loans & grants |
| - Depreciation schedule | - Maps |
| - Disposal of surplus & excess property | - Minutes of Board meetings |
| - Disposal of scrap materials | - Payroll register |
| - District insurance records | - Policies, Rules & Regulations |
| - District water rights | - Purchase orders & requisitions |
| - Employee File (Employee accident reports, injury claims & settlements, insurance records) | - Restricted materials permits |
| - Encroachment permits (by others) | - Rights of ways & easements |
| - Encroachment permits (by District) | - Statements of Economic Interest |
| - Facility improvement plans | - Vendor Lists (Master) |
| - Fidelity Bonds | - District Style Guide |
| - Improvement districts | - Assessment District Engineers Report |

Record Retention Schedule**		Record Series (Description)	Responsible	Review Period Open / Active	Closed	Disposal	Legal Authority	Notes
		Accident reports and logs	Human Resources	2 years		Shred		Originals to CAPRI
		Accounting files, miscellaneous	Accounting	5 years		Shred		
		Accounts payable (Check Register, Paid Invoices, Cancelled Checks, vendor files, invoices)	Accounting	1 year	6 years	Shred		
		Accounts Receivable (Paid Misc. Accounts Receivable Billings, invoices and customer files)	Accounting	1 year	4 years	Shred		
		Affidavit of Publication	Secretarial	1 year	5 years	Shred		
		Agendas and minutes from other agencies	Administration	6 months	6 months	Toss		
		Agendas, minutes and supporting materials for board/Committee packet (PVRPD)	Administration	1 year	Indefinite	Archive	GC 60201(d)(3)	
		Annexation Reports	Administration	1 year	Indefinite	Archive		
		Any records subject to Public Records Act request	Administration	2 years	1 year	Depending on record-archive or shred	GC 60201(d)(5)	All records retained until PRA request granted, or 2 years after PRA requests denied, whichever is later. All "permanent" records retained notwithstanding any PRA request
		Agreements with cities, agencies, firms, individuals	Administration Accounting	1 year	Indefinite	Archive		
		Applicant interview documents	Human Resources	1 year	4 years	Shred		
		Appraisal Reports	Administration Accounting	1 year	5 years	Shred		Originals to be filed in project file
		Audio Tapes - Board	Administration	1 year	Indefinite	Archive	GC 54953.5	Can be destroyed 30 days after taping or approval of minutes, whichever is later
		Audit Reports	Secretarial	10 years	10 years	Shred		
		AutoPay Applications (Cancelled)	Customer Service	1 year	7 years	Shred		
		Backflow Test Reports	Park	1 year	3 years	Shred		
		Bank statements (with cancelled checks)	Accounting	1 year	4 years	Shred		
		Bankruptcy Correspondence - Vendors, contractors, etc	Accounting	1 year	Indefinite	Archive		
		Bankruptcy/Probate Claims - Vendors, contractors, etc	Accounting	1 year	Indefinite	Archive		
		Board correspondence	Secretarial	1 years	4 years	Shred		Dispose after Director leaves the Board
		Board ad hoc (not standing) committee meeting packets	Secretarial	2 years	2 years	Toss		
		Board Committee Adopted Meetings/Minutes	Administration	1 year	Indefinite	Archive	GC 60201(d)(3)	
		Board of Directors Conference/Travel/Expense Records	Accounting	1 year	7 years	Archive	Active until travel complete. GC 60201(d)(12)	
		Board Meetings/Adopted Minutes	Administration	1 year	Indefinite	Archive	GC 60201(d)(3)	
		Bonds (Performance Payment, Bid and Public Official Surety)	Accounting	1 year	Indefinite	Archive		Originals to be filed in contract documents
		Budgets, annual	Accounting	1 year	4 years	Shred		
		Budget Worksheets	Recreation	1				
		CA Board of Equalization (Seller's Permit)	Administration	1 year	7 years	Shred		
		FPPC campaign disclosure statements (Form 470) & related forms, incl. statements of economic interest (Form 410, 415, 430, 490, 700, 703, etc.)	Administration	1 year		Shred	GC 81009(c), (e)	
		Cash Receipt books with backup and deposit slips	Customer Service	1 year	4 years	Shred		
		Cashier Tickets / Deposit slips	Accounting	1 years	4 years	Shred		
		Cashier Daily Deposit slips	Accounting	1 years	4 years	Shred		
		Certificate of insurance for active & inactive vendors	Administration	1 year	3 years	Shred		
		Certificate of insurance for agreement/contracts	Administration	1 year	Lifetime of Agreement +7 years	Shred		
		Certificate of insurance for contractors for repair jobs for District equipment or facilities	Administration	1 year	7 years after exp. Date on certificate	Shred		
		Certificate of Participation Statements	Accounting	1 year	6 years	Shred		
		Check list for cashier's deposit slip (Adding machine register)	Accounting	3 years	4 Years	Shred		
		Chlorine Residual Charts (system)	Park	1 year	2 years	Shred		
		Chlorine Residual Trend Charts	Park	1 year	2 years	Shred		
		Claim or litigation on behalf of PVRPD	Administration	1 year	Indefinite	Archive	GC 60201(d)(4)	
		Claim or litigation against PVRPD	Administration	1 year	Indefinite	Archive	GC 60204(d)(4)	
		Class A Medical Cards	Human Resources	1 Year	T+30	Shred		

Record Series (Description)	Responsible	Review Period		Disposal	Legal Authority	Notes
		Open / Active	Closed			
Computer maintenance files	IT	1 year	3 years	Toss		
Computer programs	IT	1 year	6 years	Toss		
Computer tape disks/backup	IT	1 year	2 years	Toss		
Computer tracking records	IT	1 year	3 years	Toss		
Confined space permits	Safety	1 year	2 years	Toss		
Confined space tests	Support Services Park	1 year	2 years	Toss		
Ethics training records (AB1234)Board	Administration	1 year	5 years	Shred	GC 53235.2(b)	Include oath of office, economic statements, etc
Conflict of Interest Statements	Administration	1 year	7 years	Shred	GC 81009(c), (e)	After completion
Construction estimates	Park	1 year	4 years	Toss		Original to be filed in project file
Construction project schedules	Park	1 year	4 years	Toss		Original to be filed in project file
Construction reports/records	Park	1 year	4 years	Toss	GC 60201(d) (6)	No records related to pending construction (not yet accepted by District or in which stop notice claim may be presented) may be destroyed
Contract Proposals and Bids (incl. unaccepted proposals, bids)	Operations Center	Until superseded by new contract	2 years	Shred	GC 60201(d) (11)	Examples - construction, HVAC, flagging, asphalt, maintenance services
Contracts	Administration	Contract	4 years	Archive	GC 60201(d) (a)	No destruction of undischarged (i.e. still pending) contracts
Corrective Actions for Violations	Accounting	1 year	3 years	Toss		
Correspondence, general	Administration HR Park Public Information	1 year	2 years	Toss		
Credit card(M/C/Visa/Discover Card) Monthly Reports & Logs (Summary of credit card payments)	Customer Service	1 year	4 years	Shred		
Daily deposit slips	Accounting	1 year	4 years	Shred		
Deeds	Administration	1 year	Indefinite	Archive		
Deferred Compensation reports	Accounting Human Resources	1 year	Indefinite	Archive		
Directors compensation and reimbursement	Accounting	1 year	7 years	Shred		Dispose after Director leaves the Board
Directors fees	Accounting	1 year	6 years	Shred		Dispose after Director leaves the Board
Disability claims	Human Resources	1 year	Indefinite	Archive		
District Debt Issuance Documents (e.g., Assessments District, CUP, etc.)	Administration	Length of issuance	Indefinite	Archive	GC 60201(d) (7)	
DOJ Background check	Human Resources					
DMV Driver information notices	Human Resources	Until superseded with more current version (typically 1 yr)				
Easements	Administration	1 year	Indefinite	Archive		
Election files	Administration	1 year	Indefinite	Archive		
Emergency generators	Support Services Park	1 year	5 years	Shred		
Emergency procedures	Support Services	1 year	6 years	Toss		Until superseded
Employee Action Requests/Grievances	Human Resources	1 year	1 year	Shred		
Employee Applications	Human Resources	1 year	1 year	Shred		
Employee manual/handbook	Human Resources	1 year	10 years	Shred		Until superseded
Employee records	Human Resources	1 year	10 years	Shred		
Employee records - terminated	Human Resources	1 year	7 years	Shred		

Record Retention Schedule**		Responsible	Review Period	Disposal	Legal Authority	Notes
Record Series (Description)	Open / Active	Closed	Disposal	Legal Authority	Notes	
Employee labor relations	Human Resources	1 year	10 years	Shred		
Employee production/assignment logs	Human Resources	1 year	10 years	Shred		
Employee timecards & attendance records (i.e. payroll files) including deduction authorizations & overtime, and orig leave request/time off form attached to timecards	Accounting Human Resources	Active until employee leaves/terminates	7 years	Shred		
Employee Exposure Records	Risk Mgt/HR	1 year	T+30	Shred	Not a public record (GC 6254) 8CCFR3204	
Employee Medical Records	Human Resources	1 year	T+30	Shred	Not a public record (GC 6254) 8CCFR3204	
Employee merit awards	Human Resources	1 year	2 years		PRA 6254, IPA 1798.40, CD.	
Employee travel and expense records	Accounting	1 year	7 years	Shred		
Employee toxic exposure reports	Human Resources	1 year	T+30	Shred		
Employee W-4 forms	Accounting	1 year	10 years	Shred	29 USC 436 26 CFR 31.6001-1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6	
Encroachment Permits	Administration Park	2 years	2 years	Toss		
Energy usage reports	Support Services Park	3 years	3 years	Toss		
Environmental Impact Reports	Administration	2 years	2 years	Toss		Originals to be filed in project file. Keep indefinitely.
Equestrian Trails	Support Services Park	1 year	Indefinite	Archive		
Equipment bids	Operations Support Services Park	1 year	4 years	Toss		
Equipment files, misc	Operations Support Services Park	1 year	1 year	Toss		After sale of equipment, keep for 1 year
Ethics training records (AB1234)/Board	Administration	1 year	5 years	Shred	GC 53235.2(b)	
Equipment maintenance records	Operations Support Services Park	1 year	5 years	Toss		
Equipment operating manuals	Operations Support Services Park	1 year	1 year	Toss		
Equipment trouble and repair reports	Operations Support Services Park	1 year	1 year	Toss		
Equipment use reports	Operations Support Services	1 year	3 years	Toss		
Financial reports, misc	Accounting	10 years	10 years	Shred		
Financial statements, annual	Accounting	1 year	Indefinite	Archive		
Fuel and oil usage files	Support Services Park	1 year	1 year	Toss		
Fuel invoices	Support Services Park	1 year	5 years	Toss	26 CFR31.6001-1(e)(2)	
Fuel Tax Correspondence General (Catch-all)	Accounting Administration	1 year	Indefinite	Archive	GC 60201(d) (10)	If a record has "not fulfilled the administrative, fiscal or legal purpose for which it was created or received," it may not be destroyed.
Hazardous waste manifests	Safety	1 year	Indefinite	Archive		
Hazardous materials	Support Services Park	5 years	5 years	Shred	40CFR264.71 (3 years)	
Historical files (history of PVRPD)	Administration	1 year	Indefinite	Archive		
Incident / damage reports for facilities & parks	Operations Center	1 year	Indefinite	Archive		
Insurance certificates and policies	HR	1 year	10 years	Shred		
Insurance - Blue Cross/Delta Dental Invoices	Human Resources	1 year	10 years	Shred		

Record Retention Schedule**		Record Series (Description)	Responsible	Review Period		Disposal	Legal Authority	Notes
Open / Active	Closed							
Insurance - Cobra Election Notice	Human Resources	1 year	10 years	Shred				
Insurance - Cobra General Notice	Human Resources	1 year	10 years	Shred				
Insurance - Disability and Life premium statements (Hartford Life)	Human Resources	1 year	10 years	Shred				
Insurance - Health benefits Invoices	Human Resources	1 year	10 years	Shred				
Insurance - Life and Disability-Life, Disability Correspondence	Human Resources	10 years	Indefinite	Archive				
Insurance - Medicare Part D Correspondence	Human Resources	10 years	Indefinite	Archive				
Insurance - Medicare Part D Notices	Human Resources	10 years	Indefinite	Archive				
Insurance-Liability & property memorandum of coverage	Administration	1 year	7 years from policy exp. Date	Shred				
Insurance - Sick pay employer reports (Hartford STD, LTD)	Accounting	10 years	7 years	Shred				
Inventory records	Operations Support Services Park Accounting	1 year	6 years	Toss				
Investments - Local Agency Investment Funds (LAIF) (Statements & Correspondence)	Accounting	1 year	Indefinite	Archive			Permanent for research/historical value	
Investment portfolio	Accounting	1 year	Indefinite	Archive				
Investments (Certificates of Deposit)	Accounting	1 year	6 years	Shred				
Job Descriptions - Discontinued	Human Resources	1 year	Keep Indefinitely	Archive				
Job Opening Postings	Human Resources	1 year	10 years	Shred				
Laboratory analyses	Operations Support Services Park	20 years	20 years	Shred			Original to be filed in project file	
Laboratory records	Operations Support Services Park	15 years	15 years	Shred				
Lease Agreements	Administration	1 year	Indefinite	Archive			permanent for research/historical value	
Ledgers, General and Journal	Accounting	1 year	Indefinite	Archive				
Legal Opinions	Administration	1 year	Indefinite	Archive				
Legal Rulings/Attorney Re Employment (Labor Law)	Human Resources	HR to review file in 10 years (2017)						
Legal Services Billing	Secretarial Accounting Resources Board	1 year	1 year	Shred				
Legislative Activity	Administration	1 year	4 years	Toss				
Maintenance work schedules	Operations Support Services Park	2 years	2 years	Toss				
Materials issued/Returned	Operations Center	1 year	3 years	Toss				
Material Safety Data Sheets (MSDS)	Safety	1 year	T+30					
Monthly Budget Reports Summary (June 30th Year End) Documents can be found in Board Agenda	Accounting	NA	NA	NA				
Monthly Budget Reports Summary (All But June 30th Reports) Documents can be found in Board Agenda	Accounting	NA	NA	NA				
On call/all out reports and logs	Operations Park Administration	1 year	2 years	Shred				
Ordinances/Board	Administration	1 year	Indefinite	Archive				
OSHA 300, 300A and 301	Safety	1 year	5 years	Shred		8CCR14300.44		
Payroll Files: Payroll Worksheets, Misc. Payroll Change Doc., Overtime Sheets	Accounting	1 year	7 years	Shred		29 CFR 516.5		
Payroll Recap	Accounting	1 year	Indefinite	Archive		29 CFR 516.5		
Payroll Register	Accounting	1 year	7 years	Shred		29 CFR 516.5 LC 1174(d)		

Record Retention Schedule**		Record Series (Description)	Responsible	Review Period Open / Active	Closed	Disposal	Legal Authority	Notes
		Permits	Administration	1 year	Indefinite	Archive		
		PERS actuarial valuation report	Accounting	1 year	Indefinite	Archive		
		PERS annual statements	Accounting	1 year	Indefinite	Archive	29 CFR 516.5 & 29 CFR 516.6 LC 1174(d)	
		PERS correspondence & board reports	Accounting	1 year	Indefinite	Archive		
		PERS Payroll Listings (Yellow Sheets)	Accounting	1 year	Indefinite	Archive	29 CFR 516.5 & 29 CFR 516.6 LC 1174(d)	
		PERS Summary Reports (Pink Sheets)	Accounting	1 year	Indefinite	Archive	29 CFR 516.5 & 29 CFR 516.6 LC 1174(d)	
		Personnel Action Form	Human Resources	1 year	2 years	Shred		
		Personnel accounting, labor, overhead & material handling	Accounting	1 year	Indefinite	Archive		
		Personnel accounting, cost of benefits calculations	Human Resources / Accounting	1 year	Indefinite	Archive		
		Personnel policies/procedures	Human Resources	1 year	10 years	Shred		Until superseded
		Personnel Files (Deceased Retirees, no surviving spouses)	Human Resources	1 year	30 yrs. from date of retirement, or date retiree & spouse are both deceased plus 2 yrs., whichever date is later	Archive		
		Personnel Files (Board of Directors & District Counsel)	Human Resources	1 year	Indefinite	Archive		
		Personnel Files (Discharged/Terminated Employees)	Human Resources	1 year	1 year	Shred	Active until employee leaves/terminates.	
		Petty Cash Slips (Paid)	Accounting	1 year	3 years	Shred		
		Policies/procedures	Administration	1 year	Indefinite	Archive	26 CFR 31.6001-1(e)(2)	
		Press Releases	Administration	1 year	3 years	Toss		
		Projects / Construction	Operations Support Services Park	1 year	Indefinite	Archive		
		Projects/General	Operations Support Services Park	1 year	Indefinite	Archive		
		Property Records/Title Documents Proposals	Administration Operations Support Services Park	1 year	Indefinite	Archive	GC 60201 (d) (6)	Unaccepted construction proposals less than 2 years old may not be destroyed.
		Public Records Requests	Secretarial	1 year	6 years	Shred		
		Public Relations	Administration	1 year	2 years	Toss		
		Purchase Orders and purchase requisitions	Accounting	1 year	4 years	Shred		
		Recruitment/Selection Folders	HR	1 year	4 years	Shred		
		Reimbursement agreements	Accounting	1 year	Indefinite	Archive		
		Reports and studies	Administration Operations Support Services Park	1 year	10 years	Toss		
		Reservations	Administration	1 year	Indefinite	Archive		
		Retirement plan agreements, amendments & related documents	HR	1 year	Indefinite	Archive		Permanent for historic value
		Safety meeting records	Support Services	1 year	5 years	Toss		Dispose when no longer relevant
		Santa Rosa Water District-Stocks, Correspondence Files	Support Services Park	1 year	Indefinite	Archive		
		Security reports	Support Services	1 year	Indefinite	Archive		Until superseded
		Sports - Team Rosters, Add/Drop Forms	Sports Division	1 year	1 year	Archive		
		Sports - Cash reports Open Play Sports	Sports Division	1 year	1 year	Archive		

Record Retention Schedule**		Record Series (Description)	Responsible	Review Period Open / Active	Closed	Disposal	Legal Authority	Notes
		Sports - Waiver and Release Forms	Sports Division	1 year	1 year			
		Sports - Umpire Schedules	Sports Division	1 year	1 year			
		Sports - Staff Schedules	Sports Division	1 year	1 year			
		State of Calif. - Dept. of Public Health, Correspondence, re Permit	Support Services Park	1 year	Indefinite			
		State of Calif. - Dept. of Public Health, Water Supply Permit	Support Services Park	1 year	Indefinite			
		State of Calif. - Dept. of Transportation Correspondence,	Support Services Park	1 year	Indefinite			
		Taxes-Payroll tax documents: W-2, W-3, 1096, DE6, DE7 & Supporting Working Doc.	Accounting	1 Year	7 Years	Shred		
		Taxes - Federal Withholding Tax Quarterly Return (940 & 941) Tracts/Developer files	Accounting Support Services Park	1 Year 1 year	7 Years Indefinite	Shred Archive		
		Training Rosters - General & Safety Training	Human Resources	1 year	5 years	Shred		
		Training Records for AC Pipe	Safety & HR	1 year	5 years			
		Underground storage tanks	Support Services Park	1 year	Indefinite	Archive		
		Vehicle inspection reports - Daily	Support Services Park	1 year	1 year	Toss		
		Vehicle mileage reports	Support Services Park	1 year	Indefinite	Archive		
		Vehicle operating records	Support Services Park	1 year	3 years	Toss		
		Vehicle & equipment permits, licenses, registration	Support Services Park	1 year	1 year	Shred		
		Vehicle & equipment no longer owned by PVRPD	Accounting	1 year	2 years	Shred		
		Vendor files, misc correspondence	Accounting	1 year	1 year	Shred		Dispose when no longer relevant
		Vouchers, Consultant	Accounting	1 year	Indefinite	Archive		
		Unemployment Insurance, Direct Reimbursement Reports	Human Resources	1 year	6 years	Shred		
		Utility billings, problem reports	Support Services Park	2 years	4 years	Shred		
		Waste Oil Recycling	Operations Center	1 year	7 years			
		Workers compensation files	Human Resources	1 year	6 years	Shred		

** "Active" retention is for records that remain "active" until some event occurs. After the event occurs the records are disposed of or may require retention for an additional period of time. The "Remarks" section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series.

Administrative records: Most are small in volume and the records retained for less than five years.

**Schedule Instructions

1. Records are Open/Active files for at least the period stated as a matter of general practice. After the Open/Active period has passed, to the extent possible, records will be identified to the applicable department for closure recommendation, via electronic records management systems.
2. Records placed in Closed files will be retained for the scheduled period. Notice to the applicable department will be made prior to disposal, e administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Records Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of the Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports, and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference from District policy.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other District records, or instruments, books, or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for budgets, planning, and programming.		X	3 yrs.	3 yrs.	6 yrs.
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.

13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, letters, reports, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action		X	I		I
17	Records deemed "Vital" within the approved District Retention Policy	X	X	These records are enumerated within the Policy and shall be retained only as statutorily required. If no statute exists, the record shall be classified within one of the above Groups.		

OP = Original or photographic copy

ES = May be destroyed if stored in electronic media and originals are not statutorily required.

I = Indefinite

This schedule is not meant to specifically determine the length of retention for any particular record, rather establish categories for which individual records can be stored by. In example, financial records required to be retained for seven years would fall into category 7, but would not be required to be retained for 15 years and can be destroyed after seven years.