

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

**POLICY COMMITTEE  
AGENDA**

**APRIL 15, 2025**

**3:00 P.M.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. RECORDS RETENTION AND DESTRUCTION POLICY**
- 5. SCHOLARSHIP POLICY**
- 6. ORAL DISCUSSION**
- 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: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Jessica A. Puckett, CPRE, Administrative Analyst**

**DATE: April 15, 2025**

**SUBJECT: CONSIDERATION AND APPROVAL OF UPDATED  
DISTRICT RECORD RETENTION POLICY AND  
RETENTION SCHEDULE**

**SUMMARY**

The intent of this report is to provide the District Board 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 response, the District began reviewing the record retention schedule and ultimately updated the policy through the approval and adoption of Resolution No. 661 on September 2, 2020. As part of the District's continual records management process, the policy needs review and updating.

**ANALYSIS**

Pleasant Valley Recreation & Park District selected Gladwell Governmental Services, Inc., (GGS) an expert in special District records, to develop a comprehensive records retention schedule for the District. This program was necessary to ensure retention periods reflected changes in law, to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology.

A major shift from the 2020 update is moving from a written policy to 'retention schedules.' GCS is recommending this adjustment based on the California Public Records Act.

The development of the records retention schedules are driven by many factors, including:

- Changes in law, pertaining to Special District records
- PVRPD produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements

Gladwell Governmental Services, Inc. has assisted over 250 California municipal governments with their records management, records retention and/or document imaging programs, including many special districts, agencies or units.

The retention schedules for the District were written interactively with all departments participating. They provide clear, specific records, descriptions, and retention periods, and apply current law and technology to the management of the District's records. By identifying which unit is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, the District will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

The appropriate Division or Department Head has reviewed and approved all Retention Schedules.

It is standard business practice for California local governments to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head and General Manager, which is provided in Section 4 of the resolution.

It is also standard business practice for California local governments to authorize updates to the schedule without further action of the Board of Directors; this is provided in Section 5 of the resolution.

#### **FISCAL IMPACT**

The District will realize significant savings both in labor and storage expenses, including the avoidance of future storage and/or construction costs.

#### **RECOMMENDATION**

It is recommended that the Policy Committee provide feedback and direction to Staff on the updated Record Retention Schedules and policies.

#### **ATTACHMENTS**

- 1) Current PVRPD Record Retention and Destruction Policy - 2020 (6 pages)
- 2) Current Record Retention Schedule – 2020 (2 pages)
- 3) Proposed Record Retention Schedules Combined – Districtwide, Admin. Services, Clerk of the Board, General Manager, Human Resources, Parks Services, Recreation Services (27 pages)
- 4) How to Use Retention Schedules FY 24-25 – District (1 page)
- 5) Record Retention Schedule Legend (1 page)



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## RECORDS RETENTION AND DESTRUCTION POLICY Board Approved September 2, 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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- 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 RETENTION AND DESTRUCTION POLICY

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

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	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, fulfillment of a permit, etc.) or upon obsolescence, supersession, revocation.	X		1 yr.	2 yrs.	3 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.\*

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
<b>DISTRICT-WIDE (Used by All Departments)</b>						
Lead Dept.	DW-001	Agreements & Contracts - <b>ADMINISTRATIVE RECORDS</b> (All Contracts) Clerk of the Board retains all originals  (Correspondence with vendor, etc.)	Completion + 5 years	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-002	Agreements & Contracts - <b>UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years	S / I	Yes: After QC & OD	Includes unopened bids; GC §60201
Lead Dept.	DW-003	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required	S / I	Yes: After QC & OD	Non-records; GC §60201 et seq.
Lead Dept.	DW-004	Clippings / Newspaper Clippings	When No Longer Required	S / I	Yes: After QC & OD	Non-records; GC §60201 et seq.
Lead Dept.	DW-005	Committees, Task Forces, Associations, Commissions, & Boards: <b>External</b> Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required	S / I	Yes: After QC & OD	Non-records
Lead Dept.	DW-006	Copies or duplicates of any record	Copies - When No Longer Required	S / I	Yes: After QC & OD	GC §60200

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Dept. that <b>Authors</b> Document or Receives the District's Original Document	DW-007	Correspondence - <b>Routine</b> <b>(Content relates in a substantive way to the conduct of the public's business)</b>  (e.g. Administrative, Chronological, Communications, E-mail, General Files, Letters, Memorandums, Miscellaneous Reports, etc. Does NOT include Regulatory Agency Correspondence) IF the Content relates in a <b>SUBSTANTIVE</b> way to the conduct of the public's business	Minimum 2 years	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 GC §60201
Dept. that <b>Authors</b> Document or Receives the District's Original Document	DW-008	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  <b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. calendars, checklists, e-mail or social media, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required			Electronic and paper records are filed and retained based upon their <b>CONTENT</b> . E-mails, electronic records, or social media postings where either the <b>Content relates in a substantive way to the conduct of the public's business</b> , or ARE made or retained for the purpose of preserving the informational content for future reference <b>are saved by printing them out and placing them in a file folder, or saving them electronically</b> . If not mentioned here, consult the Attorney to determine if a record is considered transitory / preliminary draft. GC §§60201, 7927.500, 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	DW-009	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §§7927.500

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Lead Dept.	DW-010	Grants ( <b>SUCCESSFUL</b> - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims))	After Funding Agency Audit, if required - <b>Minimum 5 years</b>	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-011	Grants: <b>UNSUCCESSFUL</b> (Applications, Correspondence, etc.)	2 years	S / I	Yes: After QC & OD	Department Preference; GC §60201
Human Resources	DW-012	Personnel Files - <b>Department-level Copies</b>	Do Not Retain in Departments	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with District policy; Originals are maintained by Human Resources. Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201
Human Resources	DW-013	Personnel Files - Department-level <b>Supervisor's Notes</b>	After Incorporation into Performance Evaluation or Documented Discipline	S / I	Yes: After QC & OD	Preliminary Drafts; Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201
Lead Dept.	DW-014	Photographs, Videos (other than Board Meetings)	When No Longer Required	S / I	Yes: After QC & OD	Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §60201
Lead Dept.	DW-015	Reference Materials: Policies, Procedures, Manuals, etc.: Produced by <b>OTHER Departments</b>	When Superseded	S / I	Yes: After QC & OD	Copies; GC §60200

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
	DW-016	Reference Materials: Policies, Procedures, Manuals, etc.: Produced by <b>OUTSIDE ORGANIZATIONS</b> (ACWA, CSDA, etc.)	When No Longer Required	S / I	Yes: After QC & OD	Non-Records
Authoring Dept.	DW-017	Reference Materials: Policies, Procedures, Manuals, Manuals & Reports: Produced by <b>YOUR</b> Department	Minimum of Superseded + 2 years	S / I	Yes: After QC & OD	Department Preference; GC §60201
	DW-018	Reference or Working Files: See Correspondence				
Lead Dept.	DW-019	Reports and Studies - ADA Studies, White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	P	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-020	Reports and Studies ( <b>Historically significant</b> )	P	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §60201
Lead Dept.	DW-021	Reports and Studies (other than Historically significant reports)	10 years	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; GC §60201
Lead Dept.	DW-022	Special Projects / Subject Files	Minimum 2 years	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Lead Dept.	DW-023	Surveys / Questionnaires (that the District issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	When No Longer Required	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Lead Dept.	DW-024	Training - ALL <b>COURSE RECORDS</b> (presented by District Staff)  (Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention Training, Workplace Violence & Safety Training, Tailgates)	5 years	S / I	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b); LC §6401.9(f),

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES  
(Customer Service, Finance, Payroll)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>						
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
<b>ADMINISTRATIVE SERVICES / CUSTOMER SERVICE</b>						
Administrative Services / Customer Service	REC-001	Registration <b>Database</b> (Amilia / SmartRec) Includes Registrations and Facility Rentals	Indefinite - Minimum 2 years	S / I	Yes: After QC'd & OD	Retention period is a minimum of 2 years, but may be indefinite since data is interrelated. Department preference. GC § 60201(b)
Administrative Services / Customer Service	REC-002	Applications ( <b>IF NOT In Amilia / SmartRec</b> ) / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	S / I	Yes: After QC'd & OD	GC § 60201(b)
Administrative Services / Customer Service	REC-003	Facility Use Permits (If NOT In Amilia / SmartRec) / Field Use Permits / Picnic Shelter Rentals / Rentals / Waivers Includes Certificates of Insurance & ABC Permits if required	2 years	S / I	Yes: After QC & OD	GC § 60201(b)
Admin. Services / Customer Service	REC-004	Compliments / Complaints / Requests ( <b>IF Content relates in a substantive way to the conduct of the public's business</b> )	2 years	S / I	Yes: After QC & OD	Department Preference; GC §60201
<b>ADMINISTRATIVE SERVICES / FINANCE / ACCOUNTING</b>						
Admin. Services / Finance / Admin.	AS-005	Financial System <b>Database (Springbrook)</b> Includes Registers, Journal Entries, etc.	Indefinite - Minimum 7 years	S / I	Yes: After QC & OD	Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Admin. Services / Finance / Admin.	AS-006	Audits - Operational or Single Audits (Grant Audits, Internal Audits)	5 years	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin. Services / Finance / Admin.	AS-007	Audits - Working Papers	When No Longer Required	S / I	Yes: After QC & OD	Department Preference; GC §60201



## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES (Customer Service, Finance, Payroll)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Admin. Services / Finance / Admin.	AS-008	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	P	S / I	Yes: After QC & OD	Department Preference (Also retained in the Board Agenda Packet); GC §60201 et seq.
Admin. Services / Finance / Admin.	AS-009	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Admin. Services / Finance / Admin.	AS-010	Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper	Fully Defeased or Matured + 10 years	S / I	Yes: After QC & OD	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §§43900 et seq., 60201
Admin. Services / Finance / Admin.	AS-011	Budgets: <b>Development, Drafts</b> , etc. (The Final Budget is retained in the Agenda Packet)	When No Longer Required	S / I	Yes: After QC & OD	Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Admin. Services / Finance / Admin.	AS-012	Budgets: <b>Finals</b> (The Final Budget is retained in the Agenda Packet)	Copies - When No Longer Required	S / I	Yes: After QC & OD	Copies (Also retained in the Board Agenda Packet); GC §60200
Admin. Services / Finance / Admin.	AS-013	Financial Ratings & Correspondence	5 years	S / I	Yes: After QC & OD	District Preference; GC §60201
Admin. Services / Finance / Admin.	AS-014	Financial Reports: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Batch Proofs, Trial Balance, <b>(MONTHLY OR PERIODIC)</b>	When No Longer Required	S / I	Yes: After QC & OD	Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES  
(Customer Service, Finance, Payroll)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Admin. Services / Finance / Admin.	AS-015	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	S / I	Yes: After QC & OD	Department Preference; GC §60201
Admin. Services / Finance / Admin.	AS-016	Journal Entries / Journal Vouchers	7 years	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Admin. Services / Finance / Admin.	AS-017	State or Federal Reports: Local Government Compensation Report / State Controller's Report / Special Districts Financial Transactions Report	5 years	S / I	Yes: After QC & OD	District Preference; GC §60201
<b>ADMINISTRATIVE SERVICES / FINANCE / ACCOUNTING</b>						
Admin. Services / Finance / Admin.	AS-018	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Admin. Services / Finance / Admin.	AS-019	Accounts Payable Source Records (includes Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Purchase Orders, Travel Expense Reimbursements, etc.)	7 years	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Admin. Services / Finance / Admin.	AS-020	Accounts Receivable Source Records including Adjustments, Billings, Cash, Payments, Cash Receipts Damage to District Property / Insurance Payments, Leases, etc.	5 years	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Admin. Services / Finance / Admin.	AS-021	ACH Authorizations / Automated Clearing House Authorizations / Authorizations for direct deposit to vendors bank account / Electronic Fund Transfer Agreements	2 years	S / I	Yes: After QC & OD	Department preference; GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES  
(Customer Service, Finance, Payroll)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Admin. Services / Finance / Admin.	AS-022	Checks (Issued by the District, then cashed by the payee - maintained by the Bank)	7 years	S / I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Admin. Services / Finance / Admin.	AS-023	Returned Payments (NSF, etc.) Returned Checks / Returned ACH Transfers	7 years	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Admin. Services / Finance / Admin.	AS-024	Tax Returns (Sales Tax, etc.)	5 years	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §31.6001-1, R&T §19530, GC §60201
Admin. Services / Finance / Admin.	AS-025	W-9's	Vendor Inactive + 3 years	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §60201
<b>ADMINISTRATIVE SERVICES / FINANCE / PAYROLL</b>						
Admin. Services / Finance / Payroll	AS-026	Payroll Software <b>Database</b> (Springbrook)	Indefinite - Minimum 7 years	S / I	Yes: After QC & OD	Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Admin. Services / Finance / Payroll	AS-027	DE-6, DE-9, DE-43, W-3, & DE-166, & 941 Forms - Quarterly Payroll Tax Returns (Federal and State) IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - OASDI, Federal Tax Deposits, Adjustments, etc.	7 years	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Admin. Services / Finance / Payroll	AS-028	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion + 7 years	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES  
(Customer Service, Finance, Payroll)**

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Admin. Services / Finance / Payroll	AS-029	Payroll Checks (copies)	7 years	S / I	Yes: After QC & OD	GC §60201(d)(12), CCP § 337
Admin. Services / Finance / Payroll	AS-030	Payroll Registers / Payroll Reports	7 years	S / I	Yes: After QC & OD	Department preference; GC §60201
Admin. Services / Finance / Payroll	AS-031	Timesheets	7 years	S / I	Yes: After QC & OD	Department Preference to meet auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq.
Admin. Services / Finance / Payroll	AS-032	W-2's	7 years	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §60201
<b>ADMINISTRATIVE SERVICES / INFORMATION TECHNOLOGY</b>						
Admin. Services / Information Technology	AS-033	Backups - All Disaster Recovery Computer Backups	When No Longer Required			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60200 et seq.
Admin. Services / Information Technology	AS-034	Software Licenses, Warrantees, Installation Media	When No Longer Required			Department preference; GC §60201 et seq.
Admin. Services / Information Technology	AS-035	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup), WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	Follows Retention of Official Electronic Record			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 60201, 12168.7, EVC 1550, 2 CCR 22620 et seq.

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES  
(Customer Service, Finance, Payroll)**

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Admin. Services / Information Technology	AS-036	Video Recordings - <b>Building security or regular and ongoing operations of the District</b> (Excludes video recordings of Board of Directors Meetings)	1 year			Records regular and ongoing operations of the special district, or records building security; GC §§60201, 53160
Admin. Services / Information Technology	AS-037	Video Recordings - <b>Public Areas / Public Activity</b>	When No Longer Required			Does Not record regular and ongoing operations of the special district, nor building security; GC §§60201

**RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<b>CLERK OF THE BOARD</b>						
Clerk of the Board	COB-001	Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors and Committees (Ad-Hoc Subcommittees and Standing Subcommittees)  Includes Final Budget, Final Financial Statements / ACFR, Appeals, etc.	P	S / I	Yes: After QC & OD	District preference; GC §60201
Clerk of the Board	COB-002	Agreements & Contracts - <b>CIP / INFRASTRUCTURE, JPA, MOUS, POLITICAL, RIGHT TO ENTER, EASEMENTS, LAND, etc.</b>  Agreement or Contract includes all contractual obligations (e.g. Successful Proposal / Scope of Work, Amendments) and Insurance Certificates	P	S / I	Yes: After QC & OD	Standard municipal government practice; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §60201, Contractor has retention requirements in 48 CFR 4.703
Clerk of the Board	COB-003	Agreements & Contracts (originals) - <b>CUSTODIAL, LEASES, MAINTENANCE</b> (where Errors & Omissions or Professional Liability Insurance is NOT applicable)  Agreement or Contract includes all contractual obligations (e.g. Successful Proposal / Scope of Work, Amendments) and Insurance Certificates	Completion + 5 years	S / I	Yes: After QC & OD	Department Preference; Errors & Omissions is not applicable; CCP §§336(a), 337 et. seq., GC §60201
Clerk of the Board	COB-004	Agreements & Contracts (originals) - <b>PROFESSIONAL SERVICES, CONSULTING</b> (where Errors & Omissions or Professional Liability Insurance required)  Agreement or Contract includes all contractual obligations (e.g. Successful Proposal / Scope of Work, Amendments) and Insurance Certificates	Completion + 10 years	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Clerk of the Board	COB-005	Annexations or Acquisitions to the District	P	S / I	Yes: After QC & OD	Department preference; GC §60201

## RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

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Clerk of the Board	COB-006	Board of Directors Members Training File: Ethics Training Certificates, other Training Certificates for Board of Directors	5 years	S / I	Yes: After QC & OD	GC §53235.2(b)
Clerk of the Board	COB-007	Board of Directors Vacancies (Affidavit of Posting, Applications, Correspondence, Notices, etc.)	2 years	S / I	Yes: After QC & OD	GC §60201
Clerk of the Board	COB-008	District Formation, Changes to Director's Boundaries (Redistricting)	P	S / I	Yes: After QC & OD	Part of the Agenda Packet, which is maintained permanently; Required for formal changes to the district approved by the Board only; GC §60201
Clerk of the Board	COB-009	Elections - GENERAL, <b>WORKING</b> or ADMINISTRATION Files (Correspondence, Notices, Postings, County Election Services, Correspondence, Notifications & Publications, Certificate of Election. etc.)	2 years	S / I	Yes: After QC & OD	Used for a model for the next election, GC §60201
Clerk of the Board	COB-010	FPPC 460, 470, 501, 410 Series Forms - <b>Campaign Disclosures</b> (copies)	4 years	S / I	Yes: After QC & OD	County ROV maintains original statements; GC §81009(f)&(g)
Clerk of the Board	COB-011	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the District's Conflict of Interest code)	7 years	S / I	Yes: After QC & OD	District maintains original statements; GC §81009(e)&(g)
Clerk of the Board	COB-012	FPPC 700 Series Forms (Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes District Board Members, General Manager)	7 years	S / I	Yes: After QC & OD	District preference (only required for 4 years); GC §81009(f)&(g)
Clerk of the Board	COB-013	FPPC Form 801 (Gift to Agency Report)	7 years	S / I	Yes: After QC	Must post on website; GC §81009(e)
Clerk of the Board	COB-014	FPPC Form 802 (Tickets Provided by Agency Report)	7 years	S / I	Yes: After QC	Must post on website for 4 years; GC §81009(e)
Clerk of the Board	COB-015	FPPC Form 803 (Behested Payment Report)	7 years	S / I	Yes: After QC	GC §81009(e); FPPC Regulation 18734(c)
Clerk of the Board	COB-016	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5(b)(3); GC §60201; GC §81009(e)

**RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD**

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Clerk of the Board	COB-017	Historical Records: Copyrights, Logo, Patents, Name Changes, Awards, Trademarks, etc.	P	S / I	No	District Clerk Determines Historical Significance; GC §60201
Clerk of the Board	COB-018	Insurance Certificates (if not filed with the Agreement, Contract, Event or Rental to which it pertains)	11 years	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Clerk of the Board	COB-019	Land Acquisitions: Deeds, Easements, Rights of Ways	P	S / I	Yes: After QC	Department Policy; GC §60201
Clerk of the Board	COB-020	Minutes: District Board of Directors and Committees	P	S / I	No	GC §60201(d)(3)
Clerk of the Board	COB-021	Notices / Public Hearing Notices / Public Notices / Affidavits of Postings and Publications	2 years	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Clerk of the Board	COB-022	Oaths of Office (Board of Directors)	Separation + 6 years	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 60201; PC §§801.5, 803(c); 29 USC 1113
Clerk of the Board	COB-023	Ordinances	P	S / I	Yes: After QC & OD	GC §60201 et. seq.
Clerk of the Board	COB-024	Public Records Act Requests	2 years	S / I	Yes: After QC & OD	District Preference; GC §60201
Clerk of the Board	COB-025	Recordings: AUDIO OR VIDEO Recordings of District Board meetings	Minimum 4 years			District Preference; Legally required for 90 days for Video, 30 days for audio; GC §§54953.5(b), 53161, 60201 et seq.
Clerk of the Board	COB-026	Records Destruction Authorization Forms / Authorization to Destroy Paper to Rely on the Image as the Original	10 years	S / I	Yes: After QC & OD	GC §60201 et. seq.
Clerk of the Board	COB-027	Records Retention Schedules - Authorization for Amendments to Retention Schedules	10 years	S / I	Yes: After QC & OD	GC §60201 et. seq.
Clerk of the Board	COB-028	Resolutions	P	S / I	Yes: After QC & OD	GC §60201 et. seq.



**RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD**

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Clerk of the Board	COB-029	Secretary of State Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	1 year	S / I	Yes: After QC & OD	District preference; GC §60201 et. seq.
Clerk of the Board	COB-030	Subpoenas or Summons	2 years	S / I	Yes: After QC & OD	GC §60201
Clerk of the Board	COB-031	Vehicle Titles ("Pink Slips")	Upon Sale or Disposal			Department Preference; GC §60201

**RECORDS RETENTION SCHEDULE: GENERAL MANAGER**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
<b>GENERAL MANAGER</b>						
General Manager	GM-001	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required	S / I	Yes: After QC & OD	GC §60201
General Manager or General Counsel	GM-002	Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	S / I	Yes: After QC & OD	Department preference; CCP § 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5(b)

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
<b>HUMAN RESOURCES</b>						
Human Resources	HR-001	Affirmative Action Complaints - California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC) / Harassment Claims	Final Disposition + 4 years	S / I	Yes: After QC & OD	Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-002	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.)	Plan Termination + 6 years	S / I	Yes: After QC & OD	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 60201
Human Resources	HR-003	Classification and Compensation Studies / Surveys	When No Longer Required	S / I	Yes: After QC & OD	Department Preference; GC §60201
Human Resources	HR-004	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years	S / I	Yes: After QC & OD	D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	HR-005	Employee Investigations & Complaints	Separation + 6 years	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years from last action; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040(7)(c), GC §§12946, 12960, 60201
Human Resources	HR-006	I-9s	Separation + 3 years	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 4 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 12960, 60201

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>						
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Human Resources	HR-007	OSHA Log 300, 300 A, 301, 301A, etc.	5 years	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.
Human Resources	HR-008	<b>Personnel Files - General File</b>  (Includes Application, Awards, Backgrounds, Employee Benefit Enrollment Forms (birth / death / marriage certificates), Disciplinary Actions, Certifications, Commendations, Ethics Training Certificates, Evaluations, Grievances, Licenses, Performance Reviews, Personnel Action Forms (original), Policy acknowledgements, Disaster Service Workers Oaths, Employee Settlement Agreements, W-4s, etc. - Excludes Medical Records)	Separation + 6 years	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 26 CFR §31.6001-1; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; GC §53235.2(b), 53237.2(b), LC §1198.5
Human Resources	HR-009	<b>Personnel Files - Medical File</b>  (Includes pre-employment physicals, Family Medical Leave records, miscellaneous medical records, etc.	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 60201
Human Resources	HR-010	Recruitment Files: Applications for Employment or Resumes / Recruitment Files: <b>Solicited:</b> Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-011	Unemployment Claims	Final Disposition + 5 years	S / I	Yes: After QC & OD	Department preference; GC §§12946, 12960, 60201

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES  
(Risk Management)**

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Human Resources	HR-012	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required	S / I	Yes: After QC & OD	Not District records (outside companies seeking to verify if an employee is currently employed); GC §60201
Human Resources	HR-013	Workers Compensation Files <b>ALL</b>	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201, CCP §337 et seq.
Human Resources	HR-014	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years	S / I	Yes: After QC & OD	LC §6401.9(f), GC §60201
<b>HUMAN RESOURCES / RISK MANAGEMENT</b>						
Human Resources / Risk Manage.	HR-015	Accident / Incident / Injury / Damage Reports: <b>PUBLIC</b> - Not Resulting in a Claim (Employees - see Workers Compensation)	2 years	S / I	Yes: After QC & OD	Department preference; GC §60201
Human Resources / Risk Manage.	HR-016	Claims / Liability Claims	Final Resolution + 5 years	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Human Resources / Risk Manage.	HR-017	District Insurance Policies - Liability, Workers Compensation Insurance, etc.	Expiration + 5 years	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Human Resources / Risk Manage.	HR-018	OSHA Inspections & Citations, Logs 200 and Log 300, etc.	5 years	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; OMB 1220-029; GC §60201 et seq.; LC §6429c

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES  
(Risk Management)**

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Human Resources / Risk Manage.	HR-019	Safety Committee	5 years	S / I	Yes: After QC & OD	Department preference to match Safety Training and OSHA Logs; GC §60201

## RECORDS RETENTION SCHEDULE: PARKS & FACILITIES (Capital Improvement Projects, Maintenance - Fleet, Parks, Rangers)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
<b>PARKS &amp; FACILITIES / CAPITAL IMPROVEMENT PROJECTS</b>						
Parks & Facilities / CIP	P&F-001	CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)  <b>Correspondence and Staff Notes that provide insight into the project or the agency's CEQA compliance with respect to the project</b>	Project Approval or Denial + 180 days	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §60201
Parks & Facilities / CIP	P&F-002	Encroachments - Permanent (Permanent structures in the District's Right of Way)	P	S	Yes: After QC & OD	Department Preference; GC §60201
Parks & Facilities / CIP	P&F-003	Engineering Project Files / CIP (Capital Improvement Project) Files - <b>Administration File:</b>  Project Administration, Construction Photos, Cost of Construction, Field Inspection Reports / Inspection Diaries, Insurance Certificates, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, Safety, SWPPP, USAs, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
Parks & Facilities / CIP	P&F-004	Engineering Project Files / CIP (Capital Improvement Project) Files - <b>Close-Out File:</b>  Materials Boards, Preliminary Notices, Stop Work Notices, Temporary Permits, Project Calculations, SAMPs, SWPPP, etc.	Upon Completion	S / I	Yes: After QC & OD	Statute of Limitations is not applicable to these records; GC §60201

## RECORDS RETENTION SCHEDULE: PARKS & FACILITIES (Capital Improvement Projects, Maintenance - Fleet, Parks, Rangers)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Parks & Facilities / CIP	P&F-005	Engineering Project Files / CIP (Capital Improvement Project) Files - <b>Permanent File:</b>  Change Orders, Deeds, Easements, Engineering Studies or Reports Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, RFPs (Request for Proposal), RIB (Request Inviting Bids), Right of Way, Shop Drawings, Soils Reports, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Parks & Facilities / CIP	P&F-006	Engineering Project Files / CIP (Capital Improvement Project) Files or Private Development Infrastructure - <b>Permanent File - Large Format Drawings</b> Design Drawings (finals), Record Drawings ("As Built")	P	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Parks & Facilities / CIP	P&F-007	Master Plans / Open Space Master Plans / Parks Master Plan / Park History Files	P	S / I	Yes: After QC & OD	Department Policy; GC §60201
<b>MAINTENANCE - FLEET MAINTENANCE</b>						
Parks & Facilities / Lead Div.	P&F-008	Air Pollution Control District (APCD) Permits & Applications (Generators, Construct, Operate, etc.)	Expiration + 5 years	S / I	Yes: After QC & OD	40 CFR 70.6; GC §60201
Parks & Facilities / Fleet Maint.	P&F-009	Daily Vehicle Inspections / Daily Equipment Checks	2 years			GC §60201
Parks & Facilities / Lead Div.	P&F-010	Generator Operation Logs & Inspections	5 years	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400-E-13a instructions; GC §60201



**RECORDS RETENTION SCHEDULE: PARKS & FACILITIES  
(Capital Improvement Projects, Maintenance - Fleet, Parks, Rangers)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Parks & Facilities / Lead Div.	P&F-011	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment	S / I	Yes: After QC & OD	Department preference; GC §60201
Parks & Facilities / Lead Div.	P&F-012	Pressure Vessel Certifications or Permits (Air Compressors, CNG Tank, Propane, etc.)	Current			Department Preference; GC §60201 et. seq.
Parks & Facilities / Fleet Maint.	P&F-013	Pre-Trip Inspections / Vehicle Safety Checks / Daily Equipment Checks	90 days			Department preference (not a motor carrier); 13 CCR 1234(e); GC §60201
Parks & Facilities / Lead Div.	P&F-014	Standard Operating Procedures / SOPs	Superseded	S / I	Yes: After QC & OD	Department preference; GC §60201
Public Works / Fleet Maint.	P&F-015	Tire Disposal / Waste Manifests	3 years			14 CCR 18459.3; GC §34090
Parks & Facilities / Fleet Maint.	P&F-016	Used Oil Disposal	3 years			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Parks & Facilities / Fleet Maint.	P&F-017	Vehicle, Equipment & Radio History Files Maintenance, CHP tickets, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §60201
Division Providing Service / Work	P&F-018	Work Orders / Service Requests - <b>CMMS DATABASE</b> (Computerized Maintenance Management System) - Tyler	Indefinite - Minimum 5 years	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	P&F-019	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201

## RECORDS RETENTION SCHEDULE: PARKS & FACILITIES (Capital Improvement Projects, Maintenance - Fleet, Parks, Rangers)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Division Providing Service / Work	P&F-020	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>MAINTENANCE - PARKS MAINTENANCE</b>						
Parks & Facilities / Lead Div.	P&F-021	Confined Space Entries / Hot Work Permits  (Permitted entries into confined spaces)	2 years			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §60201
Parks & Facilities / Parks Maint.	P&F-022	Herbicide Application / Pesticide Application / Use	2 years			Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623(c), 40 CFR 171.11 et seq.; GC §60201
Parks & Facilities / Parks Maint.	P&F-023	Inspections / Daily Diaries / Daily Activities (Park Inspections, Playground Equipment, Sidewalk Trees, Water Slide, etc.)	5 years	S / I	Yes: After QC & OD	Department Preference; GC §60201
Parks & Facilities / Parks Maint.	P&F-024	On Call, Stand-by Sheets	When No Longer Required	S / I	Yes: After QC & OD	Department Preference; GC §60201
Parks & Facilities / Lead Div.	P&F-025	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment	S / I	Yes: After QC & OD	Department preference; GC §60201
Recreation Services	P&F-026	Pool Chemical Logs, Additions	2 years			22 CCR 65523; GC § 60201(b)
Parks & Facilities / Lead Div.	P&F-027	Standard Operating Procedures / SOPs	Superseded	S / I	Yes: After QC & OD	Department preference; GC §60201

## RECORDS RETENTION SCHEDULE: PARKS & FACILITIES (Capital Improvement Projects, Maintenance - Fleet, Parks, Rangers)

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Parks & Facilities / Parks Maint.	P&F-028	Tree Arborists Reports	Minimum 5 years	S / I	Yes: After QC & OD	Department Policy; GC §60201
Parks & Facilities / Parks Maint.	P&F-029	Tree Database (West Coast Arborists)	Indefinite - Minimum 5 years	S / I	Yes: After QC & OD	Department Policy; GC §60201
Parks & Facilities / Parks Maint.	P&F-030	Underground Service Alerts (USA's) / Dig Alerts	3 years	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), GC §60201 et seq.
Division Providing Service / Work	P&F-031	Work Orders / Service Requests - <b>CMMS DATABASE</b> (Computerized Maintenance Management System) - Tyler	Indefinite - Minimum 5 years	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	P&F-032	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	P&F-033	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>RANGERS</b>						
Parks & Facilities / Rangers	P&F-034	Citations, Notice of Violations (includes Appeals and Hearing Determinations)	Minimum 2 years	S / I	Yes: After QC & OD	Department preference; GC §60201
Parks & Facilities / Rangers	P&F-035	Daily Logs	2 years			Department preference; GC §60201

**RECORDS RETENTION SCHEDULE: PARKS & FACILITIES  
(Capital Improvement Projects, Maintenance - Fleet, Parks, Rangers)**

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>						
Parks & Facilities / Rangers	P&F-036	Incident Reports	Minimum 2 years	S / I	Yes: After QC & OD	Department preference; GC §60201

**RECORDS RETENTION SCHEDULE: RECREATION SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Image (I=Import M=Mfr S=Scan)	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<b>RECREATION SERVICES</b>						
Administrative Services / Customer Service	REC-001	Registration <b>Database</b> (Amilia / SmartRec) Includes Registrations and Facility Rentals	Indefinite - Minimum 2 years	S / I	Yes: After QC'd & OD	Retention period is a minimum of 2 years, but may be indefinite since data is interrelated. Department preference. GC § 60201(b)
Administrative Services / Customer Service	REC-004	Applications ( <b>If NOT In Amilia / SmartRec</b> ) / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	S / I	Yes: After QC'd & OD	GC § 60201(b)
Administrative Services / Customer Service	REC-008	Facility Use Permits (If NOT In Amilia / SmartRec) / Field Use Permits / Picnic Shelter Rentals / Rentals / Waivers Includes Certificates of Insurance & ABC Permits if required	2 years	S / I	Yes: After QC'd & OD	GC § 60201(b)
Recreation Services	REC-002	Activity Guide / Class Guide / Program Guide (Final)	P	S / I	Yes: After QC'd & OD	Department preference. GC § 60201(b)
Recreation Services	REC-003	Agreements & Contracts: Field Use, Instructors, Performers, Special Events, Sports Organizations, etc.	Completion + 2 years	S / I	Yes: After QC'd & OD	Department preference. GC § 60201(b)
Recreation Services	REC-005	Cash Reports / Daily Cash: Includes Passes, Punch Cards, Deposits - PRIOR to 2023	5 years	S / I	Yes: After QC'd & OD	GC § 60201(b)
Recreation Services	REC-007	Evaluations / Surveys (Program Feedback or Evaluations)	When No Longer Required	S / I	Yes: After QC'd & OD	Preliminary Drafts / Content Not Substantive / Transitory records not retained in the ordinary course of business); GC § 60201(b)
Recreation Services	REC-009	Incident Reports	2 years	S / I	Yes: After QC'd & OD	GC § 60201(b)
Recreation Services	REC-010	Inspections	2 years	S / I	Yes: After QC'd & OD	GC § 60201(b)
Recreation Services	REC-011	Instructor Class Information	When No Longer Required	S / I	Yes: After QC'd & OD	Preliminary Drafts / Content Not Substantive / Transitory records not retained in the ordinary course of business); GC § 60201(b)

**RECORDS RETENTION SCHEDULE: RECREATION SERVICES**

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Recreation Services	REC-012	Liability Waivers (if separate from another record)	2 years	S / I	Yes: After QC'd & OD	GC § 60201(b)
Recreation Services	REC-013	Lifeguard Audits (CPR Audit, Visual Awareness Training Audit)	2 years	S / I	Yes: After QC'd & OD	GC § 60201(b)
Recreation Services	REC-014	Lifeguard Certificates / CPR Certificates	Upon Expiration	S / I	Yes: After QC'd & OD	GC § 60201(b)
Recreation Services	REC-015	Permits / Use Permits	Completion + 2 years	S / I	Yes: After QC'd & OD	Department preference. GC § 60201(b)
Recreation Services	REC-016	Program Manager's Activity / Event Files / Programs / Special Events Files Children's Programs, Classes, Sports, Seniors, Filming, Theatre Programs etc.	Minimum 2 years	S / I	Yes: After QC'd & OD	Department preference. GC § 60201(b)
Recreation Services	REC-017	Sign-in Sheets	2 years	S / I	Yes: After QC'd & OD	GC § 60201(b)
Recreation Services	REC-018	Special Event Contracts (Includes ABC License and Insurance Certificates)	Completion + 2 years	S / I	Yes: After QC'd & OD	Department preference. GC § 60201(b)
Recreation Services	REC-019	Volunteer Applications & Agreements (includes emergency contact information)	Inactive / Not Started / Separation + 3 years	S / I	Yes: After QC'd & OD	Since courts may treat volunteers as employees in some circumstances, retention is consistent with employee personnel files. Retention period begins when the volunteer is no longer active or is separated from services. GC § 60201(b)
Recreation Services	REC-020	Water Slide Inspections (OSHA)	2 years	S / I	Yes: After QC'd & OD	<a href="#">22 CCR 65523</a> ; GC § 60201(b)

# HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

**Copies** or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term “records” shall include all records as defined by the California Public Records Act.

## **STRUCTURE: DISTRICT-WIDE, DEPARTMENTS & DIVISIONS**

The District-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule, or look in the index to the schedules (provided after approval.)

## **BENEFITS**

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the District with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the District
- Find records faster
- Determine what media should be used to store records

## **AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):**

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention (“**Minimum 2 years**”), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed “When No Longer Required.”

- If there is **NOT** a minimum retention (“When No Longer Required”), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. “**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**”

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

**Records Description:** The record series (a group of like records).

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active (guideline):** How long the file remains in the immediate office area  
**Inactive (guideline):** How long the file is in off-site storage, stored electronically in accordance with law (see below)  
**Total Retention:** The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options (guideline) terms used in State law:** Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk or other **Unalterable Media which does not allow changes**

**Scan / Import (guideline):**  
“S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;  
“M” indicates the record was microfilmed

**Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record:** “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record) the electronic record is also placed on Unalterable Media, Imutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed) which is stored in a safe & separate location.** Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

**Legend for legal citations** (§: Section)  
CC: Civil Code (CA)  
CFC: California Fire Code  
EVC: Evidence Code (CA)  
FTB: Franchise Tax Board (CA)  
HUD: Housing & Urban Develop. (US)  
PC: Penal Code (CA)  
UFC: Uniform Fire Code  
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)  
CCP: Code of Civil Procedure (CA)  
CFR: Code of Federal Regulations (US)  
FA: Food & Agriculture Code  
GC: Government Code (CA)  
LC: Labor Code (CA)  
PRC Public Resources Code  
USC: United States Code (US)

CBC: California Building Code  
CCR: California Code of Regulations (CA)  
EC: Elections Code (CA)  
FC: Family Code (CA)  
H&S: Health & Safety Code (CA)  
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)  
R&T: Revenue & Taxation Code (CA)  
VC: Vehicle Code (CA)



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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Nicole Lousen, Recreation Services Manager**

**DATE: April 15, 2025**

**SUBJECT: DISCUSSION AND GUIDANCE FOR IMPLEMENTING A  
SCHOLARSHIP POLICY**

**SUMMARY**

The Pleasant Valley Recreation & Park District (“District”) offers and maintains a wide range of high-quality facilities and programs designed to support leisure, recreation, and athletic opportunities for the entire community. The District is committed to meeting the diverse needs and interests of all age groups through inclusive and engaging programming. Programs are offered in the following categories: Aquatics, Cultural Arts, Health & Wellness, Outdoor Education, Seniors, Adult Sports, and Tots and Teens. These include instructional classes, camps, and clinics, delivered through a combination of staff-led, contract instructor-led, and volunteer-led activities. With the exception of select Senior programming, all instructional activities require participants to pay registration fees. The purpose of adding a Scholarship Policy is to expand access by reducing financial barriers and increasing participation among community members with limited financial resources.

**BACKGROUND**

In Ventura County 9.8% of residents live below the poverty line, and in Camarillo, the rate is 7.5%, according to the most recent U.S. Census data. While Camarillo has a relatively strong and stable economic climate, characterized by a high median household income compared to national averages, pockets of financial need persist. Implementing a scholarship policy for recreation programs supports the District’s commitment to providing equitable access. Several factors indicate a continued need for financial assistance programs.

**1. Income Disparities and Cost of Living**

- The cost of living in Camarillo is significantly higher than the national average, particularly with regard to housing costs. Camarillo residents face housing prices and rental rates that far outpace the state’s affordability benchmarks. This cost burden means that even families who earn more than the federal poverty threshold may still struggle to afford “non-essential” expenses, such as enrichment classes, camps, and other recreation programs for their children.

**2. Nearby Indicators of Need**

- Ventura County has over 2,300 individuals experiencing homelessness (2024 Point-in-Time Count).
- The County also supports a notable population of foster youth.

3. Some of these individuals either reside in Camarillo or attend schools within Camarillo, placing additional importance on local access to affordable recreational opportunities that foster social engagement, physical activity, and emotional well-being. **School District Data**

- The Pleasant Valley School District and Oxnard Union High School District have students qualifying for free/reduced lunch, a key indicator of financial hardship. This highlights a need for supplemental support programs that remove financial barriers to participation in extracurricular and recreational activities.

4. **Community Interest and Equity Goals**

- The District has long recognized the role of recreation in enhancing the quality of life for individuals and families. Offering scholarships or fee assistance promotes equitable access to recreation programs, aligning with community values of inclusion and support for all residents, regardless of income. Providing equitable access to recreational experiences can have far-reaching benefits, including fostering youth development, enhancing mental well-being, and contributing to overall public safety.

Several Special Districts and cities surrounding Camarillo offer financial aid or scholarships to support residents' participation in recreational activities. These programs provide valuable models for establishing a District-based policy that is transparent, equitable, and fiscally responsible. Notable programs include:

1. **Conejo Recreation & Park District (CRPD):**

- **Financial Assistance Scholarship:** CRPD provides scholarships for residents of Thousand Oaks, Newbury Park, and the Ventura County portion of Westlake Village who are experiencing financial difficulties. These scholarships help fund a portion of class or camp costs and are granted based on total family gross income.

2. **City of Ventura:**

- **Youth Scholarship Program:** This program enables eligible families to enroll their children in city-sponsored sports, recreation, arts, and enrichment programs.

## **ANALYSIS**

A scholarship policy represents a low-cost, high-impact initiative that aligns with PVRPD's mission to provide accessible and inclusive recreational opportunities for all residences. In addition to aligning with the District's strategic goal to provide an inclusive range of high-quality passive and active recreational programs and opportunities to our entire community, such policy helps address the financial barriers that prevent some individuals particularly children and teens from participating in programs that promote physical activity, social connection, and personal growth.

By offering need-based financial assistance, the District can help ensure that no resident is excluded from recreational opportunities due to financial hardship. In doing so, PVRPD reinforces its role as a community-centered agency committed to serving a diverse population and responding proactively to evolving economic conditions.

To inform the development of such a policy, staff conducted a review of approximately ten (10) scholarship policies and application processes from regional Special Districts and cities offering recreation programming.

### **Common Elements Identified Across Programs:**

Most scholarship programs shared several foundational criteria, which serve to ensure assistance is targeted to those most in need.

### **Eligibility Criteria:**

- Proof of residency within the district or service area
- Income-based qualification (typically using HUD, federal poverty guidelines or similar benchmarks)
- Age-specific focus—most policies prioritized youth ages 0–17
- Limitations on eligible programs (e.g., instructional classes, camps, or leagues)

### **Key Areas of Variation:**

- Funding sources (e.g., general fund allocations, donations, grants)
- Percentage of program fees covered by the scholarship
- Annual funding caps per individual or household
- Frequency of eligibility (per year, per season, etc.)
- Number of household members eligible at a given time

Based on this research, staff have developed a preliminary framework for the scholarship program. The framework includes eligibility thresholds, a proposed funding approach, and an administrative process designed to balance accessibility with fiscal responsibility. Staff are seeking Board direction on key policy components such as income criteria, program coverage limits, and potential funding strategies to move forward with implementation planning.

### **FISCAL IMPACT**

The fiscal impact will depend on direction from the Board regarding the source of funding for the scholarship program—specifically, whether funds should be allocated from the General Fund or secured through alternative sources such as donations, sponsorships, or partnerships. Staff seek input from the committee on the most appropriate funding approach, including the potential use of General Fund, dollars and opportunities for supplemental contributions from external sources.

### **RECOMMENDATION**

It is recommended that the Policy Committee provide guidance and direction on the current draft of the Scholarship Policy.

### **ATTACHMENTS**

- 1) Draft Scholarship Policy CLEANLINE (5 Pages)
- 2) Draft Scholarship Application (2 pages)



- 5. **User Fees** – Providing an option at checkout in Amilia for donations.
- 6. **Foundation or Endowment Support** – Partnering with the Foundation for Pleasant Valley Recreation and Parks, or other local foundations to establish an ongoing scholarship fund.

## Eligibility Criteria

To qualify for financial assistance, applicants must meet the following requirements:

1. **Residency Requirement:**
  - Must be a resident of Camarillo or within District Boundaries (93010, 93012, 93011)
  - Proof of residency (utility bill, lease agreement, or official ID) required.
2. **Income-Based Qualification:**
  - Household income must be at or below HUD’s **Low Income Area Median Income** or qualify for government assistance programs.
  - Alternative qualification: participation in government assistance programs such as SNAP, WIC, or Medicaid.

### 2024 HUD Income Limits for Ventura County

Household Size	Extremely Low Income (30 % AMI)	Very Low Income (50% AMI)	Low Income (80% AMI)
1 Person	\$ 29,550.00	\$ 49,250.00	\$ 78,800.00
2 Persons	\$ 33,800.00	\$ 56,300.00	\$ 90,050.00
3 Persons	\$ 38,000.00	\$ 63,350.00	\$ 101,300.00
4 Persons	\$ 42,200.00	\$ 70,350.00	\$ 112,550.00
5 Persons	\$ 45,600.00	\$ 76,000.00	\$ 121,600.00
6 Persons	\$ 49,000.00	\$ 81,650.00	\$ 130,600.00
7 Persons	\$ 52,350.00	\$ 87,250.00	\$ 139,600.00
8 Persons	\$ 55,750.00	\$ 92,900.00	\$ 148,600.00

### Program-Specific Criteria:

- Assistance applies only to **recreation programs, aquatics, camps, and adaptive programs** (exclusions include: facility rentals or private lessons).
  - Scholarship requests are limited to 1 program per child per Activity guide season (Fall, Winter/Spring, & Summer)
3. **Age & Household Considerations:**
    - Assistance is available for Eligible youth ages 17 and under, eligible seniors, and adults.

- Members of the same household may apply, limited to up to 3 per household per season.
4. **Additional Considerations:**
- Priority may be given to first-time applicants or families with multiple dependents.
  - Individuals must be in good standing with the District (no unpaid fees or program violations).

## Required Documentation

Applicants must submit:

1. **Proof of Residency** (one of the following):
  - Utility bill (within the last 60 days)
  - Lease or mortgage statement
  - Driver's license or state-issued ID
2. **Proof of Total Family Income & Dependents** (one of the following):
  - Most recent **1040 tax return**
  - Pay stubs from the past **30 days**
  - Award letters from **SSI, unemployment, or disability benefits**
3. **Proof of Government Assistance (if applicable):**
  - EBT Cards, SNAP, WIC, Medicaid, or Free/Reduced Lunch Program approval letter
  - Housing assistance documentation
4. **Completed Application Form:**
  - Includes family information and program selection.
  - **Optional:** A short personal statement explaining the financial need and how the program benefits the applicant.

## Award Distribution Methods

1. **Tiered Assistance Levels**
  - **100% coverage:** For Foster Children
  - **75% coverage:** Households at or below HUDs **Extremely Low**
  - **50% coverage:** Households at or below HUDs **Low Income up to Extremely Low Income**
  - **25% coverage:** Households at or below HUDs **Low Income to Very Low Income**
  - Applicants above **HUDs Low Income limits** may qualify for a **10% discount** under extenuating circumstances.
2. **Direct Fee Reduction:**
  - Awarded funds are applied directly to the patron's Amilia account (per person).
  - Participants are responsible for paying the remaining balance not covered by financial assistance.

- Financial Assistance is applied to the Class Registration Fees (only). The patron must pay any additional supply or lab fees to the instructor (if applicable).
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- 3. **Annual Limits & Renewal:**
  - Each household may receive up to **\$500 per calendar year** in assistance.
  - Scholarships are awarded per session/season and must be **renewed annually** with updated documentation.
- 4. **Waitlist & Priority Distribution:**
  - If funding is limited, priority is given to **new applicants**, single-parent households, foster children and families with multiple children.
  - A waitlist will be maintained, and additional awards may be granted if funds remain.
- 5. **Non-Transferability & Attendance Requirements:**
  - Awards are **non-transferable** and must be used only by the approved applicant.
  - Participants must maintain **70% attendance** in the program to remain eligible for future assistance.

## Application Process

### 1. Application Submission

- Applicants submit a completed scholarship application form (available online or at District offices).
- Applications are accepted on a rolling basis or during designated open periods before program start dates.

### 2. Review Timeline

- **Step 1:** Applications are reviewed by District staff within **2 Weeks** of submission.
- **Step 2:** Additional documentation requests (if needed) must be submitted by the applicant within **5 business days** of notification.
- **Step 3:** Decisions are finalized and communicated to applicants via email and phone.
- Priority is given to applications submitted **before program registration opens**.
- Emergency or last-minute applications may be reviewed on a **case-by-case basis**, with a decision within **3 business days** when possible.

### 3. Approval Procedures

- **Step 2: Needs Assessment & Award Determination**

- Applicants are categorized based on financial need.
- Funding availability is considered to ensure equitable distribution.
- **Step 3: Decision & Notification**
  - The General Manager or designee will make final determination of award.
  - Approved applicants receive confirmation with details on the award amount and how to register.
  - Denied applicants receive an explanation and information on resubmission or alternative assistance (if applicable).
- **Step 4: Registration & Tracking**
  - Scholarship recipients must register within **14 business days** of award notification.
  - Utilization and participation are tracked for reporting and future funding adjustments.





## PLEASANT VALLEY RECREATION & PARK DISTRICT SCHOLARSHIP APPLICATION

*All information is confidential and used solely for determining eligibility.*

Parent/ Guardian Name (Applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Household Size (Total Number of People in Household): \_\_\_\_\_ #of Dependents: \_\_\_\_\_

Are you a resident of Camarillo?  Yes  No Total Annual Household Income: \_\_\_\_\_

Have you received Scholarship Funds from Pleasant Valley Recreation & Park District before?  Yes  No

Marital Status (Check one)  Single  Married  Divorced  Separated  Widowed

Housing Status (Check one)  Homeowner  Renter  Living with family/friends  Other (please describe)

### Maximum Household Income Guidelines (Based on 2024 HUD Guidelines for Ventura County)

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$78,800	\$90,050	\$101,300	\$112,550	\$121,600	\$130,600	\$139,600	\$148,600

### Participant Information

Participant(s) Name	DOB	Age	Program Name (1 <sup>st</sup> & 2 <sup>nd</sup> Choice)	Program Day & Time	Program Fee
<i>Participant #1</i>			1.		
			2.		
<i>Participant #2</i>			1.		
			2.		
<i>Participant #3</i>			1.		
			2.		

### Statement of Need (Optional, but Recommended)

*(Briefly explain why you are requesting financial assistance and any special circumstances.)*

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**Please make sure all are complete before turning in your application:**

Supporting Documentation	Document Submitted (Please List)
<input type="checkbox"/> Proof of Income	
<input type="checkbox"/> Proof of Dependents <i>(if not included in proof of Income)</i>	
<input type="checkbox"/> Proof of Residency	

**Signature & Agreement**

I certify that the information provided is true and complete. I understand that:

- Scholarships are awarded based on financial need and available funding.
- If approved, I must register within **14 business days** of receiving the award.
- Failure to participate in the program may impact future scholarship eligibility.

Full Name of Applicant (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please allow up to two weeks for processing. PVRPD staff will contact you once your application has been processed.**

For Office Use Only	
Date Received: _____	By: _____ % Coverage Amount: _____
Scholarship Amount: _____	Season: _____
Approved Program: _____	Day/Time: _____
Recreation Services Manager: _____	Administrative Services Manager _____
General Manager: _____	Date Entered in Amilia: _____ IN: _____