



RECORDS MANAGEMENT PROCEDURE MANUAL

FEBRUARY 2026



Adopted

February 25, 2026
Resolution No. OC SAN 26-XX

	Orange County Sanitation District	Procedure Number: 00
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	TABLE OF CONTENTS	Approved by: OC San Board of Directors

POLICY CONTACT:

Clerk of the Board (Custodian of Records)

REGULATORY REFERENCES:

Resolution No. OC SAN ~~24-1526-XX~~

California Government Code §34090 (How Long Records are Held-Records Retention)

California Government Code §7920.000 (California Public Records Act)

SECTION	TITLE
1.0	RECORDS MANAGEMENT PROGRAM POLICY
2.0	PROGRAM GUIDELINES
3.0	STAFF RESPONSIBILITIES
4.0	RECORDS RETENTION
4.0 Exhibit A	Records Retention Schedule Change Request Form
4.0 Exhibit B	Records Retention Schedule
4.0 Exhibit C	Records Series with Definitions
5.0	RECORDS DISPOSITION
5.0 Exhibit A	Records Management Disposition Form
5.0 Exhibit B	Request for Authorization to Destroy Records Form
5.0 Exhibit C	Certificate of Digital Record Destruction
5.0 Exhibit D	Legal Counsel Written Consent Authorizing the Destruction of Video Surveillance Files
6.0	VITAL RECORDS
7.0	HISTORICAL RECORDS
8.0	RECORDS MANAGEMENT PROGRAM AUDIT & COMPLIANCE REVIEW

	Orange County Sanitation District	Procedure Number: 00
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	TABLE OF CONTENTS	Approved by: OC San Board of Directors

SECTION	TITLE
9.0	RECORDS HOLD AND RELEASE
9.0 Exhibit A	Records Hold & Records Hold Release Request Form
10.0	PUBLIC RECORDS ACT – RELEASE OF RECORDS TO THE PUBLIC
11.0	ELECTRONIC COMMUNICATIONS POLICY
11.0 Exhibit A	Declaration Regarding Search of Personal Electronic Communications Accounts
12.0	ESCROW OF BID DOCUMENTS
13.0	DIGITIZATION OF RECORDS

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 1.0
		Effective Date: <u>02/25/2026</u>
		Supersedes: <u>04/24/24 12/18/2024</u>
SUBJECT:	RECORDS MANAGEMENT PROGRAM POLICY	Approved by: OC San Board of Directors

1.0 POLICY STATEMENT

1.1 The Board of Directors shall not less than annually adopt a Resolution updating the Records Management Procedure Manual as presented by the Custodian of Records (Clerk of the Board). The Orange County Sanitation District (OC San) is committed to effective records management including, but not limited to:

- A. Meeting legal requirements for records retention;
- B. Identifying and protecting all records;
- C. Managing record holds;
- D. Protecting privacy;
- E. Optimizing the use of space;
- F. Minimizing the cost of records retention;
- G. Providing open access to public records; and
- H. Disposing of outdated records properly.

2.0 PURPOSE

2.1 The purpose of the Records Management Program Policy is to establish a Records Management Program (the Program) that will develop a systematic method for managing OC San's records. The Program ensures that all OC San records are created, received, maintained, and dispositioned in a cost-effective manner, and in accordance with operating requirements for OC San business and applicable statutes and regulations. Failure to follow the Program may result in excessive costs, litigation, loss of productivity, etc.

3.0 PROGRAM RESPONSIBILITY

- 3.1 Under the authority of OC San's Board of Directors, the General Manager and the Executive Management Team oversee the Program. The Clerk of the Board is responsible for the oversight, implementation, administration, and operation of the Program.
- 3.2 The Clerk of the Board, and/or designee, and General Counsel will meet as needed to review Records Retention Schedule (RRS) change requests and approve changes, which are then presented to the Board of Directors.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 1.0
		Effective Date: <u>02/25/2026</u>
		Supersedes: <u>04/24/24 12/18/2024</u>
SUBJECT:	RECORDS MANAGEMENT PROGRAM POLICY	Approved by: OC San Board of Directors

3.3 Departments/Divisions that maintain OC San records are responsible for understanding appropriate records management procedures and practices. Each Department/Division Manager, or a designee, must:

- A. Ensure compliance with the approved RRS;
- B. Be familiar with the Program;
- C. Develop the Department's/Division's procedures and practices consistent with this Policy;
- D. Educate staff within the Department/Division about sound records management practices;
- E. Coordinate the disposition of records as provided in OC San's RRS; and
- F. Restrict access to confidential records and information appropriately.

4.0 APPLICABILITY

4.1 This Policy applies to all OC San and contract staff who create, receive, or maintain OC San records. OC San requires the maintenance of records in a consistent and logical manner so that OC San:

- A. Meets legal standards for public examination, protection, storage, and retrieval;
- B. Protects the privacy of customers, ratepayers, and staff;
- C. Optimizes the use of space;
- D. Minimizes the cost of record retention; and
- E. Disposes of outdated records in accordance with the applicable statutes indicated in OC San's RRS.

4.2 Record policies apply to all records, whether they are maintained in hard (paper) copy, electronically, or in some other fashion. Each Department/Division shall appoint a Records Coordinator(s) who serves as a liaison to Records Management to assist in the development, implementation, maintenance, and adherence to a records management plan appropriate for the particular records it maintains, in cooperation with the Clerk of the Board and/or designee.

4.3 The Department/Division Records Coordinator facilitates Program compliance within their respective Department/Division in applying the Program Policy.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 1.0
		Effective Date: <u>02/25/2026</u>
		Supersedes: <u>04/24/2412/18/2024</u>
SUBJECT:	RECORDS MANAGEMENT PROGRAM POLICY	Approved by: OC San Board of Directors

- 4.4 OC San is subject to a range of statutes and rules regarding records retention and disclosure. All OC San employees are responsible for complying with the requirements of the Program Policy and OC San's RRS.

5.0 HISTORY OF THE PROGRAM

- 5.1 OC San, through an outside consultant, conducted the initial records inventory from February through August of 2000. The inventory consisted of a physical inventory of records stored in active office work areas and various storage areas within the Plant No. 1 and Plant No. 2 facilities. The purpose of the inventory was to describe, identify, locate, and quantify OC San records. To supplement the data gathered during the physical inventory, the consultant conducted interviews with staff members from each Department/Division who were most familiar with records creation and maintenance.
- 5.2 Based on the physical inventory of records and the data gathered during the interviews, the initial RRS was developed. Files were identified by their record titles and classified into records series based on having similar business functions (purposes) and retention requirements.
- 5.3 Extensive legal research was performed to ensure that all legal requirements were met in assigning the records retention periods to each record series. Other attributes were also assigned to each record series to ensure that vital, historical, and confidential records are properly protected and processed for retention.

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 2.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: PROGRAM GUIDELINES		Approved by: OC San Board of Directors

1.0 INTRODUCTION

- 1.1 The Orange County Sanitation District's (OC San) Records Management Program (the Program) is intended to effectively identify, manage, store, and destroy records that have been created and received by OC San.
- 1.2 Records received and created by OC San in fulfillment of its responsibility to the public and in compliance with government regulations are identified in the Records Retention Schedule (RRS), and accurate retention periods are assigned.
- 1.3 OC San records that are no longer needed to be in the immediate office of each Department/Division for convenient access are processed for storage, retrieval, or disposition in accordance with the guidelines established by the Program.
- 1.4 Records that have met the retention requirements identified in the RRS are processed for destruction in accordance with ~~this~~the Program.
- 1.5 Historical and vital records are identified and processed in accordance with the guidelines established by the Program.
- 1.6 Records management activities are completed in a cost-effective manner.
- 1.7 The Program promotes an increase in productivity by decreasing the volume of obsolete records stored, thus reducing the amount of time necessary for document retrieval.
- 1.8 The Program contributes to industry best practices by ensuring accountability, efficiency, and compliance in a cost-effective manner.

2.0 PURPOSE

- 2.1 Identify OC San records to facilitate access to information required to conduct OC San business and to provide appropriate access by the public.
- 2.2 Maintain OC San records for the duration of the approved retention period.

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 2.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: PROGRAM GUIDELINES		Approved by: OC San Board of Directors

- 2.3 Provide access to OC San records for operational, legal, or public access requirements.
- 2.4 Digitize records.
- 2.5 Protect OC San records.
- 2.6 Ensure compliance with legal statutes and governmental regulations regarding recordkeeping and public access requirements.
- 2.7 Destroy OC San records in accordance with the approved RRS or process those deemed historical records for long-term retention.

3.0 SCOPE

- 3.1 Create, receive, maintain, and dispose of OC San records.
- 3.2 Maintain approved RRS.
- 3.3 Ensure use of appropriate technology in facilitating records and information storage and retrieval.
- 3.4 Provide systematic control of all OC San records through processing, distribution, maintenance, retrieval, and disposition.

4.0 RECORDS

- 4.1 OC San records must be managed throughout their “life cycle”.
- 4.2 The life cycle of a record is the time period from the creation or receipt of a record to its final disposition.
- 4.3 Final disposition can be either destruction or perpetual retention.
- 4.4 Life cycle of a record is inclusive of five (5) stages:
 - Stage 1 – Creation or receipt of records
 - Stage 2 – Use or distribution
 - Stage 3 – Storage or maintenance

	Orange County Sanitation District	Procedure Number: 2.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	PROGRAM GUIDELINES	Approved by: OC San Board of Directors

- Stage 4 – Retention or disposition
- Stage 5 – Archival preservation

4.5 Some records do not require managing throughout their life cycle. Such records are termed “transitory records”. The value of transitory records is limited to a very short time, i.e., a day, a week, or no more than three months. These records do not require digitization.

4.6 Transitory records do not carry the requirement to retain the documentation of any transaction. Transitory records include:

- Extra copies of publications, pamphlets, and blank forms. These are considered “supplies” rather than records.
- Reference materials not produced by OC San.
- Working copies of documents used solely until the finished record is declared or declined.
- Notices of meetings, events, office or holiday gatherings, or employee meetings which do not relate directly to the functional responsibility of the organization.
- Informational copies of widely distributed OC San materials.
- Preliminary drafts of documents such as letters, memoranda, reports, and worksheets which do not represent significant steps in the preparation of OC San records, and **which do not record decisions**. Once the completed record is included in the filing system (in the appropriate medium), the working materials (drafts) are considered transitory records.
- Catalogs, trade journals, and other published materials received from other organizations, commercial firms, vendors, or private institutions which require no action and are not needed for documentary purposes. These materials are usually considered “reference materials” and should be controlled as such, but **are not OC San records**.
- Incorrect versions of documents, forms, or reports that had to be regenerated in order to correct errors in typing, data entry, spelling, grammar, or format.

5.0 RECORDS RETENTION SCHEDULE (RRS)

5.1 The RRS is a list of OC San records organized by record series to which are assigned retention periods and other attributes.

	Orange County Sanitation District	Procedure Number: 2.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	PROGRAM GUIDELINES	Approved by: OC San Board of Directors

- 5.2 The retention periods identified in the RRS have been established after extensive legal research of all government regulations applicable to OC San.
- 5.3 The RRS has been reviewed and has received concurrence of the appropriate Department/Division staff, Clerk of the Board and/or designee, Executive Management, Legal Counsel, and the Administration Committee, as well as the approval of the OC San Board of Directors for implementation.
- 5.4 The RRS has been developed to ensure that each Department/Division maintains its records for the duration of the period legally required by applicable legal statutes and government regulations, and until all the operational business functions are met.

6.0 HISTORICAL RECORDS

- 6.1 Historical records are identified and preserved.
- 6.2 The Program ensures that records with permanent historical value are identified, documented, and preserved for the life of OC San.
- 6.3 The Clerk of the Board and/or designee, prior to processing records for destruction, shall identify records having historical significance.
- 6.4 Historical records are retrieved, prepared, and processed for preservation.

7.0 VITAL RECORDS

- 7.1 Vital records are those documents identified by each Department/Division as necessary to enable OC San to continue vital operations in the event of a disaster or major interruption to business.
- 7.2 Vital records enable OC San to reconstruct its legal obligations and rights.
- 7.3 Vital records enable OC San to reconstruct its financial position.
- 7.4 Vital records enable OC San to satisfy its obligations to its employees.

	Orange County Sanitation District	Procedure Number: 2.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: PROGRAM GUIDELINES		Approved by: OC San Board of Directors

7.5 Vital records enable OC San to protect employee and public health and safety.

7.6 Vital records enable OC San to reconstruct its assets and ownership.

8.0 CONFIDENTIAL RECORDS

8.1 Records containing proprietary or sensitive information to which access must be restricted are considered confidential.

8.2 Confidential information must be protected and preserved to avoid unauthorized disclosure that could be harmful to a person, to OC San, or to an OC San business process.

8.3 Confidential records shall be managed, controlled, and disposed of separately from records containing non-confidential information.

8.4 Confidentiality of information shall be protected until it is destroyed or until OC San has changed the status of the confidentiality of information.

	Orange County Sanitation District	Procedure Number: 3.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: <u>02/25/2026</u>
		Supersedes: <u>04/24/2024</u> <u>12/18/2024</u>
SUBJECT:	STAFF RESPONSIBILITIES	Approved by: OC San Board of Directors

1.0 INTRODUCTION

- 1.1 The Records Management Program (the Program) is a decentralized administrative Program. As such, Program activities are carried out by the Orange County Sanitation District (OC San) Clerk of the Board (Custodian of Records) and/or designee and by OC San staff in each Department/Division. OC San's Clerk of the Board and/or designee is responsible for coordinating and overseeing the Program and Program procedures, and Department/Division staff are responsible for complying with the Program requirements for records in their respective areas. In the procedures that follow, the individual responsible for running the daily operations of the Program is identified as the Clerk of the Board and/or designee.

2.0 PURPOSE

The purpose of this procedure is to describe the roles and responsibilities of the Clerk of the Board and/or designee and OC San Department/Division staff.

3.0 STAFFING AND RESPONSIBILITIES

Responsibility	Action
CLERK OF THE BOARD	Custodian of Records of OC San
CLERK OF THE BOARD AND/OR DESIGNEE	If designee, under the direction of the Clerk of the Board: - Oversee OC San's public requests for records/information. Maintain Public Records Act (PRA) Log and PRA information in the relevant software. - Oversee the Program and act as a liaison between Department/Division Records Coordinators and General Counsel.

	Orange County Sanitation District	Procedure Number: 3.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: <u>02/25/2026</u>
		Supersedes: <u>04/24/2024</u> <u>12/18/2024</u>
SUBJECT:	STAFF RESPONSIBILITIES	Approved by: OC San Board of Directors

Responsibility	Action
	• Act as an advisor on all records and information management issues and related projects. • Maintain the Records Retention Schedule (RRS) and related records series documentation. • Develop and conduct training sessions on appropriate Program activities, including any Records Management software. • Maintain and update the Records Management Procedure Manual as needed. • Coordinate record destruction suspension (“holds”) and destruction resumption (“releases”) with Legal Counsel, auditors, and the Office of Record to ensure that records are available as required. • Manage the records retention, offsite transfer, and destruction activities of the Program. • Conduct periodic audits of the Program to ensure compliance. • In collaboration with IT and the Office of Record, coordinate vital record protection and ensure that the Program supports the Integrated Emergency Response Plan.

	Orange County Sanitation District	Procedure Number: 3.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: <u>02/25/2026</u>
		Supersedes: <u>04/24/2024</u> <u>12/18/2024</u>
SUBJECT:	STAFF RESPONSIBILITIES	Approved by: OC San Board of Directors

Responsibility	Action
DEPARTMENT/DIVISION RECORDS COORDINATORS A list of Department/Division Records Coordinators can be found via the link.	• Review Department/Division records and the RRS periodically to ensure compliance with the Program. Forward any requests for changes to the RRS to the Clerk of the Board and/or designee. • Ensure that records are maintained and protected in compliance with the Program. • Coordinate preparation of records for transfer to offsite storage. • Coordinate managing pertinent records after receipt of a Records Hold or Records Release. • Coordinate records disposition activities, including the preparation of a Disposition Form.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 4.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS RETENTION	Approved by: OC San Board of Directors

1.0 INTRODUCTION

1.1 Records retention activities of the Records Management Program (the Program) control the maintenance and storage of Orange County Sanitation District (OC San) records. Following the retention procedures ensures compliance with pertinent statutory, regulatory, operating, and administrative recordkeeping requirements. In addition, it ensures that records needed to conduct OC San business are protected and accessible. The Records Retention Schedule (RRS) is the foundation of the Program and defines the period required to maintain OC San records. The RRS is included as Exhibit B to this Procedure.

1.2 Records Management Terms:

Term	Definition
Active	Records that are required for current day-to-day business and are subject to frequent use; generally located near the user (if hardcopy); can easily be accessible on a network server (if electronic); generally referred to more than once per month.
Administrative Value	A record that assists in the operation of the business, and ensures administrative consistency and continuity, serving a particular purpose for that office at that particular time. In appraisal, the usefulness of records for the conduct of current or future administrative business needs.
Appraisal	The process of determining the value and thus the disposition of records based on their current administrative, fiscal, and legal value; their evidential and informational value; their arrangement and condition; their intrinsic value; and their relationship to other records.
Archival Records (also called Historical Records)	Records identified as having archival value or potential archival value and designated as Historical on the OC San RRS.
Audit	An examination or inspection of all OC San records including those related to operations, policies and

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 4.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS RETENTION	Approved by: OC San Board of Directors

	procedures, financial documentation, and historical documents.
Closed / Completed	A file or record on which action has been completed and to which an audit or further action is not likely to occur.
Copy (also called Duplicate)	A reproduction of the contents of an original document which is not the official file copy of the agency. Copies are usually identified by their function, i.e., action copy, reading file copy, tickler file copy, etc. In most instances, copies will have a shorter retention than the official file copy (see Official Copy) of a Record Type.
Current	Refers to records needed and used in the day-to-day conduct of the current business of an organization. Most often kept on-site. When specified, may no longer be current when superseded, rescinded, expired, or no longer useful and may be dispositioned according to the RRS.
Disposition	The predetermined action taken with regard to records including form of retention (hard copy or image), period of time retained (archive or destroy), where to store (on-site or off-site), and method of destruction (recycle, burn, or shred).
Duplicate	A document that is a copy of the original or official version of a record. A duplicate may be a paper version or an electronic version of the official record.
Evidential Value	In appraisal, the value of a record that documents the activities of an organization or agency.
File Integrity	Accuracy and completeness of the file or records.
Fiscal Value	Documents and accounts for receipt of or expenditure of public funds such as budget, ledgers of accounts receivable and payable, payrolls, and vouchers. Documents availability of funds for operational purposes. In appraisal, records required until a financial audit is completed or financial obligations are fulfilled.
Historical Value	In appraisal, the value attributed to a record which preserves documentation on significant historical events including the agency's operations, origin, policies,

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 4.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS RETENTION	Approved by: OC San Board of Directors

	authorities, functions, and organizations, as well as significant administrative decisions.
Legal Value	In appraisal, value attributed to records which document business ownership, agreements, and transactions.
Life	The retention period assigned to a record that has continuing value to the organization throughout its existence.
Minimum Retention Period	The least amount of time a record must be kept determined by assessment of administrative, legal, fiscal, and historical values.
Office of Record	The Department/Division that created or is responsible for retaining the official copy until it is dispositioned.
Official Copy	The original or official copy of a record maintained by the Office of Record.
Record	Any documentary material, regardless of physical form or characteristic, made or received by an organization in pursuance of law or in connection with the transaction of business and used by that organization as evidence of activities or because of informational value.
Records Retrieval	Locating records and delivering them for use.
Retention Period	The period of time that records must be kept according to legal or organizational requirements.
Retention Schedule	A list describing the Record Type, the length of time records are retained (may include active and inactive storage detail), the Office of Record, and the final disposition.
Supersede	The replacement of an existing document with an updated version.
Termination	Designates the end of a specific term, e.g., appointed or elected official's terms; employment; training, course, or program; use or ownership.
Transitory Records	Documents retained for a short time having no long-term administrative, fiscal, legal, or archival value. These records are not necessary to document the completion of a business transaction. The value of transitory records

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 4.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS RETENTION	Approved by: OC San Board of Directors

	is limited to a very short time, i.e., a day, a week, or no more than three months. These records do not require digitization.
Vital Records	Those records containing information necessary to continue the operation of government, affirm the powers and duties of government, and to protect the rights and interest of persons.

1.3 Retention Length Codes:

The RRS provides information to guide the organization in maintenance of business records. Some retention periods are assigned a number representing the length of time (stated in years) for which the records must be maintained and accessible (retrievable). Others are based on the occurrence of an event or a transaction, or a combination of both. The following table describes the meaning of each event as it pertains to records retention and disposition.

Event Code	Event	Definition
CL	Closed or Completed	Maintain records until the transaction or the terms of the activity, project, assignment, contract, etc. is closed or completed. Then destroy in accordance with procedures.
CU	Current Year (Calendar or Fiscal, As Appropriate)	Maintain records for the transaction, activity, project, assignment, contract, etc. for the current year. Then destroy in accordance with procedures. Current year may be defined as calendar year or fiscal year, whichever is most appropriate for the specific record(s).
EX	Expired	Maintain records until the term, period, permit, or license is expired. Then destroy in accordance with procedures.
LO LF	Life of Organization or Facility	Maintain records for the "life" of the organization, facility, project, physical plant or building, building system or sub-system, asset, piece of equipment, or component. These records are not eligible for destruction.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 4.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS RETENTION	Approved by: OC San Board of Directors

NN	When No Longer Needed	Maintain records until they are no longer needed for any business purposes. Then destroy in accordance with procedures.
OB	Obsolete	Maintain records until they are representative of equipment, information, materials, data, etc. that is no longer in use and/or relevant. Then destroy in accordance with procedures.
S	Superseded	Maintain records until record is superseded or made obsolete by a newer version or edition. Then destroy in accordance with procedures.
T	Terminated	Maintain records until activity is concluded or employee is terminated, retires, or otherwise leaves the employ of the organization. Then destroy in accordance with procedures.

1.4 Special Storage Consideration Codes:

Some retention periods are assigned a "characteristic" to identify any special handling required for documents classified in that record series. The following table describes the meaning of each "characteristic" as it pertains to records retention and disposition.

Code	Characteristics	Definition
V	Vital	Vital Records are required to be available in the event of an emergency or major interruption to normal business operations to continue to provide safe treatment of wastewater during the event. Vital Records may protect OC San's rights and interests and ensure that it can continue to effectively protect the environment, the public, and meet its obligation to its employees. Identifying records as "vital records" ensures that they are handled in a manner that protects them and makes them readily accessible during the time period that the information is vital. This characteristic does not affect the length of the retention period.
H	Historical	Historical Records potentially have historical significance. Records may document the formation of OC San, annexations, consolidation, major projects, and strategic

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 4.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS RETENTION	Approved by: OC San Board of Directors

		direction. Historical Records may have intrinsic value due to their age, author, or special nature. Identifying records as "historical records" ensures that they are handled in a manner that protects them and preserves them for long-term storage and research purposes. This characteristic may affect the length of the retention period as historical records are usually maintained for the life of OC San.
C	Confidential	Confidential Records contain confidential, sensitive, or proprietary information that would be harmful to an employee or would harm OC San's business if accessed by unauthorized individuals. Confidential Records may be confidential throughout their useful life, or only during a portion of their useful life. Identifying records as "confidential records" ensures that they are handled in a manner that protects them from unauthorized access. This characteristic does not affect the length of the retention period.

2.0 RECORDS CLASSIFICATION

- 2.1 Records are classified into Records Series to facilitate assignment of retention times, legal citations, and the overall maintenance of OC San records. ~~Exhibit C to this Procedure is a list of Records Series and the associated definitions of each.~~
- 2.2 Classifications contain like records grouped together based on similar business function, usage, and retention time.
- 2.3 A Record Series is comprised of similar or related record titles that have a similar business function (purpose), are normally used and filed as a unit, and are retained for a similar time period.

3.0 RECORDS RETENTION SCHEDULE (RRS) MAINTENANCE

- 3.1 The RRS is a list of OC San records organized by Department/Division and Record Type/Record Series to which are assigned retention periods and other attributes.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 4.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS RETENTION	Approved by: OC San Board of Directors

3.2 Following the retention standards of the schedule ensures that OC San maintains appropriate records of OC San transactions and meets its legal obligations cost effectively by storing records as long as is operationally and legally required. The RRS shall be reviewed, evaluated, and updated periodically by the Clerk of the Board and/or designee, OC San Management, and General Counsel.

3.3 The retention periods assigned to each record series shall be maintained and updated, as needed, to meet changing business, legal, and regulatory requirements.

Responsibility	Action
Clerk of the Board and/or Designee	Coordinate the periodic update of the RRS and Records Series with Definitions. Provide training on RRS use and maintenance.
Department/Division Records Coordinator	- Periodically (but not less than annually) review the RRS associated with records in the Department/Division. - Match the RRS against records stored in the office, shop, field, and other storage locations. - Mark for deletion any records that are no longer maintained by the Department/Division. - Note any new records that are not represented. Include a description of the record, the business function, the operating record retention requirements, and special records characteristics (vital, historical, or confidential). Contact the Clerk of the Board and/or designee for direction as to how to proceed. A Records Retention Schedule Change Request Form (Exhibit A) may be requested to identify any updates or changes requested.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 4.0
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Clerk of the Board and/or
Designee

- Review the RRS change request and determine in which Record Series the record titles logically belong.
- Create a new Record Series if the record title does not logically belong to an existing series. In cooperation with the requesting Department/Division, develop a definition for the Record Series.
- Assign to the new Record Series the applicable characteristics (if any): vital, historical, or confidential, as indicated by the Department/Division Records Coordinator.
- Determine legal retention requirements by reviewing pertinent legal citations.
- Provide direction to the Department/Division Records Coordinators for proper management of historical, vital, and confidential records.

4.0 RECORDS RETENTION SCHEDULE CHANGES

- 4.1 The Department/Division Records Coordinator may request a change to the RRS at any time.
- 4.2 Examples of changes that may initiate a change to the RRS include:
 - Change in the assigned Office of Record due to reorganization.
 - Change in the characteristics associated with the records: vital, historical, or confidential.
 - Change in the retention event associated with the records, for example: closed, complete, expired, or superseded.
 - Change in the legal and administrative requirements.

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- New record types that are generated or used in performing business functions.
- Change in the definition of the Record Series that applies to Department/Division records.
- Contact the Clerk of the Board and/or designee for any changes to the RRS. ~~An Records Retention Schedule~~ RRS Change Request Form may be requested. The Clerk of the Board and/or designee will secure all the required approvals to initiate the requested modification.
- The Clerk of the Board and/or designee will communicate with the Department/Division Records Coordinator as to the outcome of the request, update the RRS, and distribute the updated RRS to all applicable parties (persons and web sites).

5.0 RECORDS PURGE

- 5.1 Eliminate records from active files and facilitate their timely destruction after all legal and business requirements have been met.
- 5.2 Only records that are useful in current business activities are retained, enabling timely retrieval of frequently used records.
- 5.3 Records with research or historical value are preserved in a controlled environment.
- 5.4 Records stored offsite are reviewed semi-annually and a list of retention expired records prepared by the Clerk of the Board and/or designee for each Department/Division.

6.0 INACTIVE RECORDS TRANSFER AND STORAGE

- 6.1 Inactive records are those records that have not met their required retention periods but are no longer current or frequently referenced.

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- 6.2 Inactive files management standards are established by OC San to ensure that OC San records remain accessible and protected throughout the duration of their required retention periods.
- 6.3 Active files are periodically reviewed to identify those records that are inactive.
- 6.4 Inactive records that are identified during the review are purged from active file areas and processed for offsite storage.
- 6.5 Systematic control of inactive records consists of:
- Properly packing the records in records storage boxes obtained from the warehouse and properly labeling the boxes.
 - Preparing an index of the contents of the box using a Disposition Form.
 - Contacting the Clerk of the Board and/or designee for a barcode.
 - Follow the guidelines below when packing the records:
 - Each box shall only contain official inactive records. **Non-records and duplicate records should not be transferred to offsite storage.** They are destroyed in the active office area as appropriate.
 - **Do not pack different Records Series in the same box. Records Series packed together should have the same destruction date.**
 - Schedule the pick-up and transfer of the box(es) to offsite storage by contacting the Clerk of the Board and/or designee.

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7.0 PURGING TRANSITORY RECORDS

- 7.1 Transitory records can be purged from file storage equipment and destroyed as soon as their usefulness in the performance of business functions is met.
- 7.2 **Do not send transitory records to offsite storage.**

8.0 RETRIEVING BOXES FROM OFFSITE STORAGE

- 8.1 Inactive records may be retrieved from the offsite storage center at any time by contacting the Clerk of the Board and/or designee.
- 8.2 Records may be retrieved only by staff from the Department/Division designated as “owner” of the records.

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- 8.3 In the event that staff from a Department/Division other than the owner requires access to the records, the retrieval request shall be approved by the Clerk of the Board and/or designee and the Department/Division that owns the records.
- 8.4 Boxes retrieved from the offsite storage center shall be returned to the center with the same records and in the same order as when they were received. Records should not be removed, nor should additional records be added. Should records need to be added/removed, or the box content altered in any way, contact the Clerk of the Board and/or designee as to how best to proceed.

Procedure 4.0

Records Retention Schedule Change Request Form

Exhibit A



Records Retention Schedule (RRS) Change Request Form

Date: _____

Division Number: _____

Retention Number (If Applicable): _____

Record Series/Record Type, Including Description (If Applicable):

Change Requested:

☐ Add

☐ Change

☐ Delete

☐ Combine

☐ Review

☐ Other (Describe): _____

Description of Change Requested:

Examples:

- Add: Need to Add a Record Series/Record Type for the retention of a certain type of record.
 Add a record to the Record Series/Record Type description.
 Add Media Type.
- Change: Need to Change the Retention Length of a certain Record Series/Record Type.
 Change Special Storage Consideration information.
- Delete: Delete a certain Retention Number; Delete a record in Record Series/Record Type description.
- Combine: Need to combine certain entries or information on the RRS.
- Review: Review the Retention Citations/Comments on a particular RRS entry.
- _____

Required Approval:

Requester's (If Different From Records Coordinator) Name & Signature:

Name (Print)

Signature

Date

Records Coordinator Name & Signature:

Name (Print)

Signature

Date

Department/Division Supervisor Approval:

Name (Print)

Signature

Date

Department/Division Manager Name & Signature:

Name (Print)

Signature

Date

Department/Division Director Name & Signature:

Name (Print)

Signature

Date



Records Retention Schedule (RRS) Change Request Form

Legal Counsel Name & Signature:

Name (Print)

Signature

Date

Records Management Name & Signature:

Name (Print)

Signature

Date

For completion by Records Management

Date Action Taken:

Action Taken (Describe):

Date Revised RRS Distributed &
Posted to SharePoint:

Procedure 4.0
Records Retention Schedule
Exhibit B



Orange County Sanitation District Records Retention Schedule

General Retention Schedule Information

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- Copies/duplicate records shall be determined as "duplicate" or "copy" in conjunction with Records Management. Upon determination by Record Management that a record is a duplicate or copy, OC San may destroy the duplicate record if the original or a permanent photographic record exists in OC San's files (GC §60200).
- Notes, preliminary drafts, and transitory records are not considered Official Records and may be destroyed without complying with OC San's RRS (SOS 2-1030). Such records may be destroyed when no longer needed for OC San business and do not require authorization for destruction.
- Official Records cannot be discarded in trash bins. They must be submitted to Records Management for secure destruction.

Citation Codes		Retention Codes	
CCP	Code of Civil Procedure (CA)	CL	Closed or Completed
CCR	California Code of Regulations	CU	Current Year (Defined Where Used)
CFR	Code of Federal Regulations	EX	Expired or Expiration
GC	Government Code (California)	LF	Life of Facility, Equip. or Software
H&S	Health & Safety Code	LO	Life of Organization or Permanent
IRS	Internal Revenue Service	NN	When No Longer Needed
LC	Labor Code (CA)	OB	Obsolete
PC	Penal Code (CA)	S	Superseded
PRC	Public Resources Code	T	Terminated
OMB	Office of Management & Budget		
R&TC	Revenue & Taxation Code		
SOS	Secretary of State		
USC	United States Code		
Special Storage Consideration		Media Types	
C	Confidential	CD	CD
H	Historical	EL	Electronic
V	Vital	FD	Floppy Disk
		P	Paper
		TA	Tapes

Districtwide

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations & Comments
DW001	Published Articles Written/Contribution by OC San Staff	LO			SOS C-24, SOS C-40 <i>Incorporates 2018 ESD018</i>
DW002	Historical Records: Photos, Slides Used by O&M, Videos, Correspondence	LO	H		<i>Business value for LO retention. Historical/Non-Historical determination is made by the Department Director or Custodian of Records.</i>
DW003	Non-Historical Photos & Videos	NN			<i>Historical/Non-Historical determination is made by the Department Director or Custodian of Records Incorporates 2018 PAO003</i>
DW005	Reference Files (Not Incorporated in Any Other RRS Record Type): Equipment Manuals Not Included in DW010, Process Workflows, Budget Planning Documents, Training Material, Standby Assignments/Stormwatch, Department/Division Policies & Procedures (If Not Specified Elsewhere in the RRS)	S+5		EL, P	GC §60201(d)(11); SOS C-23, SOS C-19 <i>Longer retention period required by SOS C-19 applied to all records in this Record Type Incorporates 2018 OMD012</i>
DW006	Speeches and Non-Marketing Related Presentations & Supporting Documents (Includes PowerPoints): Presentations Not Made at Board/Committee Meetings	CU+2	H		SOS C-24 <i>Some records may be kept for historical value Incorporates 2020 DW004, 2018 PAO005, 2018 OMD013 CU = date of presentation</i>
DW007	General Correspondence: Email in Outlook Inbox & Sent Folders, Returned Proposition 218 Notifications (Returned Mail)	CU+2		EL, P	<i>This pertains to all communication not specifically addressed or related to another Retention Number contained in the whole Records Retention Schedule CU = date of communication</i>



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Special Storage Consideration		Media Types	
C	Confidential	CD	CD
H	Historical	EL	Electronic
V	Vital	FD	Floppy Disk
		P	Paper
		TA	Tapes

Districtwide

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations & Comments
DW008	Non-Records in Email Format in Outlook Deleted Folder or Microsoft Teams Chat	CU+90 Days		EL, P	<i>These records fail to meet the definition of a public record under Government Code §6252(e) CU = date of communication</i>
DW009	Various Internal Meeting Minutes: Includes Minutes Not Otherwise Indicated Herein, Including Executive Management Team (EMT) Meeting Minutes, Managers Meeting Minutes, Administrative Support Meeting Minutes	CU+2			SOS C-19 <i>EMT Meeting Minutes previously 2020 GMO017 CU = calendar year</i>
DW010	Facility & Collection System Equipment Manuals and Related Reference Files	LO		EL, P	GC §60201(d)(11); SOS C-23, SOS C-19 <i>Separating these records from DW005 as business practice is that they are kept LO</i>
DW011	Purchaser/Card Holder Receipts for Purchases Made Using OC San Procurement Card (Credit Card)	CU + 3		EL, P	SOS C-29, SOS C-30 <i>CU = statement date</i>



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Board Services

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations & Comments
BSD001	Affidavits of Publications Notices	LO		EL, P	GC §54960.1(c)(1); SOS C-22, SOS C-23 Required retention is CU+2; business value for LO retention
BSD002	Board and Committee Meeting Agenda Packets and Meeting-Related Materials: Agenda, Agenda Reports & Attachments, Presentations, GM Monthly Report	LO		EL, P	SOS C-22
BSD003	Agreements & Contracts, Political & Outside Jurisdictions/Agencies: Cooperative Agreements, JPAs (Joint Powers Authorities), JFAs (Joint Finance Authorities), Interagency, Reimbursement Agreements	LO	V	EL, P	GC §60201(d)(1), GC §60201(d)(9)
BSD004	Annexation Files	LO	V	EL, P	GC §60201(d)(1); SOS C-28
BSD005	Bids - Awarded (Board Reviewed)	LO		EL, P	GC §60201(d)(6); SOS C-30
BSD006	Bids - Unaccepted (Board Approved)	CU+2		EL, P	GC §60201(d)(11); SOS C-30 Includes unsuccessful and rejected bids. For rejected bids, includes bid documentation (plans, specs, etc.). CU = calendar year
BSD007	Board Administration Files: Loyalty Oaths, Election Records, Directors Lists, Contact Information	T+10		EL, P	PC §801.5 22; SOS C-18; 29 USC §1113



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Special Storage Consideration		Media Types	
C	Confidential	CD	CD
H	Historical	EL	Electronic
V	Vital	FD	Floppy Disk
		P	Paper
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Board Services

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations & Comments
BSD008	Conflict of Interest (FPPC Filings)	T+7		EL, P	GC §81009(e); SOS C-18
BSD009	Purchasing, Contracts & Agreement Files - Capital Improvement Projects (CIP) & Non-CIP - Committee or Board Approved: Includes Authorization Documents; Change Orders; Amendments; Notices; Published Invitation for Bid (IFB) Documents, including Specifications & Drawings, Solicitation Addenda and Bulletins Issued; Notices of Intent to Award; Notices of Award; Notices to Proceed; Notices of Completion; Property & Other Lease Agreements; Purchase Order and Requisition Files	LO	V	EL, P	CCP §337; H&S §19850; SOS C-22, SOS C-27, SOS C-30
BSD011	Ethics Training: Sexual Harassment Board Only, Ethics Training Board & Employee	EX+5		EL, P	GC §53235.2(b)
BSD012	Formation Files	LO	V	EL, P	GC §60201(d)(1)
BSD013	Land Records: Easements, Grant Deeds, Quit Claim Deeds, Abandonments, Condemnations, Real Estate Purchase & Sale, Property Agreements, Encroachment Permits	LO	V	EL, P	GC §60201(d)(8) <i>Incorporates 2015 ENG010, 2015 ENG013, 2018 ENG026</i>
BSD014	Legal Opinions	LO		EL, P	SOS C-23; GC §6254
BSD015	Litigation Files	CL+2		EL, P	40 CFR §122.41(j)(2), 40 CFR §403.12(o); SOS C-45 <i>CL = date of record</i>



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Special Storage Consideration		Media Types	
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Board Services

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations & Comments
BSD016	Meeting Minutes: Board & Board Committees	LO	V	EL, P	GC §60201(d)(3)
BSD017	Ordinances	LO	V	EL, P	GC §60201(d)(2)
BSD018	Recorded Project Documents: Notices of Completion, Easements, Deeds, etc.	LO		EL, P	GC §60201(d)(8); SOS C-26
BSD019	Resolutions	LO	V	EL, P	GC §60201(d)(2)
BSD020	Tapes & Digital Recordings (Audio & Video): Board or Committee Meetings	LO		EL	GC §54953.5(b) <i>Minimum retention 30 days or until adoption of the minutes per Brown Act.</i>
BSD021	Director Communications: General Board Correspondence	CU+3		EL, P	PC 801.5 22; 29 USC §1113 <i>Incorporates 2015 BSD010 CU = calendar year</i>
BSD023	Public Records Act Requests	CL+2		EL, P	GC §60201(d)(5); SOS C-23
BSD024	Grand Jury Reports/Responses	LO		EL, P	



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Board Services

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations & Comments
BSD025	Records Retention Schedules	LO		EL, P	CCP §343; SOS C-23 <i>Schedules are superseded when updated Incorporates 2018 ITD022</i>
BSD026	Records Destruction Records: Approvals, Certificates, Requests	LO		EL, P	SOS C-23 <i>Incorporates 2018 ITD019</i>
BSD027	Records Management Annual Audits: Inventory, Storage, Destruction	S+3		EL, P	SOS C-23 <i>Incorporates 2018 ITD020</i>
BSD028	Public Records Act Requests Log	LO	H	EL, P	<i>Required retention is the same as BSD023 (CL+2); business value in LO retention; no additional, specific citations</i>
BSD029	OC San Declarations of Emergency Log & Related Back Up Documentation	LO	H	EL	
BSD030	Escrow Bid Documents Unsuccessful Contractor/Awarded Contractor	LF CL	C, V		CCP §337.15 <i>Unsuccessful Escrow Bid Documents are returned to Contractor after Contract is awarded. The Escrow Bid Documents for the Awarded Contractor are returned at the end of the life of the facility (business preference to retain these documents longer than required by §CCP 337.15, which indicates CL+10): after completion of the project. OC San acts as a temporary custodian of the documents, which remain the property of the bidders.</i>



Orange County Sanitation District Records Retention Schedule

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SOS	Secretary of State		
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Special Storage Consideration		Media Types	
C	Confidential	CD	CD
H	Historical	EL	Electronic
V	Vital	FD	Floppy Disk
		P	Paper
		TA	Tapes

Contracts, Purchasing, and Materials Management

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations & Comments
CPM001	Purchasing, Contracts & Agreement Files - Capital Improvement Projects (CIP) - Not Committee or Board Approved: Includes Insurance Certificates; Authorization Documents; Change Orders; Amendments; Notices; Pre-Award Bid/Proposal Package; Bid/Proposal Evaluation Materials; Protest Documents; Project Documents; Published Invitation for Bid (IFB) Documents, including Specifications & Drawings, Addenda and Bulletins Issued, Bid Requirements Form, Question & Answer Logs, Outreach Materials, Evaluator Certifications, Responsiveness & Responsibility Review Documents (Safety, Finance, Experience Requirements), Clarification Requests & Responses, and Bid/Proposal Evaluation Memorandum; Notice of Award Recommendations; Protest and Associated Documents; Determination on Protests; Appeals; Determination of Appeals; Preliminary Notices; Stop Notices; Notices of Completion; Property & Other Lease Agreements; Purchase Order and Requisition Files For Purchasing, Contracts & Agreement Files that are Committee or Board approved, please see BSD009	LO		CD, EL, P	CCP §335; GC §4000; H&S §19850; SOS C-22, SOS C-27, SOS C-30 <i>Incorporates 2018 CPM004, 2018 CPM011, 2018 CPM012, 2018 CPM013, 2018 CPM014, 2018 CPM015, 2018 CPM017, 2018 CPM018</i>
CPM002	Purchasing, Contracts & Agreement Files - Non-CIP Projects - Not Committee or Board Approved: Includes Insurance Certificates; Authorization Documents; Change Orders; Amendments; Notices; Pre-Award Bid/Proposal Packages; Bid/Proposal Evaluation Materials; Protest Documents; Project Documents; Published Invitation for Bid (IFB) Documents, including Specifications & Drawings, Addenda and Bulletins Issued, Bid Requirements Form, Question & Answer Logs, Outreach Materials, Evaluator Certifications, Responsiveness & Responsibility Review Documents (Safety, Finance, Experience Requirements), Clarification Requests & Responses, and Bid/Proposal Evaluation Memorandum; Notice of Award Recommendations; Protest and Associated Documents; Determination on Protests; Appeals; Determination of Appeals; Preliminary Notices; Stop Notices; Notices of Completion; Property & Other Lease Agreements; Purchase Order and Requisition Files For Purchasing, Contracts & Agreement Files that are Committee or Board approved, please see BSD009	CL+7		CD, EL, P	CCP §337; SOS C-22, SOS C-30 <i>Incorporates 2018 CPM004, 2018 CPM011, 2018 CPM012, 2018 CPM013, 2018 CPM014, 2018 CPM016, 2018 CPM017, 2018 CPM018</i>



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PRC	Public Resources Code	T	Terminated
OMB	Office of Management & Budget		
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H	Historical	EL	Electronic
V	Vital	FD	Floppy Disk
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Contracts, Purchasing, and Materials Management

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations & Comments
CPM005	Purchase Order & Requisition Files (Not included in BSD009, CPM001 & CPM002): Open Annual (OA), Open Blanket (OB), Open Purchase (OP), Open Service (OS), Requisitions in JDE, Procurement Card Purchases	CL+5		EL, P	CCP §337; GC §60201(d)(9) & (10); SOS C-30 <i>Incorporates 2018 CPM006</i>
CPM008	Warehouse and Materials Management Records: Discrepancies, Add To Stores, Receivers, Return To Vendors (RTV), Shipping Records, Inventories, Disposal of Surplus Assets	CL+4		EL	CCP §337; SOS C-29, SOS C-30 <i>Incorporates 2018 CPM007</i>
CPM009	Procurement Card Documentation: Reconciliation (Receipts/Activity in Chase Portal), Reports, Agreements, Correspondence	CU+3		EL, P	SOS C-29, SOS C-30 <i>CU = statement date</i>
CPM019	Certificates of Insurance	LO	H, V	EL, P	SOS C-24 <i>Incorporates 2018 CPM014</i>
CPM020	Purchasing & Contracts Support Documents - CIP & Non-CIP - Committee or Board Approved: Includes Pre-Award Bid/Proposal Packages; Bid/Proposal Evaluation Materials; Project Documents; Bid Requirements Forms; Question & Answer Logs; Outreach Materials; Evaluator Certifications; Responsiveness & Responsibility Review Documents (Safety, Finance, Experience Requirements), Clarification Requests and Responses; Bid/Proposal Evaluation Memorandum; Notice of Award Recommendations; Protest and Associated Documents, Determination of Protests; Appeals; Determination of Appeals; Preliminary Notices; Stop Notices	LO	H	EL, P	CCP §337, CCP §337.15; SOS C-22, SOS C-30 <i>Incorporates 2018 CPM004, 2018 CPM010, 2018 CPM011, 2018 CPM012, 2018 CPM013, 2018 CPM014, 2018 CPM015, 2018 CPM016, 2018 CPM017, 2018 CPM018</i>
CPM021	Bids - Unaccepted (NOT Committee or Board Approved)	CU+2		EL, P	GC §60201(d)(11); SOS C-30 <i>Includes unsuccessful and rejected bids CU = calendar year</i>



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Engineering

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
ENG005	CEQA Documents Prepared for District Purposes: Includes Environmental Impact Report Documents (Draft & Final), Negative Declarations, Notices of Completion and Determination, Comments on Environmental Documents, Statements of Overriding Considerations, Technical Studies, Initial Studies, Mitigation and Monitoring Reports, Environmental Assessments, Notices of Preparation, Mitigated Negative Declarations, Notices of Exemption	LO			14 CCR §15062, 14 CCR §15075, 14 CCR §15094, 14 CCR §15095(c), 14 CCR §15112, 14 CCR §15208; GC §60201(d)(10); SOS C-27 <i>Incorporates 2018 ENG022</i>
ENG007	Engineering Drawing: Conformed Set Drawings	S	V		SOS C-26, SOS C-44 <i>Conformed Set Drawings are superseded by Record Drawings & retained pursuant to ENG008; if no drawings are issued, the Conformed Set is kept for Life of Organization</i> <i>Incorporates 2018 ENG021</i>
ENG008	Engineering Drawing: Record Drawings	LO	V		SOS C-26, SOS C-44 <i>Incorporates 2018 ENG021, 2020 ENG031</i>
ENG009	Drawings - Shop & Construction Contract Submittals (Permanent Assets)	LO	V		<i>Incorporates 2020 ENG032, 2015 ENG011</i>



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Engineering

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
ENG012	ENGINEERING PROJECT FILE (TO INCLUDE ALL CAPITAL PROJECT MANAGEMENT LIFE CYCLE PHASES): Project Development: Correspondence, Gate Review, Meeting Agendas & Minutes, Pre-Construction Project Photos, Handoff Documents, Consultant Monthly Report Preliminary Design: Correspondence, Design Submittal, Gate Review, Meeting Agendas & Minutes, Preliminary Design Report Documentation, Public Outreach, Consultant Monthly Report Design: Consultant Monthly Report, Correspondence, Design Submittal, Final Design Submittal, Gate Review, Meeting Agendas & Minutes, Public Outreach, Handoff Documents, ETAP Documents Construction and Installation: Consultant Monthly Report, Construction Contract Submittals (Not Permanent Assets), Correspondence, Gate Review, Construction Inspection Daily Reports & Documentation, Meeting Agendas & Minutes, Public Outreach, Requests & Changes (Bulletin, Contractor Cost Proposal, Delay & Schedule Analysis, Field Change Order, Request for Change, Request for Information, Request for Proposal, Time & Materials Report), Safety Documentation, ETAP Documents, Project Schedule Commissioning: Correspondence, Gate Review, Meeting Agendas & Minutes, Substantial Completion-Beneficial Use, Use Prior to Completion, Substantial Completion, Final Completion Closeout: Correspondence, Gate Review, Meeting Agendas & Minutes, Final Acceptance & Release of Retention, Warranty Documentation, As-Builts & Field Markups	CL+10			CCP §337.15. <i>Incorporates 2018 ENG007, 2018 ENG008, 2018 ENG009, 2018 ENG010, 2018 ENG011, 2018 ENG012</i> <i>CL = budget closure date in budget documentation or the date of the Director of Engineer's signature on the Close-Out Form</i>
ENG014	City or County Planning Documents Unrelated to a Specific, Current OC San Project or Business Need As Otherwise Defined in Another Retention Number: Specific Plan, Master Plan, CEQA Documents Including Environmental Impact Reports and Addenda, Negative Declarations, Notices of Completion and Determination, Comments on Environmental Documents, Statement of Overriding Considerations, Exemptions, Technical Studies, Mitigation and Monitoring Reports	CU+20			GC §60201(d)(10); SOS C-26, SOS C-27, SOS C-28 <i>OC San is not the custodian of these records; however there is a business value to the retention of these records.</i> <i>Incorporates 2015 ENG004, 2018 ENG001</i> <i>CU = document date</i>
ENG015	Connection Permit: Trunk Sewer Connection Permit	LO	V		GC §60201(d)(10); SOS C-43, SOS C-44 <i>Incorporates 2018 ENG029</i>



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Engineering

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ENG017	Collection System Condition Assessment Records: CCTV, Reports	LO	V		
ENG019	Specification Conformed	LO	V		<i>Incorporates 2018 ENG028</i>
ENG020	Requests for Underground Utility Information (From City, Utility, Public Agency or Contractor Working On Behalf of Same): Original Inquiry/Plans Received, OC San Response	CL+2			<i>Incorporates 2018 ENG004</i>
ENG023	Code and Standards: ACI 318 - Building Code Requirements for Structural Concrete; ACI 350 - Code Requirements for Environmental Engineering Concrete Structures; ASCE 7-16 - Minimum Design Loads & Associated Criteria for Buildings & Other Structures; ASCE 41-13 - Seismic Evaluation & Retrofit of Existing Buildings; Greenbook - Standard Specifications for Public Works Construction; NFPA 13 - Standard for Installation of Sprinkler Systems; NFPA 30 - Flammable & Combustible Liquids Code; NFPA 37 - Standard for the Installation & Use of Stationary Combustion Engines & Gas Turbines; NFPA 70 - National Electrical Code; NFPA 72 - National Fire Alarm & Signaling Code; NFPA 101 - Life Safety Code; NFPA 820 - Standard for Fire Protection in Wastewater Treatment & Collection Facilities; NFPA 2001 - Standard on Clean Agent Fire Extinguishing Systems; California Building Codes	S+10			<i>OC San is not the custodian of these records; however there is a business value to the retention of these records.</i>



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Engineering

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ENG024	Final Design Documentation: Engineering Study and Analysis, Feasibility Study, Final Planning Study Report, Preliminary Design Report/Technical Memoranda, Engineering Calculations, Geotechnical and Geophysical Reports, Hazardous Materials Report, Hydrogeologic Report, Project Specific Seismic Report	LF			SOS C-19, SOS C-25, SOS C-26, SOS C-27 <i>Incorporates 2015 ENG016 Engineering Study & Analysis - May Include Reports Such as Soil Hauling Study, CCTV Report, Trunk Sewer Analysis, Structural Analysis, Electrical Report, Manufacturer Report, Design Report, Technical Reports, Flow Report (Gallage Flow), Odor Control, Air Quality Reports, Title Report, Traffic Study, Dust & Dirt Analysis, Noise Study, Project Report, May Also Include Annual Reports Not Otherwise Addressed in the RRS</i>
ENG025	Construction Specialty: Electrical Test Report, Instrumentation Testing, Materials Testing Report, Mechanical Testing, Other Test Report, Soil Testing, Structural Testing, Survey Report, Commissioning Procedure, Construction Photos and Videos	LF			SOS C-19, SOS C-25, SOS C-26, SOS C-27
ENG027	Facility Reports: OC San Master Plan (Generated by Eng. Dept.), Strategic or Facility-Wide Planning Study Report (Seismic, Climate, Capacity, etc.), Asset Management Program Plan/Report	LO			40 CFR §122.41(j)(2), 40 CFR §403.12(o); SOS C-45 <i>CU = date of record</i>
ENG030	Facility Permits: Air Quality Management District (AQMD), Permit to Operate, California Coastal Commission/Coastal Development, Building Permit, Fire Department Permit, Army Corps of Engineers, CEQA Permits, Encroachment/Right of Way, Permit for Construction, Regional Water Quality Control Board (RWQCB), City/County Permits, CalTrans Permits, EPA, California Dept. of Fish & Game, Orange County Flood Control District (OCFCD) Permit for Construction, Railway for Construction	LO			SOS C-45



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Engineering

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ENG033	CEQA Related Documentation Pertaining to Meeting Agendas and Meeting Minutes	LO			GC §60201(d)(3)
ENG035	ENGINEERING CONTRACT SUPPORT DOCUMENTATION: Professional Service Agreement: Solicitation (Scope of Work, Sole Source) & Contract Administration (Amendment and Reallocation, Consultant Invoice) Professional Design Service Agreement: Solicitation (Scope of Work, Sole Source) & Contract Administration (Amendment and Reallocation, Consultant Invoice) Professional Construction Service Agreement: Solicitation (Scope of Work, Sole Source) & Contract Administration (Amendment and Reallocation, Conformed Agreement Package) Construction Agreement: Solicitation (Sole Source) & Contract Administration (Certified Payroll, Change Order, Claims Documentation, Contractor Progress Payment) Task Order: Solicitation (Scope of Work, Sole Source) & Contract Administration (Amendment and Reallocation, Consultant Invoice) Bid Package: Published Packet - Specifications, Drawings, Bid Set Drawings	CL+10			CCP §337.15; GC §60201(d)(12) <i>Incorporates 2015 ENG002, 2015 ENG003, 2015 ENG006, 2015 ENG018</i> <i>CL = budget closure date in budget documentation or the date of the Director of Engineer's signature on the Close-Out Form</i>
ENG036	Cost & Schedule Documentation: Budget Documentation, Budget Table and Schedule Documentation, Construction Schedule Documentation	CL+10			CCP §337.15 <i>CL = budget closure date in budget documentation or the date of the Director of Engineer's signature on the Close-Out Form</i>
ENG037	CEQA Correspondence, Including Correspondence with Outside Cities/Agencies: Includes Written and Electronic Correspondence	CL+10			14 CCR §15062, 14 CCR §15075, 14 CCR §15094, 14 CCR §15095(c), 14 CCR §15112, 14 CCR §15208; GC §60201(d)(10); PRC §21167.6; SOS C-27 <i>Incorporates 2018 ENG002</i> <i>CL = date of correspondence</i>



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USC	United States Code		
Special Storage Consideration		Media Types	
C	Confidential	CD	CD
H	Historical	EL	Electronic
V	Vital	FD	Floppy Disk
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Engineering

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
ENG038	Project-Related Permit-Related Back Up Documentation: Certification of Environmental Compliance, Contaminated Soil Manifest, Dewatering Data, Mitigation Measure Monitoring Reporting, Storm Water Compliance Reporting, OSHA Excavation Permits	CL+10			CL = budget closure date in budget documentation or the date of the Director of Engineer's signature on the Close-Out Form
ENG040	Project Close-Out Documentation	LO	V	EL	These records are retained in the Primavera Database and/or SharePoint



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Environmental Services

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
ESD001	Air Emissions Permitting Files (AQMD, CARB, Other): Final Permit, Testing Reports, Permit Applications, Correspondence	LO			CCP §338(k); SOS C-27
ESD002	Asset Specific Emission Records: Various Equipment and Operational Information, Including Logs Please see OMD014 & OMD016 for retention of some records within ESD002	OB+7			SOS C-27
ESD003	Biosolids Management Records: Biosolids Hauling, Use, EMS Activities	LO			40 CFR §122.21, 40 CFR §122.41(j)(2), 40 CFR §503.17; SOS C-47
ESD004	Environmental Audit Records: Conducted By OC San	LO			
ESD005	Environmental Audit Records: Conducted By Outside Parties	LO			SOS C-27
ESD008	Cleanup, Abatement, and Remediation of Underground Storage Tanks Storage Tank Permits and Designated UST Operator Visual Inspector Reports	LO	Underground		23 CCR 2772; SOS C-33
ESD009	Non-Hazardous Waste Waste Hauler Manifests	CU+3			SOS C-42 CU = calendar year
ESD011	Interagency (Outside) Agreements and Documentation MOU and amendments, audits, MOUs, historical documents, special studies, Semiannual/annual reports, constituents of emerging concern, SSMPs, correspondence to/from EPA, RWQCB, etc. See also Board approved Agreements & Contracts BSD003	LO	Agreements		GC §60201(d)(9)



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ESD012	Laboratory Standard Operating Procedures	LO			SOS C-19
ESD013	Laboratory Records: Sample Preparation Records, Raw Data, Data Logs, Data Packets, QA/QC Reports, Final Processed Data, LIMS Reports, Lab Equipment Maintenance and Sterilization	CU+7			SOS C-46 <i>CU = calendar year</i>
ESD014	Non Permittee Files: Inspection Reports Data, Letters/Correspondence re: permit applicability including Discharge Authorization Request forms that do not lead to a permit, Inspection Report (Electronic Only)	CU+6			SOS C-19, SOS C-42 <i>CU = calendar year</i>
ESD015	OMP Field Datasheets: Field Data and Collection Documentation, Animal Counts, Fish Collection Observations	LO			40 CFR §141.33; SOS C-46
ESD016	NPDES Permitting Files: Final Permit, Permit Applications, Special Studies & Reports, Correspondence See Special Note in ESD020	LO		EL	40 CFR §122.41(j)(2), 40 CFR §403.12(o); SOS C-46
ESD017	Permittee Files: Discharge Permits and Urban Runoff Discharge Permit, Discharge Certificate, Letter to Discharge (aka Discharge Authorization), Special Purpose Discharge, Class I, and II, Wastehauler MMRs, SMRs, TTO (TOMP) Waivers, WWARs Dry Cleaner Certifications* (retained until OOB or ownership change)	CU+6			40 CFR §122.41(j)(2), 40 CFR §403.12(o); SOS C-45 <i>CU = document date</i>



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Environmental Services

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ESD020	Compliance and Annual Reports: Discharge Monitoring Reports (DMR), Marine Monitoring Annual Report (MMAR), Biosolids Annual Report Special Note: The MMAR contains information from NPDES permits so should be used as a resource to ESD016	LO		P	40 CFR §122.41(j)
ESD022	Unprocessed Instrumentation Files & Lab Reports	LO	H, V		40 CFR §122.41(j)
ESD023	Chain of Custody - Laboratory	CU+7			40 CFR §122.21(j)(4)-(6), 40 CFR §122.41(j)(2), 40 CFR §403.12(o), 40 CFR §503.17(a)(3)(i), (a)(4); SOS C-22 CU = calendar year
ESD024	Compliance Program Documentation: Storm Water, SSO, Post Construction Mitigation, SSMP (WDR)	LO			40 CFR §122.41, 40 CFR Part 141, 40 CFR §141.33; SOS C-25, SOS C-27, SOS C-45



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Financial Management and Administrative Services

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
FAD001	Accounting Reports: Quarterly and Monthly Reports	CU+4			SOS A-1, SOS C-30 <i>CU = fiscal year</i>
FAD002	Accounts Payable Files: Vendor and Contractor Invoices, Bills, Statements, Any Non-Discharged Debt	CL+7			GC §60201(d)(7), GC §60201(d)(12); SOS C-29 <i>Freeze on all FAD002 records for the timeframe of 1/1/2010 through 12/31/2013. Freeze until 1/1/2048 for the purposes of fulfilling Build America Bonds IRS requirements. OC San issued Build America Bonds in 2010 (outstanding through 2044) for which we are receiving a federal subsidy to offset our interest costs. The IRS guidance found states that all issuers should have records retention policies that maintain bond documents & related records (including documents supporting the disposition of funds) for at least the life of the bonds plus three years (through 2047). CL refers to final payment</i>
FAD003	Accounts Receivable Files	CL+7	V		CCP §337 et seq.; GC §60201(d)(7), GC §60201(d)(12); SOS C-29 <i>CL refers to final payment</i>
FAD005	Audit Records: Financial Statements, Audit Management Letters, Comprehensive Annual Financial Report (CAFR)	LO	H		SOS C-30
FAD006	Bank Signature Cards	S+7			GC §60201(d)(12)



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Financial Management and Administrative Services

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
FAD007	Banking Records: Deposit Receipts, Bank Statements, Checking Account Reconciliation, Cash Transfer Report (LAIF, Wire Transfers, and Intranbank Transfers), Adjustments - Returned Checks (NSF), ACH Returns, Positive Pay Exceptions	CU+6	V		SOS C-29, SOS C-30 <i>CU = calendar year</i>
FAD008	Bonds: Certificates of Participation, Transcripts, Disclosure Reports, Registers, Issue Records, Determination of Allocation	LO	V		CCP §336(a), CCP §337.5; GC §43900, GC §53921
FAD009	Budgets (Adopted)	LO	H, V during current FY		SOS -29
FAD010	Budgets vs. Actual: Supporting Documentation Summaries, Worksheets, Goals and Objectives, Milestones	CU+5			SOS C-29 <i>CU = fiscal year</i>
FAD011	Check Records: Cancelled Payroll Checks, Voided Copies For Automatic Deposits, Registers, Requests for Hand Checks & Interim Payroll Checks	CU+7			CCP §337; GC §60201(d)(12); SOS C-29 <i>CU = calendar year</i>
FAD012	Capital Facility Capacity Charges (CFCC)	LO	H	EL, P	CCP §337; SOS C-29 <i>Changed to LO as it is beneficial for OC San to maintain copies of permits for fee calculations in the future and historical reference for fees paid for parcels</i>
FAD013	Expense Reports	CU+7			CCP §337; GC §60201(d)(12); SOS A-1 <i>CU = fiscal year</i>



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Financial Management and Administrative Services

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FAD014	Financial Statements	CU+10			40 CFR §122.41(j)(2), 40 CFR §403.12(o); SOS C-45 <i>CU = date of record</i>
FAD015	Financial System: ERP Database (JDE), Access Database, Utility Billing Data is interrelated across platforms <i>The Access Database & Utility Billing is iPACS and all of the information used for billing industrial dischargers. JDE also interfaces with Maximo for warehouse and maintenance.</i>	LO			SOS C-45
FAD016	Fixed Asset Records	LF	V		SOS C-29
FAD017	General Ledger	LO	V		SOS C-29
FAD018	Investment Records: Investment Policy, Custodian Bank Transaction Records, Asset Detail, Asset Summary, Yield, Statements, LAIF Withdrawals/Deposits, Portfolio Withdrawals/Deposits, Stock Certificates, Treasurer's Report, GASB 40 Report, GASB 72 Report	LO	V		CCP §337; GC §53607; SOS C-30
FAD019	Journal Entries	LO			CCP §337; SOS C-29
FAD021	OCERS Files: Copies of OCERS Payments, Statements	CL+7			29 CFR §516.6(a)(1); GC §60201(d)(12) <i>CL refers to final payment</i>



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FAD022	OCERS Retirement Report	LO			29 CFR §516.6(a)(1); GC §60201(d)(12) <i>Business value for LO retention</i>
FAD023	Payroll Records (Generated from Payroll Taxes): Timesheets; Payroll Registers and Reports; Unemployment Claims; Garnishments; Payment of Labor Costs Including Salaries, Wages, Compensation, and Deductions For Employees, Board Members, and Contractors (DE-6 & 941 Forms - Quarterly and Annual Payroll Tax Returns)	7	V		CCP §337; 26 CFR §1.6001-1, 29 CFR §516.5, 29 CFR §516.5(a)-(b), 29 CFR §516.6(a)(1); GC §60201(d)(12); SOS C-30; IRS Reg. §31.6001-1(e)(2); R&TC §19530 <i>7 years is triggered from date of payment</i>
FAD024	Petty Cash Records	CU+7			26 CFR §1.6001-1; CCP §337; GC §60201(d)(12); SOS A-1 <i>CU = fiscal year</i>
FAD025	Rate Studies	CU+10			SOS C-42 <i>Business value for longer retention</i> <i>CU = fiscal year</i>
FAD026	Rebates and Refunds: Sewer Service Fees	CU+7			26 CFR §1.6001-1 <i>CU = calendar year</i>
FAD027	State Controller's Reports	LO			SOS C-30



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Financial Management and Administrative Services

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
FAD028	Tax Records - Employees & Retirees: 1099-R, Annual Information Returns for Employees and Retirees	CU+7			26 CFR §31.6001-1(d), 26 CFR §31.605-1, 29 CFR §516.5 - 516.6; GC §60201(d)(12); SOS C-30, SOS C-29; USC §436; IRS Reg. §31.6001-1(e)(2); R&TC §19530 <i>CU = calendar year</i>
FAD029	Tax Records (Generated From Accounts Payable & Vendor Files): Vendor	CU+7			SOS C-29 <i>CU = calendar year</i>
FAD030	Trial Balance Records	CU+7			SOS C-29 <i>CU = fiscal year</i>
FAD032	Redevelopment Agency (RDA) Records: Records Regarding Member Agency RDA Required Payment to OC San	LO			SOS C-29
FAD033	Claims (Excluding Workers Comp Claims): Claims Against OC San/OC San Employees (Wrongdoing by OC San/OC San Employees, Project Related Injury), Employment Claims (Wrongful Termination, Harassment, Discrimination), Loss Run Reports	CL+2			GC §60201(d)(4) <i>Incorporates 2018 BSD022 & 2018 RMS031</i>
FAD034	OC San Insurance Policies: Records Related to Owner Controlled Insurance Programs and Insurance Policies Purchased by OC San, Including Policies and Amendments	LO			SOS C-24



Orange County Sanitation District Records Retention Schedule

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SOS	Secretary of State		
USC	United States Code		
Special Storage Consideration		Media Types	
C	Confidential	CD	CD
H	Historical	EL	Electronic
V	Vital	FD	Floppy Disk
		P	Paper
		TA	Tapes

Financial Management and Administrative Services

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
FAD035	W-2's - Employees & Retirees	LO			26 CFR 31.6001.1-1; 29 CFR 516.5-6; SOS C-30; 29 USC 436



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General Manager's Office

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
GMO001	Annual OC San Reports: OC San Strategic Plan	LO	H		SOS C-26 <i>Business value in longer retention</i>
GMO007	GM Monthly Reports LO in BSD002 as part of Board agenda packet distribution/retention	CU+2			SOS C-19 <i>CU = calendar year</i>
GMO009	Executive Management Team (EMT) Meeting Files: Agenda, Agenda Report, Handouts	CU+2			SOS A-2 <i>CU = calendar year</i>
GMO016	Travel Records	CU+7			SOS C-19 <i>CU = calendar year</i>



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Human Resources

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
HRD001	Classification & Compensation: Class & Comp Studies, Class Specifications, Salary Surveys, Salary Schedules, Pay Types, Reclass Requests, Desk Audits	LO			29 CFR §1627.3; GC §60201(d)(12), GC §12946; SOS C-21
HRD002	Temporary Employees: Hiring Documents, Tracking Spreadsheet, Request Forms	CL+7			CCP §336(a); 29 CFR §1627.3; SOS C-21
HRD003	Deferred Compensation Records: Participation Agreements	LO			26 CFR §16001-1, 29 CFR §1627.3; SOS C-30
HRD004	District Benefit Contracts: Health, Dental, Vision, Other Benefit Contracts	LO	V		28 CCR §1300.85.1; 29 CFR §1627.3(b)(2); 29 USC §1027
HRD005	General EEO-4 Reports and Files: Documents Required to Generate EEO-4 Report	CL+3			29 CFR §1602.30, 29 CFR §1602.31, 29 CFR §1602.32
HRD006	Employee & Labor Relations Files: Memorandums of Understanding (MOU), Arbitration, Grievances, Union Requests, Employee Rights, Appeals, Investigations, Performance Improvement Plans (PIP), Disciplinary Actions and Complaints, Sexual Harassment, Civil Rights	LO			29 CFR §516.5, 29 CFR §1602.31, 29 CFR §1627.3(b)(1)(ii); GC §12946



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Human Resources

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
HRD007	Employee Benefit Plans and Programs: Health Insurance, Supplemental Life Insurance, Beneficiary Designations, Records, Repayment Agreements, Eligibility Changes, Development Pay, Rideshare	T+7	V		29 CFR §1602.30, 29 CFR §1602.32, 29 CFR §1627.3(b)(2); GC §12946, GC §60201(d)(12); LC §1197.5 <i>HRD007 applies to all employees/former employees</i>
HRD009	Human Resources/ERP Database: Electronic Records Management - JDE, Cornerstone, Workterra (Data Shared Across These Systems/Feed Into Each Other)	LO			
HRD010	Employee I-9 Forms & EEOC Data Collection Forms	T+3			8 USC §1324a(b)(3)(B); SOS C-20
HRD011	Medical Files: Fitness for Duty, Leaves of Absence, Interactive Process Medical Files are excluded from Personnel Files which are retained in HRD013 Workers Comp records are retained in HRD024	T+30			8 CCR §3204(d)(1); 29 CFR 1910.1020 <i>HRD011 applies to all employees/former employees</i>
HRD012	Organization Charts	S+2			SOS C-19
HRD013	Personnel Files: Includes Application, Awards, Disciplinary Actions, Certifications, Commendations, Employment Verifications, (pre-2011) Evaluations, Licenses, Status Change Forms, Policy Acknowledgements, Waiver of Responsibility for Voluntary Activities, Training Records, Pay Docs, Emergency Contacts, Change of Address, Outside Employment, Development Pay Forms, Computer Loan Forms, Tuition Reimbursement Info, Specific Rideshare Info, Loyalty Oath, Resignation Excludes Medical Records which are retained in HRD011	T+7	V until separation		8 CCR §3204(d)(1); 29 CFR §1602.31, 29 CFR §1627.3; GC §§12946



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Human Resources

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HRD014	Recruitment Records: Includes Applications, Resumes, Certifications, and Other Recruitment Related Documents; Advertisements; Job Brochures; Test Data; Rating Sheets; Questions; Eligibility Lists; Electronic/NEOGOV Records	CL+4			29 CFR §1602 et seq., 29 CFR §1607.29, 29 CFR §1627.3; GC §6250 et seq., GC §12946 <i>CL = job advertisement close date</i>
HRD015	Training Program Records: Class Attendance Sheets, Schedules, Classes Offered, Curriculum or Syllabus, Training Materials Development (Data Shared Across These Systems/Feed Into Each Other)	T+7			40 CFR §122.41(j)(2), 40 CFR §403.12(o); SOS C-45 <i>CU = date of record</i>
HRD016	Background Checks: Candidate Background Checks	T+7			SOS C-21
HRD017	Human Resources Programs: Rideshare, Tuition Reimbursement, Computer Loan, Development Pay Program Details, E-forms, Payment Schedules/Tracking Spreadsheets General Program Information Only; Employee Specific Information is Retained in Personnel Files (HRD013)	CL+3		EL	SOS C-20
HRD018	District Benefit Plans: Benefits Summary Plan Descriptions (Health, Dental, Vision, Other)	EX+5			SOS C-21
HRD019	OC San U (Formerly Known as BLAST & OCSD U) Development Records: Research Material, Timeline	LO	H	EL	SOS C-28



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Human Resources

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HRD020	OC San U (Formerly Known as BLAST & OCSD U) Procedures	S+2		EL	SOS C-23
HRD021	OC San U (Formerly Known as BLAST & OCSD U) Professional Development Articles From External Sources	NN		EL	
HRD022	OC San U (Formerly Known as BLAST & OCSD U) Program Files: Minutes, Marketing Material, Program/Training Evaluations, Quarterly Reports	S+2		EL	SOS C-19
HRD023	OC San U (Formerly Known as BLAST & OCSD U) Working Documents: Member Rosters - Active & Inactive	S		EL	
HRD024	Workers Compensation Files, Including Claims & Loss Run Reports	CL+5		EL	8 CCR §15400.2; 29 CFR 1910.20; SOS C-24 <i>Incorporates 2018 BSD022 & 2018 RMS011</i>



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Information Technology

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ITD001	Access Authorization Forms: Email Access Requests, Internet Access Requests, Mobile Devices Access	T+3			
ITD003	System and Software Documentation: Network Design, Instruction, Licenses, License Codes, Agreements, Systems List, Permission to Directories, SharePoint Lists, Hardware and Software Documentation, Source Code, IT Manuals	S+2	V		SOS C-22 <i>Incorporates 2015 ITD009, 2015 ITD010, 2015 ITD011, 2015 ITD012</i>
ITD004	GIS (Geographic Information System) Database: Layers Data is interrelated across platforms	S			SOS C-22
ITD005	Information/Activity Logs: Internet, Phone, Badge, Visitors	CU+2			SOS C-22 <i>CU = current date</i>
ITD006	IT Help Desk System: Service Tickets, Change Requests and Releases	CL+3			SOS C-22
ITD007	Network Diagrams/System Configurations/Maps/Plans	S			SOS C-22
ITD008	IT Asset Inventory Database: IT Assets, Printers, Hardware, SCCM, Server Lists, Asset Explorer	S+2			SOS C-22
ITD013	System Log (Database): Transaction Logs, Error Logs	S+2			SOS C-22



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Information Technology

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ITD015	Video Surveillance Files and System Security Database	CU+1			GC §53160, GC §53161 <i>Recordings of routine video surveillance must be retained for at least one (1) year. Recordings of telephone and radio communications must be retained for at least 100 days. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved. Notwithstanding the foregoing, if written minutes or an audio recording of the video surveillance is taken, the video surveillance can be destroyed after 90 days. The written minutes and audio recording can be destroyed after two (2) years.</i> Incorporates 2015 ITD014, 2015 ITD017 CU = one year from current date
ITD016	Two-Way Radio Licensing and Information: Walkie Talkies (Industry Term is HT or Handy Talkies), Vehicle Mounted Two-Way Radios, Base Station Radios in Plant No. 1 Control Center & Plant No. 2 Operations Center, and Radio Repeaters Records of Services (Kept in Request to Purchase IT List), FCC License	EX+2			47 CFR §951701 et seq.
ITD018	Virtual Computer Files: Replication for Disaster Recovery Purposes	NN			SOS C-22
ITD023	DigSmart/DigAlert Database/Tickets (Formerly Known as USA Tickets)	CU+3			GC §4216.2(f) <i>Business value in retention</i> Was 2015 ENG021 CU = current date



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		TA	Tapes

Information Technology

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
ITD024	Tunnel Cross-Section, Vault Detail, Piping & Instrumentation Diagrams (P&IDs), Single Line Diagrams (SLDs), Instrument Loop Diagrams (ILDs)	S	V	EL, P	SOS C-26, SOS C-44 <i>Tunnel Cross-Section & Vault Detail records are stored in Facility Records (Engineering) and managed by IT</i> <i>Incorporates 2018 ENG021, 2015 ENG008</i>
ITD025	Routine Recordings of Telephone Communications, Including Voicemail Recordings	CU+100 Days			40 CFR §122.41(j)(2), 40 CFR §403.12(o); SOS C-45 <i>CU = date of record</i>



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Operations & Maintenance

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
OMD001	Chemical Inventory Records (OPERATIONS): Delivery, Transfer, Usage, Manifest Worksheet, Inventory Logs	CU+3			49 CFR §172.201; SOS C-33 <i>CU = calendar year</i>
OMD002	Complaint Files and Problem Reports (OPERATIONS): Related to Organization's Operations - Odor, Noise, Call Center Complaints	CU+2		EL	SOS C-42 <i>Incorporates 2018 ESD005</i> <i>CU = calendar year</i>
OMD004	Flow Records (OPERATIONS)	LO			40 CFR §122.41(j)(2)
OMD005	Logs (OPERATIONS): Control Center Plant Operations	CU+30			40 CFR §122.41(j)(2) <i>CU = calendar year</i>
OMD006	Logs (OPERATIONS): Operations Monthly Logs, Inspector Diaries, Control Center Visitor Logs	CU+3			40 CFR §122.41(j)(2) <i>CU = calendar year</i>
OMD007	Monthly Reports: Operating and Status Reports, Key Performance Indicator Reports (Generated by 810)	CU+2		EL	SOS C-19 <i>CU = calendar year</i>
OMD008	O&M Policies & Procedures: Guidelines, Checklists, Standard Operating Procedures	S+5		EL	SOS C-19
OMD009	Operating Journals (OPERATIONS): Alarm Summary (EL), Operations Round Sheets (EL, P), Midnight Readings (EL)	CU+2		EL, P	40 CFR §122.41(j)(2) <i>CU = calendar year</i>



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Operations & Maintenance

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
OMD010	Operating Records (OPERATIONS): Activated Sludge (AS) Plant Reports (EL, P), Operator Schedules (P), Biosolids Hauling Tickets (P), Grit & Screening Tickets (P)	CU+5		EL, P	40 CFR §122.41(j)(2) <i>CU = calendar year</i>
OMD011	Process Data (OPERATIONS): Monthly Summary of Operations (MSOs) [EL], Treatment Plant Operational Data (TPODs) [EL]	LO		EL	40 CFR §122.41(j)(2)
OMD014	AQMD: 1-Cengen Emissions Reports, 2-AQMD Round Sheets, 3-Flare Reports Some of these records are key records to be retained for ESD002, please forward to ES if storage becomes burdensome	OB+7		P	CCP §338(k); SOS C-27 <i>Cengen Emissions Reports are used as part of Title V permitting, which is addressed in ESD002. OMD014 needs to match ESD002 for retention as these provide adherence to existing AQMD permit conditions.</i>
OMD015	Facility Maintenance & Repair (MAINTENANCE): LOTO Audits, Underground Storage Tank Permits, Assessment & Testing Results - Data, Corrective & Preventative Maintenance Records (Job Plans, Work Orders)	LF+2		EL, P	SOS C-42
OMD016	Generator Operation Logs (OPERATIONS): Fixed or Stationary Some of these records are key records to be retained for ESD002, please forward to ES if storage becomes burdensome	OB+7		P	GC §34090 <i>Logs are used as part of AQMD Title V permitting, which is addressed in ESD002. OMD016 needs to match ESD002 for retention.</i>
OMD017	Pressure Vehicle CNG Tank Inspection Certification (FLEET)	LF+2		EL, P	40 CFR §122.41(j)(2), 40 CFR §403.12(o); SOS C-45 <i>CU = date of record</i>
OMD018	Vehicle Smog Check Inspection Report (FLEET)	LF+2		EL, P	SOS A-1 <i>DMV & State requirement</i>



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V	Vital		

Operations & Maintenance

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OMD019	CHP Commercial Inspection: Bit Inspection (CHP Commercial Vehicle Inspection), CHP Safety Maintenance Inspection	LF+2		P	49 CFR §396.11(c)(2) <i>CHP, DMV & State requirement</i>
OMD020	Certifications: Mobile Crane, Vehicles, Equipment Calibration Certification	LF+2		EL, P	SOS C-47 <i>DMV & State requirement</i>
OMD022	Collection System Process Data (COLLECTIONS): Pump Station, Control System Historical Data	LO			SOS C-45
OMD023	Inspection Reports & Photos (COLLECTIONS): Manhole	CU+10			SOS C-45 <i>CU = calendar year</i>
OMD024	Sewer Line Maintenance Files (COLLECTIONS)	CU+10			40 CFR Sec. 122.41(j)(2); 40 CFR Sec. 403.12(o); SOS C-45 <i>CU = calendar year</i>
OMD026	Vehicle Records (FLEET): Equipment Files, Maintenance, Registrations, Vehicle Titles ("Pink Slips"), Vehicle Citations Vehicle Titles/Pink Slips are transferred to new owner upon sale of vehicle; all other records are retained until Disposal of Vehicle or Equipment + 2 years	LF+2	V		CCP §337; 8 CCR § 3203(b)(1); 49 CFR §396.21(b)(1), 49 CFR §396.3©



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Public Affairs

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
PAO001	Education Curriculum: Sewer Science, Water Festival, Other	S+2			SOS C-24
PAO002	Outreach/Event File: Tour Documentation, RSVP's, Sign-in Sheets, Other Related Information	S+5			SOS C-24
PAO003	Marketing Material: Flyers, General Brochure, Marketing Brochures, Newsletters, Email Blasts, Marketing Related Presentations/PowerPoints	S+7			SOS C-19
PAO006	Press/Media Releases	LO	H		SOS C-40 <i>SOS allows S+2; however, based on business needs, preferred retention is LO</i>
PAO007	Publication Proofs (Ad in Adjudicated/Circulated Newspaper) (Non-Board and/or CPM Related): General Marketing	S+2			SOS C-24
PAO008	Website Content Archiving PageFreezer provides services; Board Services manages	S+2			SOS C-22
PAO009	Employee Events: Agency Awards, Recognitions, Announcements	LO	H		<i>Legal advice is S+2; however, based on business needs, preferred retention is LO</i>
PAO010	Legislative Files: Letters of Support, Opposition	LO			SOS C-28 <i>Legal advice is S+2; however, based on business needs, preferred retention is LO</i>



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Public Affairs

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PAO011	Social Media Archiving: Facebook, Twitter, YouTube, Instagram PageFreezer provides services; Board Services manages	S+2			SOS C-22
PAO012	Annual Reports: OC San Annual Report, Public Affairs Strategic Plan, Legislative Plan All items taken to the Board for approval (annually, every two years)	LO	H		SOS C-19



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Risk Management and Safety

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
RMS002	DOT Random Drug & Alcohol Test Records	CU+5	C		49 CFR §199.117; GC §12946 <i>CU = calendar year</i>
RMS003	Emergency Exercises: Planning Documents, Meeting Minutes, After Action Reports	CU+2			29 CFR §1910.119(g), 29 CFR §1910.120(q); SOS C-41 <i>CU = calendar year</i>
RMS004	Emergency Response: Response & Disaster Recovery Files, Emergency Operations Center Activation Notifications & Records	LO			29 CFR §1910.119(g), 29 CFR §1910.120(q) <i>Incorporates 2015 RMS005</i>
RMS006	Industrial Hygiene & Safety: Hazard Assessments, Inspections, Site Characterization Reports, Exposure Monitoring Reports, Noise Assessments, Surveys, Audits, Indoor Air Quality, Mold, Asbestos/Lead Surveys, Abatement Reports	LO			CCR §1529(n)6, 8 CCR §3204(d)(1)(B); 29 CFR §1910.1020 <i>Incorporating 2018 RMS030 into RMS006 as Retention Length requested to change from T+30 to LO based on business needs. Incorporating 2015 RMS015 & 2018 RMS030.</i>
RMS007	Occupational Medical Files: Medical Evaluations, Audiometric Test Reports, Pulmonary Function Tests, Respiratory Medical Clearance	T+30	C		8 CCR §3204; 29 CFR §1910
RMS008	OSHA Compliance Records: Citations, Appeals Related, Correspondence OSHA 300 & 301 Logs retained in RMS012	LO			29 CFR §1904.4; OMB 1220-0029; SOS A-2



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Risk Management and Safety

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RMS010	Safety Committee: Action Items, Agendas, Meeting Minutes, Annual Reports, Presentations	CU+4			8 CCR §3203 Retention aligns with Voluntary Protection Program (VPP) <i>CU = document date</i>
RMS012	OSHA Logs: 300 & 301 Logs	CU+7			8 CCR §14300.33(a); 29 CFR §1904.33, 29 CFR §1904.44; LC §6429c <i>CU = calendar year</i>
RMS014	Accident & Incident Records	CL+7			CCP §338; CFR §1904.6; SOS C-24
RMS016	Hazardous Materials Records: Business Plans, Hazardous Materials Inventory, Disclosures	CU+5			40 CFR §122.21(p), 40 CFR §122.41 <i>CU = document date</i>
RMS017	Calibration Gas Detectors Annual Recertification	CU+5		P	8 CCR §14300.33(a); 29 CFR §1904.33, 29 CFR §1904.44; LC §6429c <i>CU = calendar year</i>
RMS018	Confined Space Records & Entries	CU+4			8 CCR §5157(e)(6); 29 CFR 1910.146(e)(6), 40 CFR §122.41(j)(2); GC §53161; SOS C-42 Retention aligns with VPP <i>Incorporates 2018 OMD003</i> <i>CU = document date</i>
RMS019	Hazardous Waste Records: Manifests, Disposals, Recyclable Non Hazardous Waste Material, Batteries, etc.	LO			22 CCR §66262.40(a), 22 CCR §66264.71(b)(6), 8 CCR §3204(d)(1), 26 CCR §22-64470(a); 40 CFR §122.41(j)(2), 40 CFR §141.33(b); GC §12946; SOS C-33, SOS C-47



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Risk Management and Safety

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RMS020	HazMat Permits, Environmental Health Permits: Bulk Chemicals, Fire, Battery Storage	LO			40 CFR §122.41(j)(2), 40 CFR §403.12(o); SOS C-45 <i>CU = date of record</i>
RMS021	Safety Data Sheets (SDS)	LO			8 CCR §5194; 29 CFR §1910
RMS022	Respiratory Protection: Fit Test Records, Written Program	S			8 CCR §5144(m) <i>Medical Evaluations retained in RMS007</i>
RMS024	Training Records - Safety: Rosters, Syllabus, Schedule, Curriculum Material Only	CU+7			SOS C-21 <i>CU = document date</i>
RMS025	Training Database	LO			
RMS026	Radiation License & Disposal Records	LO			17 CCR §30293
RMS027	Contractor Safety Orientation, Job Site Safety Analysis (JSSA), Job Hazard Analysis (JHA), Hot Work Permits	CU+4			29 CFR §1904.6, 29 CFR §1910.132, 29 CFR §1910.252; OMB 1218-0176 Retention aligns with VPP <i>CU = document date</i> <i>JSSA renamed Contractor Safety Orientation in 2020</i>



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General Retention Schedule Information

- This Records Retention Schedule (RRS) pertains to any and all Official Records of OC San regardless of Media Type and is adopted in compliance with GC §60201 and additional specific citations as noted.
- Public Records Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods and notification of such will be made. As stated in OC San's Records Retention Policy, authorization and proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original records have reached their retention length, all copies and duplicates must be destroyed, along with the original, regardless of Media Type.
- Copies/duplicate records shall be determined as "duplicate" or "copy" in conjunction with Records Management. Upon determination by Record Management that a record is a duplicate or copy, OC San may destroy the duplicate record if the original or a permanent photographic record exists in OC San's files (GC §60200).
- Notes, preliminary drafts, and transitory records are not considered Official Records and may be destroyed without complying with OC San's RRS (SOS 2-1030). Such records may be destroyed when no longer needed for OC San business and do not require authorization for destruction.
- Official Records cannot be discarded in trash bins. They must be submitted to Records Management for secure destruction.

Citation Codes		Retention Codes	
CCP	Code of Civil Procedure (CA)	CL	Closed or Completed
CCR	California Code of Regulations	CU	Current Year (Defined Where Used)
CFR	Code of Federal Regulations	EX	Expired or Expiration
GC	Government Code (California)	LF	Life of Facility, Equip. or Software
H&S	Health & Safety Code	LO	Life of Organization or Permanent
IRS	Internal Revenue Service	NN	When No Longer Needed
LC	Labor Code (CA)	OB	Obsolete
PC	Penal Code (CA)	S	Superseded
PRC	Public Resources Code	T	Terminated
OMB	Office of Management & Budget		
R&TC	Revenue & Taxation Code		
SOS	Secretary of State		
USC	United States Code		
Special Storage Consideration		Media Types	
C	Confidential	CD	CD
H	Historical	EL	Electronic
V	Vital	FD	Floppy Disk
		P	Paper
		TA	Tapes

Risk Management and Safety

Retention Number	Record Series / Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
RMS028	PPE Assessments	S			29 CFR §1910.132
RMS029	Lock Out Tag Out Audits (LOTO)	4			29 CFR §1910.147(c)(6), 29 CFR §1910.147(c)(7), 29 CFR §1910.147(f)(2) Retention aligns with VPP
RMS032	Vehicle Inspection & Equipment Checks Files: Daily Safety Checks, Pre-Starts, Commercial Vehicle Pre-Starts and Forklift Inspections, Pre-Trip Inspections, CHP Inspections, Daily Vehicle Inspections, Daily Equipment Checks	CU+4			49 CFR §396.11(c)(2), 49 CFR §396.21(b)(1) <i>CU = document date</i>
RMS033	Continuity of Operations Plan (COOP)	S	V	EL, P	GC §60102(d)(10)
RMS034	Vehicle Entry Logs (Security)	CU+2			SOS C-22 <i>CU = current date</i> <i>Excludes entry for Board/Committee meetings and issued parking passes. Information entered in logs includes date, host name, purpose of visit, and vehicle information. Referred to if there is a security related incident.</i>

	Orange County Sanitation District	Procedure Number: 5.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION		Approved by: OC San Board of Directors

1.0 INTRODUCTION

- 1.1 Records disposition is a specific set of actions taken with regard to inactive records as determined through records appraisal.
- 1.2 Records disposition includes determining whether OC San records are eligible for destruction (records have been determined to be retention expired) or for longer-term preservation (records have been determined to be Historical Records or Inactive Records).

2.0 PURPOSE

- 2.1 The purpose of this procedure is to describe the procedures for dispositioning OC San Retention Expired Records, Inactive Records, and Historical Records in an organized and efficient manner.
- 2.2 This procedure ensures that appropriate review and approval are completed prior to destruction or longer-term storage of OC San records.
- 2.3 This procedure ensures that records that have an expired retention, but that are subject to a Records Hold of any sort (legal, audit, or other), are maintained until resolution of the matter or conclusion of the reason necessitating the Records Hold.
- 2.4 This procedure applies to all OC San records regardless of whether or not the records contain sensitive information (confidential). Should a unique process for disposition be required for any record, please contact the Clerk of the Board and/or designee and a process will be established that is mutually acceptable for all business purposes.

3.0 PROCEDURES

- 3.1 Records are periodically reviewed in order to identify those records that have met the required retention periods established in the Records Retention Schedule (RRS).
- 3.2 The review activity usually groups records into the following frequently used disposition groups:

	Orange County Sanitation District	Procedure Number: 5.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS DISPOSITION	Approved by: OC San Board of Directors

- 3.2.1 Retention Expired Records: Records that have met the required retention are considered obsolete and are processed for destruction.
- 3.2.2 Inactive Records: Records that have not met their retention periods but are no longer required to be in the immediate office area are considered inactive and are processed for offsite storage.
- 3.2.3 Historical Records: Records that have met their business function retention requirements but have historical or intrinsic value are considered Historical Records and are digitized and processed for long-term storage.
- 3.2.4 Active Records: Records that are required for current day-to-day business and are subject to frequent use; generally located near the user (if hard copy); can easily be accessible on a networked server (if electronic); generally referred to more than once per month. May also be stored offsite.

4.0 PROCESSING OFFICIAL DISTRICT RECORDS FOR DESTRUCTION

- 4.1 Destruction of the official version of OC San records requires the approval of the following, as applicable:
- Submitter
 - Department/Division Records Coordinator
 - Department/Division Supervisor
 - Department/Division Manager
 - Department/Division Director
 - Clerk of the Board (or designee)
 - Legal Counsel
- 4.2 Procedures to process destruction of expired records are included in the following chart:

Responsibility	Action
Clerk of the Board and/or designee	Annually, at the start of the calendar year, issue a call to all Records Coordinators requesting a review and purge of their Active, Inactive, and Historical Records.

 Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 5.0
	Effective Date: 12/18/2024 <u>02/25/2026</u>
	Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION	
Approved by: OC San Board of Directors	

Responsibility	Action
Division Records Coordinators (may also be a Submitter separate from the Records Coordinator)	- Review existing records currently maintained in the office area or stored offsite. Review can be done annually at the start of the calendar year based on the call from the Clerk of the Board and/or designee (step above), or as business needs warrant. Review should be conducted using the appropriate RRS, using all components of any given Record Type (Record Type description, Retention Length, etc.). Calculate destruction dates using the Records Management Disposition Form (Exhibit A). Cross-reference records with any active Records Holds. The Clerk of the Board and/or designee should be contacted for any questions pertaining to Records Holds. - Purge the files in accordance with the process outlined below and in Procedure 4.0. Do not purge any documents subject to a Records Hold. - If there are records identified that have met the required retention periods, that are not subject to a Records Hold, complete a Records Management Disposition Form. The Clerk of the Board and/or designee will prepare the Request for Authorization to Destroy Records (Exhibit B) and route the documents for digital signatures/approval. - The Submitter and Records Coordinator are first and second, respectively, in the approval routing sequence.
Clerk of the Board and/or designee	- Review the submitted Disposition Form and validate all information on the Disposition Form, including confirming the records are eligible for destruction (checking historical value, Records Holds, etc.). - If the records identified are not eligible for destruction, advise the Records Coordinator and Submitter and handle according to the type of record. - Prepare the Request for Authorization to Destroy Records, ensuring the appropriate RRS is included in the information that

	Orange County Sanitation District	Procedure Number: 5.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION		Approved by: OC San Board of Directors

Responsibility	Action
<u>Affected</u> Department/Division Supervisor	is routed, and route for signature/approval. Digitally sign the forms approving destruction (in the approval routing sequence after Legal Counsel). - Review the submitted forms and authorize approval to destroy records by digitally signing/approving the forms. - If not approved, please contact the Clerk of the Board and/or designee. The Clerk of the Board and/or designee will coordinate with the Submitter and Records Coordinator, as appropriate, to resolve any issues.
<u>Affected</u> Department/Division Manager	- Review the submitted forms and authorize approval to destroy records by digitally signing/approving the forms. - If not approved, please contact the Clerk of the Board and/or designee. The Clerk of the Board and/or designee will coordinate with the Submitter and Records Coordinator, as appropriate, to resolve any issues.
<u>Affected</u> Department/Division Director	- Review the submitted forms and authorize approval to destroy records by digitally signing/approving the forms. - If not approved, please contact the Clerk of the Board and/or designee. The Clerk of the Board and/or designee will coordinate with the Submitter and Records Coordinator, as appropriate, to resolve any issues.
Legal Counsel	- Review the submitted forms and determine whether to approve or disapprove the request for destruction of records. - If not approved, please contact the Clerk of the Board and/or designee. The Clerk of the Board and/or designee will coordinate with the Submitter and Records Coordinator, as appropriate, to resolve any issues. - Authorize approval to destroy records by digitally signing/approving the forms.

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 5.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION		Approved by: OC San Board of Directors

Responsibility	Action
Clerk of the Board and/or designee	Upon complete approval, the Clerk of the Board and/or designee will send a copy of the approved forms to the Division Records Coordinator.
Division Records Coordinator & Clerk of the Board and/or designee	- Upon approval of the destruction request, the Records Coordinator and Clerk of the Board and/or designee will proceed with destruction procedures. - If request for destruction is not approved for any reason, records will be maintained until resolution of the matter or conclusion of the reason necessitating the Records Hold.
Clerk of the Board and/or designee	- Coordinate destruction of records. If the records are digital, notify Information Technology (IT) of the necessary destruction or handle in other appropriate manner. Whoever destroys electronic files will be required to complete a Certificate of Digital Record Destruction (Exhibit C). The Clerk of the Board and/or designee will coordinate the completion of this document. If the records are confidential, arrange for destruction that will protect the confidentiality of the information. - After destruction, ensure that a Certificate of Destruction is properly completed and signed. - Maintain the Certificate of Destruction in the appropriate files. - Update the Master Records Inventory and GRM database as applicable.

5.0 PROCESSING DUPLICATE RECORDS FOR DESTRUCTION

5.1 Duplicate records are documents that are copies of the original or official version of a record. A duplicate may be a paper version or an electronic version of the official record. Retention periods of original or official versions of a record do not apply to duplicate files. Duplicate records may be destroyed at any time, upon confirmation that the record is a duplicate.

5.2 Duplicate records should **not** be transferred or stored offsite.

	Orange County Sanitation District	Procedure Number: 5.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION		Approved by: OC San Board of Directors

- 5.3 Duplicate records are destroyed in the office or work area. To destroy a duplicate record, please contact the Clerk of the Board and/or designee for determination and confirmation that records are, in fact, duplicate records.
- 5.4 Formal destruction authorization may be required to destroy duplicate records.
- 5.5 If the duplicate records contain confidential information, they should be shredded to protect the confidentiality of the information. If the records are not confidential, they may be recycled or discarded.

6.0 PROCESSING VIDEO SURVEILLANCE FILES FOR DESTRUCTION

- 6.1 As allowed for in Government Code Section 53160, recordings of routine video monitoring are automatically overwritten after one year, on a daily basis on any given calendar date plus one year. Further, in the event that recordings are evidence in any claim filed or any pending litigation or hold, the recordings are preserved until pending litigation is resolved.
- 6.2 The OC San Board of Directors Resolution adopting the Records Management Program Procedures & Records Retention Schedule authorizes OC San to destroy recordings of routine video monitoring after any given calendar date plus one year.
- 6.3 The IT Division has developed a daily task to perform the overwriting of OC San's video recordings. The IT Division is responsible for the management of this activity.
- 6.4 Should OC San keep another record, such as written minutes or an audio recording of the event that is recorded in the video medium, the video recording may be destroyed or erased no less than 90 days after occurrence of the event recorded.
- 6.5 By signing the written consent (Exhibit D), OC San's legal counsel approves of the foregoing destruction practices of video surveillance files and no further consent by legal counsel is required. Legal Counsel shall update this written consent should these practices be substantively modified at any time.

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 5.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION		Approved by: OC San Board of Directors

7.0 PROCESSING LASERFICHE FILES FOR DESTRUCTION

- 7.1 The destruction of files from Laserfiche follows a similar process to Section 4.0 above, Processing Official District Records for Destruction.
- 7.2 Destruction of the official version of OC San records from Laserfiche requires the approval of the following, as applicable:
- Submitter
 - Department/Division Records Coordinator
 - Department/Division Supervisor
 - Department/Division Manager
 - Department/Division Director
 - Clerk of the Board (or designee)
 - Legal Counsel
- 7.3 Procedures to process destruction of expired records in Laserfiche are included in the following chart:

Responsibility	Action
Division Records Coordinators (may also be a Submitter separate from the Records Coordinator)	• Either in response to the automated workflow notification email from Laserfiche or during independent review of existing records maintained in Laserfiche, records are identified for destruction. Automated workflow notification emails from Laserfiche are generated by the retention workflow that is developed in Laserfiche using the RRS. • Hard copy records that might correlate to the identified records for destruction will be processed for destruction concurrent with the process below. The process outlined in Section 4.0 above applies. • Review should be conducted using the appropriate RRS, using all components of any given Record Type (Record Type description, Retention Length, etc.). Calculate destruction dates using the Records Management Disposition Form. Cross-reference records with any active Records Holds.

 Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 5.0
	Effective Date: 12/18/2024 <u>02/25/2026</u>
	Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION	
Approved by: OC San Board of Directors	

Responsibility	Action
	The Clerk of the Board and/or designee should be contacted for any questions pertaining to Records Holds. • Purge the files in accordance with the process outlined below and in Procedure 4.0. Do not purge any documents subject to a Records Hold. • If there are records identified that have met the required retention periods, that are not subject to a Records Hold, complete a Records Management Disposition Form. The Clerk of the Board and/or designee will prepare the Request for Authorization to Destroy Records and route the documents for digital signatures/approval. • The Submitter and Records Coordinator are first and second, respectively, in the approval routing sequence.
Clerk of the Board and/or designee	• Review the submitted Disposition Form and validate all information on the Disposition Form, including confirming the records are eligible for destruction (checking historical value, Records Holds, etc.). • If the records identified are not eligible for destruction, advise the Records Coordinator and Submitter and handle according to the type of record. • Prepare the Request for Authorization to Destroy Records, ensuring the appropriate RRS is included in the information that is routed, and route for signature/approval. Digitally sign the forms approving destruction (in the approval routing sequence after Legal Counsel).
<u>Affected</u> Department/Division Supervisor	• Review the submitted forms and authorize approval to destroy records by digitally signing/approving the forms. • If not approved, please contact the Clerk of the Board and/or designee. The Clerk of the Board and/or designee will

	Orange County Sanitation District	Procedure Number: 5.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION		Approved by: OC San Board of Directors

Responsibility	Action
<u>Affected</u> Department/Division Manager	coordinate with the Submitter and Records Coordinator, as appropriate, to resolve any issues. - Review the submitted forms and authorize approval to destroy records by digitally signing/approving the forms. - If not approved, please contact the Clerk of the Board and/or designee. The Clerk of the Board and/or designee will coordinate with the Submitter and Records Coordinator, as appropriate, to resolve any issues.
<u>Affected</u> Department/Division Director	- Review the submitted forms and authorize approval to destroy records by digitally signing/approving the forms. - If not approved, please contact the Clerk of the Board and/or designee. The Clerk of the Board and/or designee will coordinate with the Submitter and Records Coordinator, as appropriate, to resolve any issues.
Legal Counsel	- Review the submitted forms and determine whether to approve or disapprove the request for destruction of records. - If not approved, please contact the Clerk of the Board and/or designee. The Clerk of the Board and/or designee will coordinate with the Submitter and Records Coordinator, as appropriate, to resolve any issues. - Authorize approval to destroy records by digitally signing/approving the forms.
Clerk of the Board and/or designee	Upon complete approval, the Clerk of the Board and/or designee will send a copy of the approved forms to the Division Records Coordinator.
Division Records Coordinator & Clerk of the Board and/or designee	Upon approval of the destruction request, the Records Coordinator and Clerk of the Board and/or designee will proceed with destruction procedures.

	Orange County Sanitation District	Procedure Number: 5.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION		Approved by: OC San Board of Directors

Responsibility	Action
Clerk of the Board and/or designee	• If request for destruction is not approved for any reason, records will be maintained until resolution of the matter or conclusion of the reason necessitating the Records Hold. • Coordinate destruction of records. As these records are digital and in Laserfiche, only specific users with delete permissions in Laserfiche can delete the records from the active repository. If the records are confidential, arrange for destruction that will protect the confidentiality of the information. The authorized user will delete the records from the active Laserfiche repository. • Records will remain in the authorized user's Laserfiche Recycle Bin for 90 days upon deletion from the active repository. The automatic purge of records in this location will occur after 90 days. • If the user restores a record from the recycle bin to the active repository that has been identified on the disposition form and authorized for destruction, the user is to notify Records Management as soon as possible. • Using the Laserfiche Global Recycle Bin, the Clerk of the Board and/or designee will review the user's Laserfiche Recycle Bin to ensure its contents match the records approved for destruction. • The authorized user who destroys electronic files in Laserfiche will be required to complete a Certificate of Digital Record Destruction. The Clerk of the Board and/or designee will coordinate the completion of this document. • The Clerk of the Board and/or designee will review the Global Recycle Bin at 91 days to ensure the records are no longer in the Global Recycle Bin.

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 5.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: RECORDS DISPOSITION		Approved by: OC San Board of Directors

Responsibility	Action
	- Once purged from the Laserfiche Recycle Bin, the Laserfiche service account will delete the files from OC San's Laserfiche server. - The Assureon File Sync process will notice the deleted files and will verify authenticity of the deletion via two methods: Verify that the records were deleted by the Laserfiche application (lf.exe) and verify that the records were deleted by the Laserfiche service account. - Assureon will mark the records as expired in the restorVault Trusted System cloud and will permanently delete the records after a holding period of seven (7) days. - The Clerk of the Board and/or designee will maintain the Certificate of Destruction in the appropriate files and update the Master Records Inventory with destruction information.

Procedure 5.0

Records Management Disposition Form

Exhibit A

[illegible]

Procedure 5.0

Request for Authorization to Destroy Records Form

Exhibit B

Request for Authorization to Destroy Records



Instructions

1. Identify records that are eligible for destruction.
 2. Complete a Disposition Form indicating which records are requested for destruction.
 3. Email the completed Disposition Form to Records Management.
 4. Records Management will prepare the Request for Authorization to Destroy Records and attach it to the completed Disposition Form and route it for approval.
 5. Records Management will obtain all required approvals & finalize request for destruction. Records Coordinators will receive a copy for reference.
- Please contact Tina Knapp at ext. 7190 for questions/assistance or you may send an email to RecordsManagement@ocsan.gov.*

Division Number	Total Number of Boxes for Destruction

Complete this section for authorization to destroy records

I certify that the OFFICIAL RECORDS AND COPIES identified on the corresponding Disposition Form are past the retention period specified by OC San's Records Retention Schedule and that all audit, business, and administrative requirements have been satisfied. Further, I certify that no HOLD has been placed on these OFFICIAL RECORDS AND COPIES due to any litigation, claim, negotiation, audit, or public records request and all legal, business, and administrative requirements have been satisfied. I certify that all information on this form is accurate and true to my knowledge by providing my signature.

Required Approval

Submitter's Name & Signature:

(If different from Records Coordinator)

Name (Print)	Signature	Date
--------------	-----------	------

Records Coordinator

Name & Signature:

Name (Print)	Signature	Date
--------------	-----------	------

Department/Division Supervisor

Name & Signature:

Name (Print)	Signature	Date
--------------	-----------	------

Department/Division Manager

Name & Signature:

Name (Print)	Signature	Date
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Department/Division Director

Name & Signature:

Name (Print)	Signature	Date
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Legal Counsel

Name & Signature:

Name (Print)	Signature	Date
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Records Management

Name & Signature:

Name (Print)	Signature	Date
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Procedure 5.0

Certificate of Digital Record Destruction

Exhibit C



Certificate of Digital Record Destruction

THIS IS TO CERTIFY THAT THE DIGITAL RECORDS IDENTIFIED IN THE ATTACHED DOCUMENTATION*
HAVE BEEN COMPLETELY DESTROYED BY THE UNDERSIGNED IN ACCORDANCE WITH THE
RECORDS MANAGEMENT PROGRAM ADOPTED BY THE BOARD OF DIRECTORS OF THE ORANGE
COUNTY SANITATION DISTRICT

DIVISION NUMBER: _____

**RECORDS DESTROYED FROM THE FOLLOWING LOCATIONS
(LIST BELOW, FOR EXAMPLE: SHAREPOINT, H DRIVE):**

SIGNATURE: _____

PRINT NAME: _____

DATE OF DESTRUCTION: _____

**Disposition form and authorized destruction approval form must be attached*

Procedure 5.0

Legal Counsel Written Consent Authorizing the Destruction of Video Surveillance Files

Exhibit D



Legal Counsel Written Consent Authorizing the Destruction of Video Surveillance Files

This written consent serves as authorization by Orange County Sanitation District's legal counsel to perform destruction of video surveillance recordings as detailed in OC San Records Management Program Procedure 5.0 and adopted by the OC San Board of Directors by Resolution, and attached hereto.

Scott Smith
General Counsel

Date

	Orange County Sanitation District	Procedure Number: 6.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
		SUBJECT: VITAL RECORDS

1.0 INTRODUCTION

- 1.1 Vital records are those documents that contain information that enables the Orange County Sanitation District (OC San) to continue vital and critical operations in the event of a major interruption to business.
- 1.2 Such interruptions could be natural disasters (for example, earthquake, pandemic, sudden and severe energy shortage, or flood) or man-made disasters (for example, accidental fire, cyberterrorism, arson, or civil unrest) which result in the loss of the normal means of access to vital records.
- 1.3 In most organizations, vital records comprise between two and five percent of the total record volume. Vital records are identified with a “V” on the OC San Records Retention Schedule (RRS).

2.0 PURPOSE

- 2.1 The purpose of vital records management is to ensure that vital records are identified, protected, and accessible during or shortly following a disaster or major interruption to business.

3.0 SCOPE

- 3.1 Vital records are either irreplaceable or very difficult to replace.
- 3.2 Absence of vital records, or the inability to locate or translate vital records (in the case of machine-readable or digital records), means that OC San may not be able to provide critical services to the public and its employees during a disaster or shortly thereafter.
- 3.3 Vital records are maintained and protected in the format that is most appropriate for efficient retrieval (paper, digital, BOLDplanning, etc.).
- 3.4 Vital records include records that enable OC San to:
 - 3.4.1 Provide required OC San safety and health services during and immediately following a disaster or other major interruption to business.

	Orange County Sanitation District	Procedure Number: 6.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	VITAL RECORDS	Approved by: OC San Board of Directors

3.4.2 Meet the obligations to OC San employees and retirees.

3.4.3 Reconstruct legal obligations and rights.

3.4.4 Establish the financial position of OC San.

3.4.5 Reconstruct OC San's assets and ownership.

4.0 PROCEDURES

Responsibility	Action
Clerk of the Board and/or designee	Develop procedures for protecting vital records, either digitization and/or storing them onsite in fire-resistive equipment or by sending copies offsite. Identify viable onsite or remote storage sites for records protection. Coordinate vital records protection procedures with OC San's Integrated Emergency Response Plan. Develop procedures for retrieving vital records within the identified time requirements following a disaster. Coordinate, identify, and develop agreements with vendors to provide records retrieval or recovery services required following a disaster. Work with the Information Technology Division (IT) and Risk Management (Risk) Managers to ensure that the management of vital records meets OC San's needs.
Risk & IT Managers	Review the vital records procedures to ensure that OC San's interests are protected and to ensure minimum exposure to risk in the event of a disaster.
Department/Division Records Coordinator	Identify vital records based on an evaluation of Department/Division business functions.

	Orange County Sanitation District	Procedure Number: 6.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	VITAL RECORDS	Approved by: OC San Board of Directors

Comply with procedures that protect vital records.

Determine the frequency with which vital records must be stored both onsite and offsite.

Routinely copy and forward vital records to onsite or offsite protective storage facilities.

5.0 VITAL RECORDS CATEGORIES

- 5.1 The following is a list of records that are usually considered vital. This is not a complete list of vital records. If the Record Series/Record Type is indicated in the RRS, the Record Series/Record Type is identified as vital in the RRS.

Financial

Accounts Receivable
Fixed Asset Records
General Ledger
Loan Payments
Bank Statements
Stock Certificates
Payroll Tax Returns

Negotiable Instruments

OC San Benefit Contracts
Bonds
Employee Benefits Plans and Programs
Notes
Payroll

Ownership

Capital Investments
Titles

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 6.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	VITAL RECORDS	Approved by: OC San Board of Directors

OC San Administration

Board Meeting Minutes
 Continuity of Operations Plan (COOP)
 Delegation of Authority
 Formation Files & Annexation Files
 Grant Deeds
 Ordinances
 Property & Other Lease Agreements
 Resolutions
 Significant Agreements
 Significant Capital Improvements/Construction Contracts and Other

Insurance

Certificates of Insurance

Engineering

Drawings
 Specification Conformed

Information Technology

System and Software Documentation (Licenses, Source Code, Manuals (if created by OC San))

6.0 VITAL RECORDS FORMAT

6.1 Select the format for protecting and maintaining vital records that ensures accessibility and usability during a disaster or emergency response:

6.1.1 Source document (original or designated official version, regardless of format).

6.1.2 Distributed copy (copy of record that is routinely distributed).

6.1.3 Reproduced copy (hard copy of record that is copied for OC San needs).

6.1.4 Scan (scanned version of vital records).

6.1.5 Magnetic Tape (digital version of vital record).

	Orange County Sanitation District	Procedure Number: 6.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	VITAL RECORDS	Approved by: OC San Board of Directors

6.2 Select Vital Records Protection Methods

6.2.1 Select the method most appropriate to protect the vital record.

6.2.2 Verify existing dispersal (locations) of record and ensure that vital records are available in multiple, geographically separate locations as part of normal business activities.

6.2.3 Improve dispersal by initiating distribution of copies of vital records to a secure location at the time of document creation.

6.2.4 Duplicate records by reproducing copies of vital records in a medium appropriate to efficient storage and use and send to a secure location.

6.2.5 Move electronic vital records to Electronic Content Management System (Laserfiche).

6.2.6 Move hard copy vital records from active use areas once digitized and when no longer needed for active reference and send to a secure location.

6.2.7 Store vital records onsite in a secure location, such as the vault, that meets National Fire Protection Association (NFPA) standards for fire resistance.

6.3 Select Vital Records Update Frequency

6.3.1 Determine how often it is necessary to update vital records to ensure that the information is current.

	Orange County Sanitation District	Procedure Number: 7.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: HISTORICAL RECORDS		Approved by: OC San Board of Directors

1.0 INTRODUCTION

- 1.1 It is the policy of the Orange County Sanitation District (OC San) to identify and preserve records that have historical significance for OC San.

2.0 PURPOSE

- 2.1 The purpose of this procedure is to ensure that all OC San records are reviewed for historical value prior to destruction through the application of well-accepted appraisal criteria.
- 2.2 Historical Records are processed according to standard archival practices to ensure their preservation.

3.0 RESPONSIBILITY

- 3.1 The identification and review of Historical Records is administered under the authority of OC San's Records Management Program.
- 3.2 Both the Office of Record and OC San's Clerk of the Board and/or designee have a direct role in identifying Historical Records.

4.0 OBJECTIVES

- 4.1 The objectives are:
 - 4.1.1 Identify OC San records of historical value.
 - 4.1.2 Process OC San records of historical value in a manner that will ensure that they are properly preserved.
 - 4.1.3 To facilitate access to Historical Records by OC San and outside parties, OC San's Historical Records are identified as such on the Records Retention Schedule (RRS).
 - 4.1.4 Promote the use of OC San's historical records in areas such as agency planning, management, development, public relations, and litigation support.

	Orange County Sanitation District	Procedure Number: 7.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	HISTORICAL RECORDS	Approved by: OC San Board of Directors

5.0 SCOPE

- 5.1 The scope includes the identification of records designated as historical on the RRS, the application of standard appraisal criteria at the end of the official retention period, and the processing and arrangement of historical records.

6.0 PROCEDURE

- 6.1 The procedure applies to all OC San and contract staff who create, receive, or maintain OC San records.

- 6.2 Select the method most appropriate to protect the historical record. Select Historical Records Protection Methods:

6.2.1 Processing and arrangement for paper records includes:

- 6.2.1.1 Removal of hardware (staples, brads, and other fasteners).
- 6.2.1.2 Placing documents in acid free folders and boxes that meet the standards for archival preservation.
- 6.2.1.3 Preparation of inventories and finding guides to the Historical Records.
- 6.2.1.4 Move hard copy historical records from active use areas once digitized and when no longer needed for active reference and send to a secure location appropriate for the retention of historical records (may involve temperature controlled environments, including ~~humidity~~humidity).

- 6.2.2 Move electronic historical records to Electronic Content Management System (Laserfiche).

	Orange County Sanitation District	Procedure Number: 8.0
	RECORDS MANAGEMENT PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS MANAGEMENT PROGRAM AUDIT AND COMPLIANCE REVIEW	Approved by: OC San Board of Directors

1.0 INTRODUCTION

- 1.1 The Records Management Program Compliance Audit reviews and monitors compliance with the Orange County Sanitation District's (OC San) Records Management Program (the Program).
- 1.2 Periodically, ~~Records Management~~the Clerk of the Board and/or designee conducts a compliance audit with several Departments/Divisions.
- 1.3 All Departments/Divisions should complete the audit process every two years.

2.0 PURPOSE

- 2.1 The purpose of the Program Compliance Audit is to ensure that all OC San records are created, received, maintained, and disposed of in accordance with the Board of Directors approved Records Management Policy and Procedure.

3.0 PROGRAM PROCEDURES

Responsibility	Action
Clerk of the Board and/or designee	Review how Department/Division records are kept, where they are located, in what format (hard copy or electronic), and security (who has access).
	Compare records eligible to be destroyed with those actually destroyed by the Department/Division. Note any record series destroyed prematurely or that have been retained beyond the approved destruction date.
	Review the Program, particularly the Records Retention Schedule and records disposition, with staff.
	Run a summary report of findings with recommended corrective action, if necessary, such as additional training or

	Orange County Sanitation District RECORDS MANAGEMENT PROCEDURE MANUAL	Procedure Number: 8.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS MANAGEMENT PROGRAM AUDIT AND COMPLIANCE REVIEW	Approved by: OC San Board of Directors

revisions to existing documentation. Submit the report to the Division Manager and Department Head.

**Department/Division
Records
Coordinator**

Assist the Clerk of the Board and/or designee in conducting the records compliance review in the designated Departments/Divisions.

Respond to the summary audit report findings by identifying which corrective actions are planned or have been completed.

Inform Records Management of changes within the Department/Division and business practices that potentially may have an effect on the Program.

	Orange County Sanitation District	Procedure Number: 9.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
		SUBJECT: RECORDS HOLD AND RELEASE
		Approved by: OC San Board of Directors

1.0 INTRODUCTION

- 1.1 At any time during the life of a record, Record Series, or types of records, there may be circumstances that require the “holding” or suspension of destruction of certain Record Series or types of records due to reasons specified by Legal Counsel, auditors, or Department/Division management.
- 1.2 Destruction suspension is a hold placed on the scheduled destruction of records that may be relevant to foreseeable or pending litigation, governmental investigation, audit, special organizational requirements, or other business needs not contemplated when the records were originally scheduled for disposal.
 - 1.2.1 Examples of holds are:
 - A. Records & Information Management (RIM) Hold – Used when there is cause for Records Management to research records for inconsistent, missing, or incorrect information.
 - B. Legal/Regulatory Hold – Used for financial audits or tax purposes and anticipated or pending litigation.
 - C. Department/Division Hold – Request to hold records from a Department/Division with justification.
 - D. Historical Hold – Preservation of records with justification requested.
 - E. Retention Schedule Change Hold – Used when a change, addition, or deletion is required until the time the Records Retention Schedule (RRS) can be changed.
 - F. Public Records Request – Preservation of records may be needed in relation to Orange County Sanitation District’s (OC San) response to any particular Public Records Request.
- 1.3 Depending upon the circumstances, a Records Hold may require the retention of all documents of a certain kind, whether they are hard copy records, electronic records, or non-records, as defined in Procedure 4.0.

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 9.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS HOLD AND RELEASE	Approved by: OC San Board of Directors

- 1.4 Once a Records Hold has been placed on particular records or Record Series, the records will not be disposed of until a Records Hold Release has been issued by a Records Hold Requester and all parties have been informed as detailed below.

2.0 PURPOSE

- 2.1 The purpose of this procedure is to describe the procedures for suspending destruction or placing a Hold on the destruction of records that may be relevant to foreseeable or pending litigation, governmental investigations, audits, or other special OC San requirements; and for releasing the Hold when it is no longer necessary.
- 2.2 This procedure requires that the Clerk of the Board and/or designee and Department/Division Records Coordinators be notified when holds on the destruction of certain records are necessary, in addition to other parties as detailed below.
- 2.3 This procedure ensures that records subject to holds for any purpose are maintained until resolution or conclusion of the matter.

3.0 SCOPE

- 3.1 This Procedure documents the process of suspending destruction or placing a Hold on the destruction of records, and the related release of the Hold.
- 3.2 This Procedure applies to **any record, non-record, or transitory record, in any format, at any time** during the life of the record or transitory record.

4.0 PROCEDURES FOR REQUESTING RECORDS DESTRUCTION HOLD

Responsibility	Action
Legal Counsel and/or Department/Division Management	Upon becoming aware of the need for the suspension of destruction of certain OC San records that may be relevant to <u>foreseeable</u> or <u>pending</u> litigation, governmental investigations, audits, other special OC San requirements, or other business reasons, notify the Clerk of the Board and/or designee. A form may be required for implementing

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 9.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	RECORDS HOLD AND RELEASE	Approved by: OC San Board of Directors

Responsibility

Action

	the Hold (Records Hold & Records Hold Release Request Form, Exhibit A).
Clerk of the Board and/or designee	- Review all documentation submitted by Records Hold Requester (Legal Counsel or Department/Division Management). If necessary, contact Records Hold Requester to clarify scope of requested Hold. - In collaboration with Legal Counsel, approve/authorize the Records Hold. - Upload all information to GovQA Records Hold functionality to reflect the Hold and the Estimated Date of Release. - Route Legal Hold to Legal Counsel, the EMT, Information Technology (IT), Manager, and Records Coordinators in <u>all</u> affected Departments/Divisions along with any specific instructions.
Department/Division Records Coordinators	- Review and file all Records Hold information forwarded by Records Management. - Prior to purging files or requesting destruction of records, cross-reference records identified to be purged or destroyed against Records Hold Requests on file. Identify documents subject to a Records Hold. Do not purge or request destruction of any documents subject to a Records Hold.
ECMS Administrator (IT)	The Electronic Content Management System (ECMS) (Laserfiche) Administrator (IT) will place a Legal Hold on relevant records in the ECMS.

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 9.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
		SUBJECT: RECORDS HOLD AND RELEASE
		Approved by: OC San Board of Directors

5.0 PROCEDURES FOR REQUESTING RECORDS HOLD RELEASE

Responsibility	Action
Clerk of the Board and/or designee	- Periodically review Records Hold & Records Hold Release information in the GovQA portal and identify Estimated Dates of Release for previously placed Records Holds. - If the Estimated Date of Release on a Records Hold has passed, contact the Records Hold Requester to inquire whether release of the Hold is appropriate. If the Records Hold Requester indicates that release of the Hold is appropriate, the Form (Records Hold & Records Hold Release Request Form), as previously submitted for implementation of the Records Hold, will be routed to the Records Hold Requester and completion requested. In collaboration with Legal Counsel, approve/authorize the Records Hold Release. Upon completion and submission of the Form, upload Form to GovQA and update the entry as appropriate and notify the Record Coordinators in all affected Departments/Divisions and provide any specific instructions. Legal Counsel, the EMT, Manager (in <u>all</u> affected Departments/Divisions), and IT shall also be notified. - If the Records Hold Requester indicates that release of the Hold is not yet appropriate, obtain and note the new Estimated Date of Release. Update all affected parties as indicated in the Holds process of this Procedure above.
Department/Division Records Coordinators	- Review Records Hold Release information forwarded by the Clerk of the Board and/or designee. - Identify documents within scope of the Records Hold Release and remove any notation of prior Hold. Any transitory records or records falling within the scope of the Records Hold Release may be purged or destroyed, following the appropriate process.
ECMS Administrator (IT)	The ECMS Administrator (IT) will release the Hold in the ECMS.

	Orange County Sanitation District	Procedure Number: 9.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
		SUBJECT: RECORDS HOLD AND RELEASE

Procedure 9.0

Records Hold & Records Hold Release Request Form

Exhibit A



Records Hold & Records Hold Release Request Form

This form is for the purpose of both a Records Hold request and related Records Hold Release request.

Records Hold Request:

When specific types of records have been identified as needing to be held and disposal suspended, complete the Records Hold Request section of this form and send to Records Management. Records Management will return the completed form to the Requester for use, when appropriate, for the Release request.

Division Number: _____ Retention Number: _____

Record Series/Record Type to Hold, Including Description:

Record Dates: _____

Reason for Hold (Select All That Apply):

- | | | | |
|---|-------------------------------------|-------------------------------------|---|
| ☐ RIM Hold | ☐ Litigation | ☐ Audit | ☐ Tax Purposes |
| ☐ Department/Division Hold | ☐ Historical | ☐ RRS Change | ☐ Public Records Request |
| ☐ Other (Describe): _____ | | | |

Estimated Date of Records Hold Release: _____

Requester's Name & Signature (Must be either Department/Division Director or Legal Counsel):

_____ Name (Print)	_____ Signature	_____ Date
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Hold Authorization:

Legal Counsel Name & Signature:

_____ Name (Print)	_____ Signature	_____ Date
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Records Management Name & Signature:

_____ Name (Print)	_____ Signature	_____ Date
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For completion by Records Management

Date Hold Entered in GovQA:	_____
Name of Records Coordinator & Date Informed of Hold:	_____
Name of Manager & Date Informed of Hold:	_____
Name of IT Staff & Date Informed of Hold:	_____



Records Hold & Records Hold Release Request Form

This form is for the purpose of both a Records Hold request and related Records Hold Release request.

Records Hold Release Request:

This section should be completed and submitted when the records identified above (Records Hold Request section) no longer need to be held. Send the completed form to Records Management. Records Management will return the completed form to the Requester.

Reason for Release (Select All That Apply):

- ☐ RIM Release ☐ Litigation Concluded ☐ Audit Completed ☐ Tax Purposes Met
☐ Department/Division Release ☐ Historical Needs Met
☐ RRS Chang Completed ☐ Public Records Request Completed
☐ Other (Describe): _____

Date of Records Hold Release: _____

Requester's Name & Signature (Must be either Department/Division Director or Legal Counsel):

_____	_____	_____
Name (Print)	Signature	Date

Hold Authorization:

Legal Counsel Name & Signature:

_____	_____	_____
Name (Print)	Signature	Date

Records Management Name & Signature:

_____	_____	_____
Name (Print)	Signature	Date

For completion by Records Management

Date Release Entered in GovQA:	_____
Name of Records Coordinator & Date Informed of Release:	_____
Name of Manager & Date Informed of Release:	_____
Name of IT Staff & Date Informed of Release:	_____

	Orange County Sanitation District	Procedure Number: 10.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

1.0 STATEMENT OF POLICY AND LAW

The California Public Records Act (Government Code §7920.000 et seq.) (the “CPRA”, “PRA”, or “Act”) declares that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person. In furtherance of that policy, the Act mandates, with specified exceptions, that public records are open to inspection at all times during the office hours of state and local agencies. The Act, however, recognizes a number of specific statutory exemptions to the general rule of public disclosure. The Act also authorizes local agencies to adopt procedures for making records available and for recovering the direct costs of duplicating those records.

The spirit of the Act, and the policy of the Orange County Sanitation District (OC San), is to permit access to all disclosable public records in the possession of OC San unless doing so would constitute an unwarranted invasion of personal privacy or the request calls for the production of records that are exempt from disclosure under the Act. Other records may be kept confidential on a case-by-case basis only after an OC San determination that the public interest served by non-disclosure clearly outweighs the public interest served by disclosure. An example of that type of record would be preliminary drafts of agreements prepared to facilitate discussion and/or negotiations if disclosure prior to final agreement would have an adverse effect on the negotiation process. However, such analysis will usually involve the assistance of General Counsel.

In addition, California courts have also recognized that certain records need not be disclosed if disclosure would reveal the public agency’s decision-making process in such a way as to discourage candid discussion within the agency, which would thereby undermine the agency’s ability to perform its functions.

2.0 PROCEDURE

2.1 The Clerk of the Board/Custodian of Records and/or designee (PRA Team) receive and process all Public Records Requests (Request) in accordance with Government Code §7920.000 et seq., California Public Records Act, and OC San Board approved Resolution. The PRA Team interprets each Request in accordance with Government Code §7922.600 and attempts to assist members of the public to identify the record that contains the information requested.

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 10.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

2.2 OC San uses the GovQA Public Records Request Management Software (GovQA) to receive, correspond, route, track, and respond to Requests.

2.3 To ensure consistency with the processing of Requests, if a Department/Division receives a request from the public or other party to provide public records, the Department/Division should direct the requester to the [OC San Public Records Portal](#) link on the ocsan.gov website so that the request may be routed and tracked in the GovQA portal for response. The PRA Team should be notified and will be able to assist.

3.0 PROCESS

3.1 Requests are received by OC San and placed in GovQA by either the requester or, in a few cases, the PRA Team; and OC San staff users/approvers enter the portal to respond or upload documents to fulfill the Request.

3.2 When a Request is initially received, the PRA Team immediately responds to the requester, via established, automated GovQA workflows, with an email receipt for the Request that provides a legal explanation of the Public Records Request process. The PRA Team determines if the Request is complete or requires clarification (e.g., too broad, apparent typographical errors, missing information, etc.). If necessary, the PRA Team contacts the requester for clarification.

Automated GovQA workflows for the assignment and distribution of Requests are in place for Contracts, Purchasing, Finance, Environmental Services, and Planning. These workflows prevent delays in turn-around time due to absenteeism.

A. Contracts and Purchasing. If a request is made to either Division, the Request is routed to designated staff members, including the Supervisor and Manager.

B. Finance Department. Routine requests for stale check data and Sewer Service Fees/Rebate information automatically route to designated staff members as determined by the Director of Finance.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 10.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

~~A.~~

B.C. Environmental Services. Requests for Environmental Services are routed to the Department Director, designated Managers, and other designated staff members in the Environmental Services Department.

C.D. Planning/Engineering. Requests for Planning-related records are routed to designated staff members. Requests for Certified Payroll records are facilitated by the PRA Team with support from the project manager. The PRA Team contacts the Contractor directly.

If the PRA Team and the affected Department Head believe that employee rights or significant interests of OC San could be compromised by the requested disclosure, the PRA Team and the affected Department Head shall discuss the Request with General Counsel prior to making such disclosure.

3.3 Please see Section 4.0 below for specific information as to the processing and handling of Requests.

3.4 TIMELINESS.

Although OC San policy encourages a quicker response, the Act requires that the person requesting copies of OC San records be notified within ten (10) calendar days of OC San's determination as to whether the Request, in whole or in part, calls for the production of disclosable, non-privileged records that are in the possession of OC San. Occasionally, where assistance of General Counsel is appropriate, for example, the full ten (10) calendar days may be required in order to make the requisite determination. Under the Act, OC San may also be entitled to an additional fourteen (14) calendar days in which to make its initial determination under the following four (4) circumstances:

3.4.1 There is a need to search for and collect the requested documents from other offices, or offsite storage, separate from the office processing the request.

	Orange County Sanitation District	Procedure Number: 10.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

3.4.2 There is a need to search for, collect, and examine a voluminous amount of separate and distinct records which are demanded in a single request.

3.4.3 There is a need to consult with another Agency or Department having a substantial interest in the determination of the request. This includes requests for Certified Payroll from an OC San Contractor or Sub-Contractor.

3.4.4 In the case of electronic records, there is a need to compile data, write programming language or a computer program, or to construct a computer report to extract data.

If the additional fourteen (14) calendar days are needed, either General Counsel or the PRA Team must notify the requester, in writing, of the reason(s) for the fourteen (14) day extension and the date on which the determination is expected.

If the final determination is to deny a Request to inspect or copy OC San records, General Counsel or the PRA Team shall notify the requester, in writing, of the reasons for the denial.

3.5 PARTIAL DISCLOSURE.

If portions of the requested record(s) are determined to be exempt from disclosure and those portions can be reasonably segregated from the rest of the record(s) by deletion, redaction, or other means, the non-exempt portion shall be provided to the requester.

3.6 COST OF COPIES.

Under the Act, OC San is entitled to be reimbursed by the requester for the direct costs of duplication. OC San has, however, made a policy determination to not charge the requester for the first ten (10) pages. If a Request calls for the production of records in excess of ten (10) pages, then the requester shall be required to pay twenty-five cents per page for each additional page, which shall be reimbursement of OC San's direct costs for duplication. The reimbursement rate shall not include recovery of costs for

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 10.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

staff time spent searching for, retrieving, reviewing, evaluating, and/or handling responsive records. At the sole discretion of OC San, OC San may require the requester to submit, in advance, a check based on the estimated direct duplication costs.

Electronic records, which can easily be transmitted to the requester via GovQA, are encouraged and will not be subject to the twenty-five cents per page copying charge.

At the sole discretion of OC San, and depending on the estimated number of responsive records, the requester or OC San may retain the professional reprographic services of a bonded copy service. The requester shall be required to pay for or reimburse OC San for the direct costs of duplication associated with the use of a bonded copying service. In the event OC San approves of the use of a bonded copying service, the requester may select and retain a bonded copying service; however, such selection shall be subject to OC San's approval.

3.7 COST OF VIDEOTAPES, AUDIOTAPES, COMPACT DISCS, OR THUMB DRIVES.

The charge to the requester for copies of videotapes, audiotapes, compact discs, DVD recordings, or thumb drives shall be at OC San's actual cost of reproduction and cost of device (videotape, audiotape, etc.).

3.8 MEDIA CONTACTS.

Employees ~~are encouraged to~~ should refer all media contacts and media inquiries to the Director of Communications and/or designee. All information requests requiring production of records shall be processed in accordance with the terms of this Procedure and, upon completion of the preparation of the copies, shall be delivered to the requesting media representative by the Director of Communications and/or designee. Department Heads shall report any and all media contacts to the Director of Communications and/or designee, as soon as possible. The Director of Communications and/or designee shall coordinate any action required by such contact with the Clerk of the Board and/or designee and keep the

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 10.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

appropriate Department Head, General Manager, and General Counsel informed.

3.9 FORMS.

GovQA generated forms and letters shall be used by OC San staff for purposes of complying with this administrative procedure.

3.10 ACCESS TO FILES.

No member of the public and no OC San employee, other than an employee of the Department/Division processing records, shall enter GovQA or any file cabinets, record storage areas, or containers that hold OC San records, except when authorized by the PRA Team or the affected Department Head.

When a requester is reviewing physical files, a member of OC San staff must be present during the entire file review. This may be the Clerk of the Board and/or designee, or staff member of the Department/Division that owns the records. The requester may not remove any records during the file review.

3.11 REMOVAL OF RECORDS.

The unauthorized removal of any record of OC San is a violation of California Government Code §6201, and is punishable by imprisonment, fine, or both.

3.12 LITIGATION DOCUMENTS.

The charge for all copies of any OC San document or record produced pursuant to a subpoena or request for production of documents issued by a Court or an authorized administrative or regulatory agency or tribunal shall be twenty-five (\$0.25) cents per page to reimburse OC San for its costs of research, retrieval, examination, handling, copying, and certification of the documents.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 10.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

In the event, due to size or volume of the responsive records, special reproduction services are required, the person making the request shall pay the actual charges incurred for either OC San's in-house copy service or an outside copy service.

For large records requests, OC San shall require an advance deposit based on the estimated direct copying costs. Said deposit shall be paid by the requester prior to OC San commencing any work to obtain and copy the requested records.

Litigation document requests shall be handled by General Counsel and the Clerk of the Board and/or designee.

	Orange County Sanitation District	Procedure Number: 10.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

4.0 PROCESSING AND HANDLING OF REQUESTS

- 4.1 This section is determined by, and is at the direction of, General Counsel.
- 4.2 The PRA Team receives and reviews all public records requests in GovQA and assigns each Request to the appropriate Department/Division. If the Request is incomplete or requires clarification (e.g., too broad, apparent typographical errors, missing information, etc.), the PRA Team will contact the requester for clarification. Clarification may be sought at any time, most specifically during the initial review/assignment or after assignment to the appropriate Department/Division. All clarification activity is done by the PRA Team unless otherwise directed.
- 4.3 Examples of routine requests include records for Environmental Site Assessments, stale check data requests, contract documents, and Purchase Order/procurement overview information.

Examples of non-routine requests include all email/correspondence for a certain staff member, which requires IT assistance for e-Discovery; requests from law offices; or any request that the Clerk of the Board and/or designee believes or determines is related to anticipated or current litigation. Non-routine requests may be handled in a different manner than outlined below; however, all Requests will be entered in GovQA for tracking purposes regardless of specific handling (which might be after the release of records).

- 4.4 When contract documents are requested, Contracts/Purchasing sends courtesy notifications to the impacted vendors/contractors advising of receipt of a records request; ideally sent within 24 hours of Request receipt. The PRA Team should be copied on all courtesy notifications (publicrecords@ocsan.gov) and Contracts/Purchasing uploads all courtesy notifications and any responses received to GovQA. The PRA Team verifies that courtesy notifications are sent and that “reasonable” time is allowed for response to courtesy notifications. As defined by General Counsel, “reasonable” typically means no less than 72 hours.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 10.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

The PRA Team should be made aware of any responses/concerns provided in response to courtesy notifications, specifically in the event a response/concerns is received and the PRA Team is not copied on the email.

- 4.5 When public and non-public versions of requested documents exist, both are to be uploaded to GovQA or provided to the PRA Team via email. Public and non-public versions of documents typically involve requests for contract documents. The PRA Team should be notified when the documents are uploaded to GovQA.
- 4.6 In the event that any records are being redacted or withheld from disclosure by OC San staff not part of the PRA Team, both the unredacted version of the record and/or the complete record being withheld is to be uploaded to GovQA or provided to the PRA Team via email. The PRA Team should be notified when the documents are uploaded to GovQA.
- 4.7 The PRA Team reviews all records uploaded to the portal, specifically reviewing requested redactions and analyzing for redactions that need to be made pursuant to the CPRA.
- 4.8 As might be necessary, the PRA Team connects with impacted vendors/contractors or OC San staff when requested redactions or records to be withheld are not supported by allowances in the CPRA.
- 4.9 When the PRA Team requires legal guidance, the PRA Team is to connect with General Counsel's Advanced Records Center (ARC).
- 4.10 The PRA Team will communicate with any impacted vendors/contractors or OC San staff, as necessary, based on legal guidance/direction.
- 4.11 The PRA Team finalizes all Requests, releasing responsive records and sending response letters to the requester (via GovQA). Finalizing Requests includes review of all responsive records before release for accuracy, confidentiality, or personal information. The PRA Team is responsible for the redaction or withholding of information prior to release of responsive records.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 10.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	PUBLIC RECORDS ACT - RELEASE OF RECORDS TO THE PUBLIC	Approved by: OC San Board of Directors

The only exception to this is when Planning responds to requests. Planning communicates, via GovQA, with the requester; however, the PRA Team reviews the responsive records and releases records to the requester. The PRA Team closes these Requests.

- 4.12 In collaboration with OC San staff and/or General Counsel, the PRA Team determines if extensions are needed for response to any given Request and when entering into a production arrangement is needed.
- 4.13 The PRA Team will coordinate OC San's response to any follow up questions from the requester.

5.0 COMPLETION

- 5.1 The Clerk of the Board will provide a weekly summary containing the number of Requests received and processed with assigned Department/Division detail to the Director of Communications and/or General Manager.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

1.0 INTRODUCTION

- 1.1 The Electronic Communications Policy of the Records Management Program (the Program) controls the maintenance and storage of Orange County Sanitation District (OC San) electronic mail records, text messages, instant messages, voicemail, and social media. Following the retention procedures ensures compliance with pertinent statutory, regulatory, operating, and administrative recordkeeping requirements. In addition, it ensures that records needed to conduct OC San business are protected and accessible. The Records Retention Schedule (RRS) is the foundation of the Program and defines the periods required to maintain OC San records, including all electronic communications.

2.0 PURPOSE

2.1 POLICY OBJECTIVES.

- 2.1.1 Provide clear and concise direction regarding use and retention of OC San's electronic communications systems, including electronic mail (email), text messaging, instant messages, and voicemail.
- 2.1.2 Comply with all applicable State and Federal laws and OC San Personnel Policy 5.10 related to the use of email and all other forms of electronic communication.
- 2.1.3 Address the California Supreme Court's 2017 decision in *City of San Jose v. Superior Court of Santa Clara County*, holding that a Public Agency employee's communications related to the conduct of public business are subject to the California Public Records Act, even if they were sent or received using a personal account or personal device.

3.0 SCOPE/BACKGROUND

- 3.1 This policy applies to all persons (including employees, appointed officials, interns, and contractors) who are permitted to use OC San's computing or network resources, particularly the email functions of the system

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

("Authorized Users"). "Email" means any electronic communication to or from any Authorized Users using the Email System, including all information, data, and attachments to the electronic communication. **"Email System"** means the system of devices (including hardware, software, and other equipment) owned and controlled by OC San or the Authorized User for the purpose of facilitating the electronic transmission. **"Electronic Communications"** includes any and all electronic transmission, and every other means of recording upon any tangible thing in any form of communication or representation, including letters, words, pictures, sounds, symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Without limiting the nature of the foregoing, electronic communications include email, texts, instant messages, voicemails, and include communications on or within applications (apps) such as Facebook Messenger, Twitter, Microsoft Teams, etc. **"Electronic Communications Systems"** means the system (including hardware, software, and other equipment) owned and controlled by OC San or the Authorized User for the purpose of transmitting Electronic Communications.

4.0 POLICY

4.1 ROLES AND RESPONSIBILITIES.

- 4.1.1 The Board Services and Information Technology (IT) Divisions are responsible for administering this policy and procedure.
- 4.1.2 The OC San Clerk of the Board and/or designee, with the advice of General Counsel, will monitor compliance and make the final determination of official records of OC San.
- 4.1.3 All Authorized Users are responsible for compliance with this policy and procedure.

4.2 DEFINITION OF "OFFICIAL OC SAN RECORD".

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

Under this Policy, the definition of "**Official OC San Record**" is the same as the definition provided in the California Public Records Act (Cal. Gov. Code §7920.000 et seq.) (CPRA) for "public records" and "writing":

"... 'Public records' include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics..."

"... 'Writing' means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored."

4.3 ELECTRONIC COMMUNICATION RELATED TO OC SAN BUSINESS IS AN OFFICIAL OC SAN RECORD.

4.3.1 Email and other forms of Electronic Communication, such as voicemail, texts, instant messaging, and social media posts, generate correspondence and other types of records that can be recognized as Official OC San Records and may be subject to disclosure under the CPRA. In addition, any Official OC San Record created through Email and other forms of Electronic Communication must be protected and retained in accordance with records retention laws.

4.3.2 Messages transmitted using OC San's Email System, Electronic Communications Systems, or OC San-owned equipment with capabilities for text messaging and/or voicemail, should be messages which involve OC San business activities and contain information essential to accomplishment of business-related tasks, or can otherwise be recognized as Official OC San Records. Any incidental (personal) email, text, instant message, or voice messages are not considered public records, but may still be discoverable. All Electronic Communications are the property of OC San.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

4.4 OC SAN'S ELECTRONIC COMMUNICATION SYSTEMS ARE NOT FOR STORAGE.

OC San reserves the right to retrieve and make proper and lawful use of any and all Electronic Communications transmitted through OC San's Electronic Communications Systems and any OC San-owned and/or subsidized equipment. Although the use of Electronic Communications is considered official OC San business, OC San's Electronic Communications Systems, including email, text messaging, instant messaging, and voicemail, are intended as a medium of communication only. Therefore, the Email System, Electronic Communications Systems, and any OC San-owned and/or subsidized equipment such as Microsoft Teams and cell phones should not be used for the electronic storage or maintenance of documentation, including, but not limited to, Official OC San Records. Regarding Email and Teams Chat, the system administrator performs regular electronic back-up of OC San's Electronic Communications Systems; however, the back-up is not a copy of all OC San activity that occurred during any given period.

5.0 GUIDELINES FOR PROPER EMAIL USAGE

- 5.1 Authorized Users are responsible for managing their Email mailboxes, including organizing and deleting any non-OC San related messages that do not constitute Official OC San Records. Authorized Users are responsible for determining if Emails contain substantive information regarding OC San business or may later be important or useful for carrying out OC San business, and thus could be considered as Official OC San Records.

6.0 USE OF OC SAN ELECTRONIC COMMUNICATIONS VIA PERSONAL ACCOUNTS

- 6.1 OC San accounts shall be used to conduct OC San business. Authorized Users should not use personal accounts for the creation, transmission, or

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

storage of Electronic Communications regarding OC San business.

- 6.2 All Authorized Users shall, within 90 days following the adoption of this updated policy, search all private, non-governmental electronic messaging accounts to which they have user access and locate any Electronic Communications that might constitute an Official OC San Record. All such communications shall be forwarded to the Authorized User's OC San-provided account. To the extent the Authorized User believes that any part of such communications contains personal matter not related to the conduct of the public's business, the Authorized User shall provide a declaration, as set forth in Exhibit A.
- 6.3 If an Authorized User receives an electronic message regarding OC San business on his/her non-OC San electronic messaging account, or circumstances require such person to conduct OC San business on a non-OC San account, the Authorized User shall either: (a) copy ("**cc**") any communication from an Authorized User's personal electronic messaging account to his/her OC San electronic messaging account; or (b) forward the associated Electronic Communication to his/her OC San account no later than 10 days after the original creation or transmission of the Electronic Communication.
- 6.4 Authorized Users shall endeavor to ask persons sending Electronic Communications regarding OC San business to a personal account to instead utilize the Authorized User's business account and, likewise, shall endeavor to ask a person sending an Electronic Communication regarding non-OC San business to use the Authorized User's personal or non-OC San electronic messaging account.

7.0 ELECTRONIC COMMUNICATIONS AND PRIVACY

7.1 NO EXPECTATION OF PRIVACY.

- 7.1.1 OC San Personnel Policy 5.10 states that OC San Electronic Communication devices are the exclusive property of OC San. Authorized Users have no right or expectation of privacy or confidentiality in any message created, sent, received, deleted, or

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

stored using the OC San Email System, Electronic Communications Systems, and/or any OC San-owned or subsidized communication devices. All messages and any attachments on OC San's computer network, Email System, Electronic Communications System, OC San-owned system or device, and/or OC San subsidized communication device are subject to OC San review and disclosure of Electronic Communications regarding OC San business.

7.1.2 Electronic Communications regarding OC San business that are created, sent, received, or stored on an electronic messaging account may be subject to the CPRA, even if created, sent, received, or stored on a personal account or personal device. Most communications that include Authorized Users are not confidential communications; however, certain communications such as investigations, personnel records, or attorney-client communications may be confidential or contain confidential information. Questions about whether communications are confidential, and how they are to be preserved, should be discussed with the Clerk of the Board and/or designee.

7.2 USE CAUTION WITH CONFIDENTIAL INFORMATION.

All Authorized Users must exercise a greater degree of caution in sending confidential information on OC San's Electronic Communications Systems than they take with other media because of the risk that such information may be copied and/or retransmitted. All Email containing confidential information should be tagged as such and stored in a clearly labeled confidential folder to protect and preserve the privacy and confidentiality of the record. When in doubt, do not use Email, text messaging, instant messaging, or voicemail as a means of confidential communication.

8.0 PUBLIC RECORDS REQUESTS, RETENTION, AND DESTRUCTION

Electronic Communications are a business tool which shall be used in accordance with generally accepted business practices and all Federal and State laws, including the CPRA, to provide an efficient and effective means of intra-agency and interagency communication. Under most circumstances, communications

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

sent electronically are public records, subject to disclosure under the CPRA and subject to records retention laws applicable to a variety of government agencies.

8.1 PRESERVING ELECTRONIC MESSAGES – CPRA REQUESTS, SUBPOENAS, CLAIMS, AND POTENTIAL CLAIMS AGAINST OC SAN.

OC San receives requests for inspection or production of documents pursuant to the CPRA, as well as subpoenas or court orders for documents. In the event such a request or demand includes Electronic Communications, Authorized Users who have control over or access to any such Electronic Communications, once they become aware of the request or demand, shall use their best efforts, by reasonable means available, to temporarily preserve any such Electronic Communication until it is determined whether the Electronic Communication is subject to preservation, public inspection, or disclosure. Authorized Users shall contact the Clerk of the Board and/or designee regarding any such Electronic Communications that are within their control.

8.2 CALIFORNIA PUBLIC RECORDS ACT (CPRA).

8.2.1 In the event a CPRA request is received by OC San seeking Electronic Communications of Authorized Users, the Clerk of the Board and/or designee, shall promptly transmit the request to the applicable Authorized User whose Electronic Communications are sought. The Clerk of the Board and/or designee shall communicate the scope of the information requested to the applicable Authorized User, and an estimate of the time within which the Clerk of the Board and/or designee intends to provide any responsive Electronic Communications to the requesting party.

8.2.2 It shall be the duty of each Authorized User receiving such a request from the Clerk of the Board and/or designee to promptly conduct a good faith and diligent search of all Business and Personal Electronic Communications Systems and devices for responsive Electronic Communications. The Authorized User shall then promptly transmit any responsive Electronic Communications to the Clerk of the Board and/or designee. Such transmission shall be provided in sufficient

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

time to enable the Clerk of the Board and/or designee to adequately review and provide the disclosable Electronic Communications to the requesting party. If the Authorized User is unable to transmit the responsive communications, the IT Division has the ability to extract the pertinent communications and ensure the appropriate metadata is preserved.

8.2.3 Based on the nature of the CPRA request, the Clerk of the Board and/or designee may also request an eDiscovery of all Email System and Electronic Communications Systems records and instant messages through the IT Division.

8.2.4 In the event an Authorized User does not possess responsive Electronic Communications from OC San's owned and/or subsidized Electronic Communications Systems account, the Authorized User shall so notify the Clerk of the Board and/or designee by way of a written declaration (Exhibit A).

8.3 AUTOMATIC DELETION OF EMAIL AND TEAMS CHAT.

OC San's Email System automatically deletes OC San Emails, including any text messages that become Emails, which are more than **24 months** old from "Inbox" and "Sent" email folders of each OC San email user. Email in "Deleted" folders will be automatically removed after **ninety (90)** days.

OC San's Teams Chat will be automatically removed after **ninety (90)** days.

8.4 EMAIL FOLDER AND TEAMS CHAT MANAGEMENT.

8.4.1 Authorized Users are responsible for the daily management of their Email boxes and associated folders. To ensure maximum efficiency in the operation of the Email System, Authorized Users are directed to delete Email that is NOT Official OC San Records from their inboxes on a weekly basis. These transitory email records, based on the content of the information which only have a retention value of a few days or weeks, can be deleted from the Email Inbox upon review and determination when the purpose of the information has

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

been fulfilled - which can be any time up to 90 days. **All email records moved to Deleted will be automatically purged by IT after 90 days.** Examples of such messages are personal emails, solicitations, email advertisements/announcements, or newsletters.

8.4.2 If Email and Teams Chat that are not Official OC San Records are necessary for transitory work, preliminary drafts, or preparation of work product or personal notes, Authorized Users should either move the record to a dedicated (working) folder, print the communication and maintain the paper copy, take a snapshot of the communication and save in a format most appropriate, or create a PDF version of the communication (save as PDF) and store the file in an electronic folder on OC San's network drive (OneDrive, SharePoint, or SharePoint Online) to be deleted when no longer needed.

8.4.3 Attachments to Electronic Communications should be retained or disposed of according to the content of the attachment itself, not according to the Electronic Communication transmitting the attachment. Many attachments are duplicates of existing documents or are draft versions of documents that might not be retained by OC San after the final version of the document is complete. If you need help in determining whether an attachment to an Electronic Communication must be retained, please contact the Clerk of the Board and/or designee.

8.5 DETERMINATION OF RECORD.

In accordance with OC San's RRS, it is the responsibility of Authorized Users to determine if an Electronic Communication is an Official OC San Record which must be retained in accordance with OC San's RRS. Electronic Communications (including any attachments) that are deemed to be Official OC San Records shall be preserved. Authorized Users shall consider the content of an Electronic Communication when determining if it is an Official OC San Record. The Clerk of the Board and/or designee can assist in making such a determination. In addition, following is a general

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

guideline for determining whether an Electronic Communication is an Official OC San Record:

Electronic Communications that are generally considered as Public Records (Official OC San Record)	Electronic Communications that are generally NOT considered as Public Records / in general not an Official OC San Record
(Retention time is 2 years or more)	(Retention time is no more than 90 days)
Electronic Communication that is created or received in connection with official OC San business.	Personal messages and announcements not related to official OC San business.
Electronic Communication that shows how an OC San policy was created or how a decision was made by OC San staff and/or the OC San Board of Directors.	Duplicate documents (copies or excerpts) distributed for convenience or reference.
Electronic Communication that begins, authorizes, or completes an item or a transaction of official OC San business.	Transmittal messages that merely assist the flow of work.
Electronic Communication that documents significant official decisions or commitments reached verbally (person-to-person, by phone, or in conference) and not otherwise documented in OC San files.	Electronic Communications containing preliminary drafts, notes, or interagency or intra-agency memos that are not retained in the ordinary course of business. Government Code §7927.500. Records that are normally retained do not qualify for this exemption.

8.6 ELECTRONIC COMMUNICATIONS UPON TERMINATION.

Upon an Authorized User's retirement or termination, IT will forward the user's Electronic Communications to the immediate Supervisor for review. In accordance with the policy herein, it is the Supervisor's duty to review and determine which email/text messages, voicemails, etc. should be

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 11.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ELECTRONIC COMMUNICATIONS POLICY	Approved by: OC San Board of Directors

preserved, retained, or disposed of according to the content of the communication and following OC San's approved RRS.

Once determined, the Supervisor should either transfer the records to a dedicated (working) folder, print the communication and maintain the paper copy, take a snapshot of the communication and save in a format most appropriate, or create a PDF version of the email (save as PDF) and store the file in an electronic folder on OC San's network drive (OneDrive, SharePoint, or SharePoint Online) to be retained or to be deleted when no longer needed. Once completed, IT will dispose of the content of the Electronic Communications System after 90 days unless otherwise requested by the Supervisor.

Procedure 11.0

Declaration Regarding Search of Personal Electronic Communications Accounts

Exhibit A

In the matter of:

California Public Records Act Request
Pursuant to Government Code §7920.000 et
seq.

Re:

Insert name of record request

Request #: _____

Declaration of:

Print or type name of user

**DECLARATION REGARDING SEARCH OF
PERSONAL ELECTRONIC COMMUNICATIONS
ACCOUNTS**

STATE OF CALIFORNIA
COUNTY OF ORANGE
ORANGE COUNTY SANITATION DISTRICT

I, _____ declare:
Print name

1. I received notice of a California Public Records Act ("CPRA") request regarding a search of my personal electronic communications account(s).
2. I understand that the CPRA request seeks:

Insert text of CPRA request.

3. I am the Owner or Authorized User of the following personal electronic communications account and have the authority to certify the records:

Insert description of personal electronic messaging account(s).

4. I have made a good faith, diligent, thorough, and complete search of the above mentioned personal electronic communications account(s) for all electronic communications potentially responsive to the above mentioned CPRA request.
5. Any responsive electronic communications discovered, and referenced below, were prepared or used by me in the ordinary course of business at or near the time of the act, condition, or event.
6. Any responsive electronic communications discovered, and referenced below, are true copies of all records described in the above mentioned CPRA request.

Check the applicable box:

- ☐ I certify that I do not possess responsive electronic communications.
- ☐ I certify that I cannot reasonably recover responsive electronic communications without technical assistance.

Explain efforts to retrieve responsive electronic communications and why you were unable to recover responsive electronic communications. Add technical assistance required.

- ☐ I certify that I discovered potentially responsive electronic communications from my personal electronic communications account, but I am withholding that information because the information is "personal" business. This is for the following reasons:

Describe with sufficient facts why the contested information is personal business and not subject to the CPRA. Attach additional pages, if necessary.

- ☐ I certify that I discovered potentially responsive electronic communications from my personal electronic communications account. I am providing all responsive information. However, some information is non-responsive, and I am withholding that information because the information is personal business. This is for the following reasons:

Describe with sufficient facts why the contested information is personal business and not subject to the CPRA. Attach additional pages, if necessary.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I have personal knowledge of the facts set forth above.

Executed this ____ day of _____, 20____, in _____, California.

By: _____

Print Name: _____

	Orange County Sanitation District	Procedure Number: 12.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ESCROW OF BID DOCUMENTS	Approved by: OC San Board of Directors

This Procedure applies only to Invitation for Bids (IFBs) with an award amount of \$10,000,000 or more, to the two (2) lowest responsive, responsible bidders.

1.0 PRE-BID

- 1.1 If Escrow of Bid Documents (Escrow) is required (per Bid Requirements Form), the Contracts Administrator (CA) will notify the Clerk of the Board and/or designee ~~(–Records Management) (Clerk of the Board and/or designee)~~ of the need for Escrow and will establish a time and date for Bidder(s) to submit their Escrow Bid Documents as specified in the Special Provisions, “Escrow of Bid Documents”.
 - a. This date and time of submission will be within the date and time set forth in the Contract’s Special Provisions.
 - b. The date must also be coordinated with Records Management’s schedule.
- 1.2 For all meetings related to the escrow of bid documents, CA reserves a room in the Headquarters Building ~~–and~~ schedules the meeting via the Outlook Calendar.
- 1.3 Records Management schedules the date for offsite storage, as soon as practicable, to transfer the Escrow Bid Documents to offsite storage.
- 1.4 Board Services is the office of record for all original documents prepared and/or received in the steps below. A digital copy of the documents will be maintained in Laserfiche and will be available to the CA. If desired, a copy of any of the documents identified below may be provided to the Bidder and/or CA. All copies shall be marked “copy”.

2.0 BID OPENING

- 2.1 At Bid Opening, OC San announces the two (2) lowest Bidders who will be required to submit their Escrow Bid Documents within the date and time set forth in the Special Provisions.

	Orange County Sanitation District	Procedure Number: 12.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ESCROW OF BID DOCUMENTS	Approved by: OC San Board of Directors

2.2 At the Bid Opening, Bidders shall be reminded that:

2.2.1 Failure to timely submit the Escrow Bid Documents may result in a Bidder being deemed non-responsive.

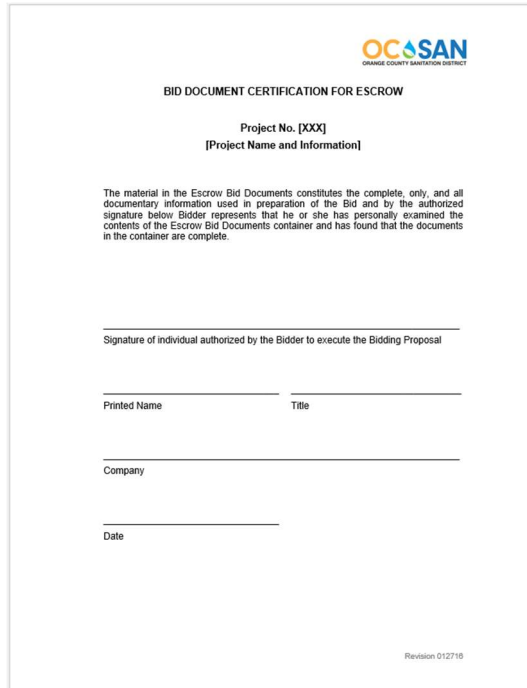
2.2.2 If the Escrow of Bid Documents Meeting (intake of Escrow Bid Documents) is being done in the same meeting as the Bid Documents Review Meeting, Escrow Bid Documents should be delivered in an unsealed container. It is requested that Bidders use a regular document storage size box (10"x12"x15"). Tape and markers to seal the box and mark it as the Bidder deems appropriate will be provided so that the box may be sealed at the conclusion of the meeting.

2.2.3 If the Escrow of Bid Documents Meeting (intake of Escrow Bid Documents) is being done separate from the Bid Documents Review Meeting, Escrow Bid Documents must be delivered in a sealed container, marked with the project name and the words "Escrow Bid Documents". It is requested that Bidders should use a regular document storage size box (10"x12"x15").

2.2.4 It is suggested and desirable that the Escrow of Bid Documents Meeting be done in conjunction with the Bid Documents Review Meeting.

2.3 The Escrow Bid Documents shall be accompanied with a Bid Document Certification for Escrow document (sample image below), provided to the two (2) lowest Bidders by the CA, signed by an individual authorized by the Bidder to execute the Bid, stating that the material in the Escrow Bid Documents container constitutes the complete, only, and all documentary information used in preparation of the Bid and that he/she has personally examined the contents of the Escrow Bid Documents container and has found that the documents in the container are complete.

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 12.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ESCROW OF BID DOCUMENTS	Approved by: OC San Board of Directors




BID DOCUMENT CERTIFICATION FOR ESCROW

 Project No. [XXX]
 [Project Name and Information]

The material in the Escrow Bid Documents constitutes the complete, only, and all documentary information used in preparation of the Bid and by the authorized signature below Bidder represents that he or she has personally examined the contents of the Escrow Bid Documents container and has found that the documents in the container are complete.

 Signature of individual authorized by the Bidder to execute the Bidding Proposal

 Printed Name Title

 Company

 Date

Revision 012719

3.0 POST BID OPENING: COMBINED ESCROW OF BID DOCUMENTS MEETING AND BID DOCUMENTS REVIEW MEETING

- 3.1 After Bid Opening, but no later than the date and time of the Meeting, Records Management will prepare an OC San Escrow Records Storage Facility Transfer Request & Tracking form (Form) (sample image below) for each Bidder's Escrow Bid Documents.

A separate Form is required for each Bidder's Escrow Bid Documents box since each Bidder's escrow box is assigned a separate bar code to be affixed to the Form. Also, each Bidder must sign the Form applicable to their documents.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 12.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: ESCROW OF BID DOCUMENTS		Approved by: OC San Board of Directors

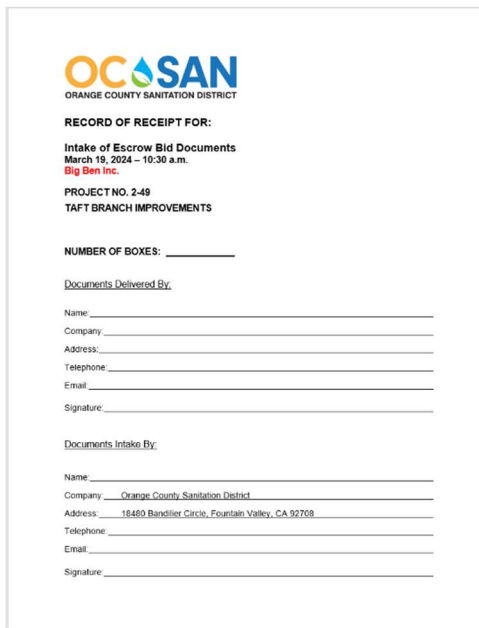
OC San Escrow Records Storage Transfer Request & Tracking			
Date: 03/19/2024 Project Number and Name: 2-49, Taft Branch Improvements Contractor: James W. Fowler Co. Requestor: Diane Marzano Division Name and Number: Contracts 230		Offsite Storage Location & Tracking Barcode: AFFIX BAR CODE HERE	
Meeting/Transacting Date	Transaction/Activity	Authorization Signatures	Comments/Notes
Original Records Intake 03-19-2024 / 11:00 a.m.	Intake of Escrow Bid Documents Meeting	Contractor Representative Print Name Contractor Representative Signature	Information Recorded on Escrow Inventory
Date: _____	Escrow Bid Documents Sent Offsite	Records Management Print Name Records Management Signature	Information Recorded on Escrow Inventory
Document Review Meeting (If Applicable) Date & Time: 03-19-2024 / 11:00 a.m.	Escrow Bid Documents Retrieval & Review ☐ Check here if inventory of records (Contracts document) added to storage container	Records Management Print Name Records Management Signature Contractor Representative Print Name Contractor Representative Signature	If applicable, escrow records inspected by contractor(s) and OC San staff. Documents not officially released and will be resealed and sent back offsite. Date sent offsite: _____
Date: _____	Release of Escrow Bid Documents Meeting	Contractor Representative Print Name Contractor Representative Signature	
Storage Intake Approved By: _____ OC San Records Management		Date: _____	
Storage Permut Approved By: _____ OC San Records Management		Permut Date: _____	

- 3.2 In preparation for the arrival of Bidders for the Meeting, Records Management shall prepare an Escrow of Bid Documents Meeting and Bid Documents Review Meeting Attendance Record for record of attendance (sample image below) which will be completed by the representative of each company and all OC San staff in attendance at the Meeting.

 ORANGE COUNTY SANITATION DISTRICT ATTENDANCE RECORD Escrow of Bid Documents & Bid Documents Review Meeting March 19, 2024 – 10:30 a.m. Big Ben Inc. PROJECT NO. 2-49 TAFT BRANCH IMPROVEMENTS	
Name: _____	
Company: _____	
Address: _____	
Telephone: _____	
Email: _____	
Name: _____	
Company: _____	
Address: _____	
Telephone: _____	
Email: _____	
Name: _____	
Company: _____	
Address: _____	
Telephone: _____	
Email: _____	
Name: _____	
Company: _____	
Address: _____	
Telephone: _____	

	Orange County Sanitation District	Procedure Number: 12.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ESCROW OF BID DOCUMENTS	Approved by: OC San Board of Directors

- 3.3 At the Meeting, the two lowest Bidders will hand deliver their Escrow Bid Documents to OC San Records Management and the CA. OC San Staff/Contractor will open and review the contents together at OC San.
- 3.4 Each Bidder will fill out and sign an Intake of Escrow Bid Documents Record of Receipt (sample image below) prepared prior to the Meeting by Records Management.



OC SAN
ORANGE COUNTY SANITATION DISTRICT

RECORD OF RECEIPT FOR:
Intake of Escrow Bid Documents
March 19, 2024 – 10:30 a.m.
~~Big Ben Inc.~~

PROJECT NO. 2-49
TAFT BRANCH IMPROVEMENTS

NUMBER OF BOXES: _____

Documents Delivered By:

Name: _____
Company: _____
Address: _____
Telephone: _____
Email: _____
Signature: _____

Documents Intake By:

Name: _____
Company: Orange County Sanitation District
Address: 16460 Bandler Circle, Fountain Valley, CA 92708
Telephone: _____
Email: _____
Signature: _____

- 3.5 After OC San approves of the documentation in the Bidders' Escrow Bid Documents, OC San Records Management will affix GRM bar codes and ID numbers on the Form and to each Bidder's Escrow Bid Documents box. The Bidders and Records Management shall all sign the completed Form.
- 3.6 As arranged by Records Management, offsite storage will thereafter take possession of the apparent two low Bidders' Escrow Bid Documents, as soon as practicable, and transfer them to its storage facility.
- 3.7 When practicable, the Bid Documents Review Meeting will be conducted at the same time as the Escrow of Bid Documents Meeting. When this occurs,

 Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 12.0
	Effective Date: 12/18/2024 02/25/2026
	Supersedes: 04/24/2024 12/18/2024
SUBJECT: ESCROW OF BID DOCUMENTS	
Approved by: OC San Board of Directors	

nothing additional is needed other than completion of the appropriate section of the Form.

4.0 POST BID OPENING: SEPARATE ESCROW OF BID DOCUMENTS MEETING AND BID DOCUMENTS REVIEW MEETING

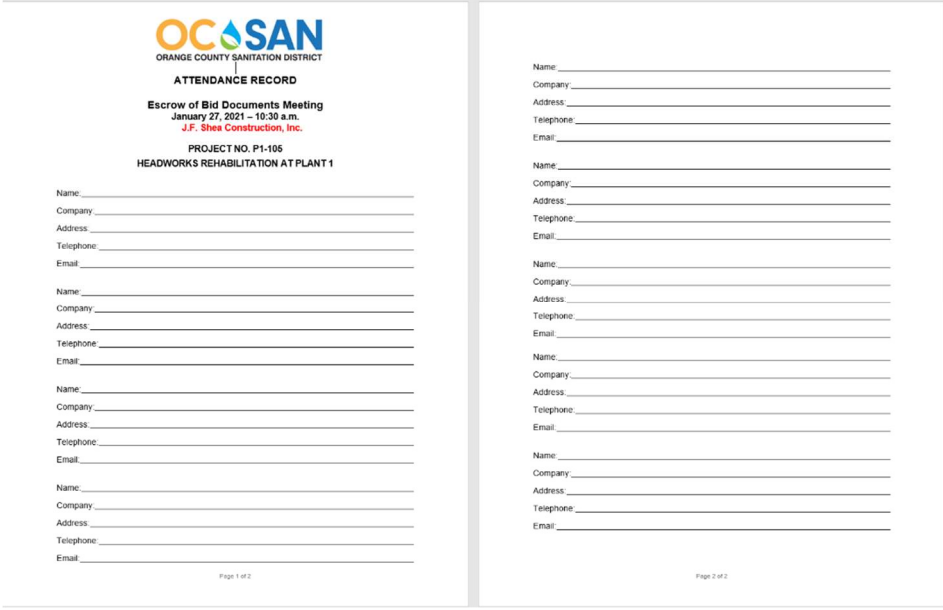
- 4.1 After Bid Opening, but no later than the date and time of the Meeting, Records Management will prepare an OC San Escrow Records Storage Facility Transfer Request & Tracking form (Form) (sample image below) for each Bidder's Escrow Bid Documents.

A separate Form is required for each Bidder's Escrow Bid Documents box since each Bidder's escrow box is assigned a separate bar code to be affixed to the Form. Also, each Bidder must sign the Form applicable to their documents.

OC San Escrow Records Storage Transfer Request & Tracking			
Date: 03/19/2024 Project Number and Name: 2-49, Taft Branch Improvements Contractor: James W. Fowler Co. Requestor: Diane Marzano Division Name and Number: Contracts 230		Offsite Storage Location & Tracking Barcode: AFFIX BAR CODE HERE	
Meeting/Transacting Date	Transaction/Activity	Authorization Signatures	Comments/Notes
Original Records Intake 03-19-2024 / 11:00 a.m.	Intake of Escrow Bid Documents Meeting	Contractor Representative Print Name _____ Contractor Representative Signature _____	Information Recorded on Escrow Inventory
Date: _____	Escrow Bid Documents Sent Offsite	Records Management Print Name _____ Records Management Signature _____	Information Recorded on Escrow Inventory
Document Review Meeting (If Applicable) Date & Time: 03-19-2024 / 11:00 a.m.	Escrow Bid Documents Retrieval & Review ☐ Check here if inventory of records (Contracts document) added to storage container	Records Management Print Name _____ Records Management Signature _____ Contractor Representative Print Name _____ Contractor Representative Signature _____	If applicable, escrow records inspected by contractor(s) and OC San staff. Documents not officially released and will be resealed and sent back offsite. Date sent offsite: _____
Date: _____	Release of Escrow Bid Documents Meeting	Contractor Representative Print Name _____ Contractor Representative Signature _____	
Storage Intake Approved By: _____ OC San Records Management		Date: _____	
Storage Permut Approved By: _____ OC San Records Management		Permut Date: _____	

	Orange County Sanitation District	Procedure Number: 12.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ESCROW OF BID DOCUMENTS	Approved by: OC San Board of Directors

- 4.2 In preparation for the arrival of Bidders for the Meeting, Records Management shall prepare an Escrow of Bid Documents Meeting Attendance Record for record of attendance (sample image below) which will be completed by the representative of each company and all the OC San staff in attendance at the Meeting.



- 4.3 At the Meeting, the two lowest Bidders will hand deliver their Escrow Bid Documents to OC San Records Management and the CA.
- 4.4 Each Bidder will fill out and sign an Intake of Escrow Bid Documents Record of Receipt (sample image below) prepared prior to the Meeting by Records Management

	Orange County Sanitation District	Procedure Number: 12.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ESCROW OF BID DOCUMENTS	Approved by: OC San Board of Directors



OC SAN
ORANGE COUNTY SANITATION DISTRICT

RECORD OF RECEIPT FOR:
Intake of Escrow Bid Documents
March 19, 2024 – 10:30 a.m.
Big Ben Inc.

PROJECT NO. 2-49
TAFT BRANCH IMPROVEMENTS

NUMBER OF BOXES: _____

Documents Delivered By:

Name: _____
Company: _____
Address: _____
Telephone: _____
Email: _____
Signature: _____

Documents Intake By:

Name: _____
Company: Orange County Sanitation District
Address: 18480 Randler Circle, Fountain Valley, CA 92708
Telephone: _____
Email: _____
Signature: _____

- 4.5 OC San Records Management will affix GRM bar codes and ID numbers on the Form and to each Bidder's Escrow Bid Documents box. The Bidders and Records Management shall all sign the completed Form. The Bidder's Escrow Bid Documents box(es) are not opened.
- 4.6 As arranged by Records Management, offsite storage will thereafter take possession of the apparent two low Bidders' Escrow Bid Documents, as soon as practicable, and transfer them to its storage facility.
- 4.7 At a date to be determined, the CA will coordinate a meeting to review the contents of the Escrow Bid Documents containers delivered by the contractor and stored at OC San's offsite storage facility. In preparation for this meeting, Records Management will request delivery of the box(es) from the storage facility.
- 4.8 In preparation for the arrival of Bidders for the Meeting, Records Management shall prepare a Bid Documents Review Meeting Attendance Record for record of attendance (sample image below) which will be

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 12.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT: ESCROW OF BID DOCUMENTS		Approved by: OC San Board of Directors

completed by the representative of each company and all the OC San staff in attendance at the Meeting.



ATTENDANCE RECORD
Bid Documents Review Meeting
 February 24, 2021 – 8:30 a.m.
 Kiewit Infrastructure West Co.
 PROJECT NO. P1-105
 HEADWORKS REHABILITATION AT PLANT 1

Name: _____
 Company: _____
 Address: _____
 Telephone: _____
 Email: _____

Name: _____
 Company: _____
 Address: _____
 Telephone: _____
 Email: _____

Name: _____
 Company: _____
 Address: _____
 Telephone: _____
 Email: _____

Name: _____
 Company: _____
 Address: _____
 Telephone: _____
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Name: _____
 Company: _____
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Page 1 of 2

Name: _____
 Company: _____
 Address: _____
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Name: _____
 Company: _____
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 Telephone: _____
 Email: _____

Name: _____
 Company: _____
 Address: _____
 Telephone: _____
 Email: _____

Name: _____
 Company: _____
 Address: _____
 Telephone: _____
 Email: _____

Name: _____
 Company: _____
 Address: _____
 Telephone: _____
 Email: _____

Page 2 of 2

- 4.9 Using the OC San Escrow Records Storage Facility Transfer Request & Tracking form (Form) (sample image below) previously prepared for each Bidder's Escrow Bid Documents, OC San Staff/Contractor will open and review the contents of the box together at OC San. Each Bidder must sign the Document Review Meeting section of the Form applicable to their documents for this meeting.

OC San Escrow Records Storage Transfer Request & Tracking Date: <u>03/19/2024</u> Project Number and Name: <u>2-49, Taft Branch Improvements</u> Contractor: <u>James W. Fowler Co.</u> Requestor: <u>Diane Marzano</u> Division Name and Number: <u>Contracts 230</u>				Offsite Storage Location & Tracking Barcode: <u>AFFIX BAR CODE HERE</u>
Meeting/Transacting Date	Transaction/Activity	Authorization Signatures	Comments/Notes	
Original Records Intake 03-19-2024 / 11:00 a.m.	Intake of Escrow Bid Documents Meeting	Contractor Representative Print Name _____ Contractor Representative Signature _____	Information Recorded on Escrow Inventory	
Date: _____	Escrow Bid Documents Sent Offsite	Records Management Print Name _____ Records Management Signature _____	Information Recorded on Escrow Inventory	
Document Review Meeting (If Applicable) Date & Time: 03-19-2024 / 11:00 a.m.	Escrow Bid Documents Retrieval & Review ☐ Check here if inventory of records (Contracts document) added to storage container	Records Management Print Name _____ Records Management Signature _____ Contractor Representative Print Name _____ Contractor Representative Signature _____	If applicable, escrow records inspected by contractor(s) and OC San staff. Documents not officially released and will be resealed and sent back offsite. Date sent offsite: _____	
Date: _____	Release of Escrow Bid Documents Meeting	Contractor Representative Print Name _____ Contractor Representative Signature _____		
Storage Intake Approved By: _____ OC San Records Management		Date: _____		
Storage Permut Approved By: _____ OC San Records Management		Permut Date: _____		

 ORANGE COUNTY SANITATION DISTRICT	Orange County Sanitation District	Procedure Number: 12.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ESCROW OF BID DOCUMENTS	Approved by: OC San Board of Directors

- 4.10 After OC San approves of the documentation in the Bidders' Escrow Bid Documents, OC San Records Management will arrange for the return of the box to the document storage facility.

5.0 AFTER CONTRACT AWARD

- 5.1 Following the Award of the Contract, OC San will return the Escrow Bid Documents to the unsuccessful Bidder(s) at a meeting to be scheduled by the CA at the convenience of all parties. In preparation of the meeting, Records Management will request the box(es) from offsite storage and prepare the Release of Escrow Bid Documents Record of Receipt (sample image below). As appropriate, all parties will complete this Record of Receipt at the meeting, obtaining all of the required signatures.



ORANGE COUNTY SANITATION DISTRICT

RECORD OF RECEIPT FOR:

Release of Escrow Bid Documents
July 26, 2021 – 7:30 a.m.
Kiewit Infrastructure West Co.

CONTRACT NO. P2-98A
A-SIDE PRIMARY CLARIFIERS REPLACEMENT AT PLANT NO. 2

OC San Requester: Ludwig Lopus

GRM Bar Code: 003927536
(NUMBER OF BOXES: 1)

Documents Returned To:

Name: _____

Company: Kiewit Infrastructure West Co.

Address: _____

Telephone: _____

Email: _____

Signature: _____

Documents Released By OC San Board Services (Records Management):

Name: _____

Company: Orange County Sanitation District

Address: 18480 Bandiller Circle, Fountain Valley, CA 92708

Telephone: _____

Email: _____

Signature: _____

Page 1 of 1

	Orange County Sanitation District	Procedure Number: 12.0
	RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	ESCROW OF BID DOCUMENTS	Approved by: OC San Board of Directors

6.0 AFTER PROJECT COMPLETION

6.1 Following the completion of the project, OC San will return the Escrowed Bid Documents to the successful Bidder (awarded contractor) at a meeting to be scheduled by the CA at the convenience of all parties. In preparation of the meeting, OC San Records Management will prepare the Release of Escrow Bid Documents Record of Receipt (sample image above). As appropriate, all parties will complete this Record of Receipt at the meeting, obtaining all of the required signatures. A copy of the completed Release of Escrow Bid Documents Record of Receipt will be provided to the Contractor and CA. The Original documents will be maintained by OC Records Management.

6.07.0 EXCEPTIONS

6.17.1 In the event of a bid protest or other problem with the apparent low bid, the CA will contact the third and perhaps fourth apparent low Bidders and complete the required steps of this Procedure above.

6.27.2 For Design-Build (DB) Projects, only the Proposal Documents of the successful proposer will be escrowed, after the award of the contract by the Board of Directors.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 13.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	DIGITIZATION OF RECORDS	Approved by: OC San Board of Directors

1.0 POLICY OBJECTIVES AND BACKGROUND

- 1.1 The Orange County Sanitation District (OC San) has identified the following objectives for digitizing records:
 - 1.1.1 Provide online access to OC San records
 - 1.1.2 Make digitized material and metadata available
 - 1.1.3 Advance the preservation of records by reducing wear and tear on the originals
 - 1.1.4 Maintain a reduction in paper
- 1.2 To ensure that users have the ability to access digitized records, OC San has implemented an Electronic Content Management System (ECMS) (Laserfiche) which will be made available via SharePoint and on ocsan.gov, as well as a desktop application for designated staff members. Utilizing this management system ensures the authenticity, reliability, usability, and integrity of the digital copies.
- 1.3 The implementation of a paper reduced environment, including the incorporation of the ECMS and implementation of a fully digital process to reduce the use of paper is a continued goal in the General Manager's Work Plan.
- 1.4 OC San is pursuing a reduction in paper in the office environment. Digitization provides a means for preserving at-risk physical materials (including paper documents, maps, photos, etc.) as well as providing greater accessibility and security for those documents. To the extent practicable, OC San promotes electronic systems, electronic records, and paperless transactions to support OC San's transition to electronic government and enhanced transparency.
- 1.5 Digitization refers to the process that includes the following activities:
 - 1.5.1 Identifying, selecting, and documenting physical materials for digitization;
 - 1.5.2 Preparing physical materials for scanning (including locating, preserving, gathering, reviewing, and organizing for access; and screening for suitability to be digitized);

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 13.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	DIGITIZATION OF RECORDS	Approved by: OC San Board of Directors

- 1.5.3 Collecting basic descriptive and technical metadata sufficient to allow retrieval and management of the digital copies and to provide basic contextual information for the user;
- 1.5.4 Scanning the physical materials (also referred to as digital conversion), re-filing, or disposing;
- 1.5.5 Quality control (validation) of digital copies and metadata;
- 1.5.6 Providing access to reliable and authentic copies for business purposes to internal users as well as the public; and
- 1.5.7 Maintaining digital copies and metadata.

2.0 POLICY RESPONSIBILITY

- 2.1 The Clerk of the Board (Custodian of Records) and the Board Services and Information Technology (IT) Divisions have overall responsibility for this policy. The OC San Board of Directors adopts this policy, IT manages the ECMS, and the Custodian of Records implements and oversees this policy on behalf of the Board of Directors.

3.0 APPLICABILITY

- 3.1 This policy provides guidance and requirements for digitizing physical media.
- 3.2 This policy applies to all records of physical materials being considered for digitization. These records fall into three categories:
 - 3.2.1 Vital or Historical Records with permanent or life of organization retention;
 - 3.2.2 Inactive records that have not met their retention schedule (especially records that are voluminous or have a long retention schedule) and are not regularly accessed. These may be considered for digitization due to constraints of physical storage space or costs of maintaining the physical

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 13.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	DIGITIZATION OF RECORDS	Approved by: OC San Board of Directors

record collection; and

3.2.3 Active records that are initially produced in paper or similar physical media as part of the business process, e.g., requiring a physical signature, and are regularly accessed for a continuing business purpose. Digitization may provide for access among multiple users across multiple locations.

4.0 TERMS AND DEFINITIONS

4.1 As used in this policy, the following terms and definitions apply:

- 4.1.1 Custodian of Records: The custodian of records for OC San is the Clerk of the Board.
- 4.1.2 Digitization: The act of scanning an analog document into digital form, as well as the series of activities that results in a digital copy being made available to end users via the intranet, internet, or other means for a sustained length of time.
- 4.1.3 Electronic Content Management System (ECMS): Computerized/digital means for collecting, organizing, and categorizing information to facilitate its preservation, retrieval, use, and disposition.
- 4.1.4 Electronic Signature: A method of signing an electronic document that identifies and authenticates a particular person as the source of the signature and indicates such person's intent to sign the document.
- 4.1.5 Office of Record: The Department/Division that, by definition of its mission or function, has primary responsibility for maintenance and retention of the record.

5.0 POLICY GOAL AND CONSIDERATIONS

- 5.1 The goal of this policy is to expand public and internal access to important vital, historical, and long-term documents through digitization. OC San does not require all records in physical media be digitized unless they are at risk

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 13.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	DIGITIZATION OF RECORDS	Approved by: OC San Board of Directors

of damage or destruction, which may result in the loss of the record. However, based upon business analysis by the Office of Record and Custodian of Records, digitization may be an effective way to maintain and manage a record collection that exists only in physical media form.

5.2 Before undertaking a digitization project, the Office of Record should consider the following:

- A. Volume of the record collection;
- B. Cost to digitize (budgeted in each Department/Division);
- C. Need/Demand for availability (sharing) of the documents;
- D. Quality of the originals (including handwritten notes, degradation of original medium, etc.); and
- E. Need to preserve the originals after digitization for historical or other purposes.

5.3 The legal validity of electronic signatures in the context of electronic transactions (i.e., actions between two or more persons relating to the conduct of business, consumer, commercial, or governmental affairs) must be well-recognized and approved by the Secretary of State of California.

6.0 POLICY EXCEPTIONS

6.1 Exceptions to this policy may be necessary based on legitimate business needs, legal, or compliance requirements. Any exceptions must be documented, reviewed, and approved by the Custodian of Records, Management, and General Counsel.

6.2 This policy guidance does not apply when the digitization is merely to provide a reference or convenience copy in limited circumstances, i.e., a single document rather than conversion of an entire collection for purposes of lifecycle management.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 13.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	DIGITIZATION OF RECORDS	Approved by: OC San Board of Directors

7.0 RESPONSIBILITIES

- 7.1 Board Services Division: Coordinates the overall Program. Provides guidance and assistance to all OC San Departments/Divisions with lifecycle management and coordinates required records reviews, evaluations, and reports.
- 7.2 Reprographic Center: Provides digitization/scanning services to the Office of Record for their paper document record collections. For larger projects, the need for additional services may be required.
- 7.3 Managers/Supervisors: Effectively manage information assets within their area of responsibility in a consistent manner to ensure the integrity, security, and availability of information assets. Managers/Supervisors are also responsible, through their organization, for documenting a digitization plan that ensures their digitization projects meet the requirements of this policy.

8.0 STANDARDS AND PROCEDURES

- 8.1 The Office of Record, under the direction of the Custodian of Records, must develop a digitization plan to meet the following requirements:
 - 8.1.1 Authorization. Digital Records may be maintained as the only copy of a record if approved by General Counsel and the Board of Directors, as may be required, following the laws of California. They are viewed as being functionally equivalent to the original paper version if the intent to preserve the document only in digital form is documented and authorized by the Custodian of Records and General Counsel. Once approved, this authorization and notation must be included in the Records Retention Schedule.
 - 8.1.2 Document Preparation. This includes a review of the documents to be digitized to ensure that digitization will not compromise the readability of the content. This is particularly important for documents that include “marginalia” (handwritten notes or additions to the content of the document). Moreover, an inventory of the records must be prepared, especially in instances where the actual digitization is performed by someone else. Finally, in some

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 13.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: —04/24/2024 <u>12/18/2024</u>
SUBJECT:	DIGITIZATION OF RECORDS	Approved by: OC San Board of Directors

instances, a clean copy may be necessary if the original paper has been degraded to the point that, in its original form, a valid digital copy would not be possible.

8.1.3 Digitization. As part of the actual digitization process, a single scanned image type (see list below) must be chosen for the records. Consideration must be given to the ability of a particular scanned image type to be searched. In addition, a consistent set of metadata should be incorporated into the scanned image to assist in organizing and managing the digital collection. “Scanned image” types include:

- a) gif – graphics interchange format;
- b) tiff – tagged image file format;
- c) biif – basic image interchange format;
- d) png – portable network graphics; or
- e) pdf – portable document format.

8.1.4 Validation. Throughout the digitization process, the scanned images must be validated to ensure that a clean, readable image has been produced, that the content of the document set is the same as the original (number of pages), and that the metadata attached is accurate. The Office of Record may choose to do an initial series of documents as a test case. If so, choose a sample that will cover the range of quality and other attributes of the originals, e.g., differing font sizes or layouts. It is recommended that every scanned image be validated; however, if the original documents are of highly consistent quality, format, and content, sampling validation may be appropriate.

8.1.5 Disposition of Originals. Once the records have been digitized and validated, the paper original may be destroyed as long as the destruction is documented as part of the digitization plan, in accordance with the Records Retention Schedule, and has been authorized by the Office of Record, Supervisor, Manager, Executive Director, General Counsel, and the Custodian of Records. Special consideration must be given to physical records with content of historical value. OC San’s Custodian of Records can provide assistance and guidance to Departments/Divisions in determining the historical value of original physical media records.

	Orange County Sanitation District RECORDS MANAGEMENT POLICY & PROCEDURE MANUAL	Procedure Number: 13.0
		Effective Date: 12/18/2024 <u>02/25/2026</u>
		Supersedes: 04/24/2024 <u>12/18/2024</u>
SUBJECT:	DIGITIZATION OF RECORDS	Approved by: OC San Board of Directors

8.1.6 Digital Storage. The ECMS (Laserfiche), designated for maintenance and management of OC San's digital records, meets integrity, security, and availability requirements. Using Laserfiche for digital records is preferred because this system prevents manipulation and unauthorized deletion of the scanned images and provides enhanced security and permission restrictions to aid management of the digital collection. In addition, OC San uses Restorvault which allows the Laserfiche application to meet the definition of a trusted system. The State of California defines a trusted system as, "a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored". (Source: California Government Code §12168.7(c))

9.0 9.0 **PERFORMANCE & MONITORING**

9.1 The Custodian of Records and IT Division are responsible for the performance standards and monitoring plans contained in this policy.

9.2 Performance Standards

9.2.1 Cost effectiveness of digitization projects:

9.2.1.1 Increased availability of OC San records to the public and appropriate personnel with a need for access.

9.2.1.2 Reduced risk of damage or inaccessibility to OC San records currently maintained in paper format.

9.3 Monitoring Plans

9.3.1 Sampling and validating digitized collections for integrity, security, and availability.

9.3.1.1 Scheduling (for retention) and reviewing the ECMS used to maintain digitized collections.