STY SAMITAT	Citation Codes Retention Codes								
	Orongo County Sonitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed			
	Orange County Sanitation District	CCR	California Code of Regulations		EX	Expired or Expiration			
		CFR	Code of Federal Regulations		LF	Life of Facility, Equip. or Software			
CONSTRUCTION THE ENTIT	У — — — — — — — — — — — — — — — — — — —	EC	Elections Code (CA		LO	Life of Organization or Permanent			
		GC	Government Code (California)		MA	Maturity			
General Rete	ention Schedule Information	H&S	Health & Safety Co	,	NN	When No Longer Needed			
This Departs	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C		OB	Obsolete			
		IRS	Internal Revenue S	ervice	S	Superseded			
		LC	Labor Code (CA)		SP	Separated			
		PC	Penal Code (CA)		т	Terminated			
	f such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	ent & Budget		Media Types			
	n methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxatio	n Code	CD	CD			
	ched their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		EL	Electronic			
regardless of Me	dia Type.	USC	United States Code)	FD	Floppy Disk			
Copies notes	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		P	Paper			
	eeded for Sanitation District business and do not require prior authorization.		Storage Consid	leration	ТА	Tapes			
301	1		Confidential			· ·			
 Official Record 	Is cannot be discarded in trash bins. They must be submitted to Records Management for secure	н	Historical						
destruction.		v	Vital						
		•			<u>.</u>				
	Districtw	Ide							
		Retention							
Retention Number	Record Type	Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	on Citations / Comments			
DW001	Published Articles Written/Contribution by OCSD Staff	LO			GC §60201; S	DS c24			
DW002	Historical Records: Photos, Slides Used by O&M, Videos, Correspondence	LO	н		GC §60201				
DW003	Non-Historical Photos & Videos	NN			GC §60201				
DW004	Speeches and Presentations: Presentations Not Made at Board/Committee Meetings	NN			GC §60201 Some records	may be kept for historical value			
DW005	Reference Files: Equipment Manuals, Process Workflows, Budget Planning Documents, Training Material, Standby Assignments/Stormwatch	s		EL, P	GC §60201, G	C §53161			
DW006	Speeches and Non-Marketing Related Presentations & Supporting Documents (Includes PowerPoints)	S+2			GC §60201; S	DS c24			

TRIT SAMILA	λ		Citation Codes		R	etention Codes	
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed	
		CCR	California Code of		EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	÷	LF	Life of Facility, Equip. or Software	
CONTRACTOR ENV		EC	Elections Code (CA		LO	Life of Organization or Permanent	
		GC	Government Code	1	MA	Maturity	
General Ret	ention Schedule Information	H&S	Health & Safety Co	· · · ·	NN	When No Longer Needed	
• This Records Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media		IRC	Internal Revenue C		ОВ	Obsolete	
Type.		IRS	Internal Revenue S		s	Superseded	
. , p = .		LC	Labor Code (CA)		SP	Separated	
Public Record	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated	
		ОМВ	Office of Managem	ent & Budaet	-	Media Types	
	n methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxatio		CD		
	ched their destruction term, all copies and duplicates must be destroyed, along with the original,	sos	Secretary of State		EL	Electronic	
regardless of Me	dia Type.	USC	United States Code	9	FD	Floppy Disk	
· Conice notes	preliminary drafts and transitory records are not considered Office! Descude and see he destroyed	wc	Water Code	•	P	Paper	
	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed needed for Sanitation District business and do not require prior authorization.		Storage Consid	leration	ТА	Tapes	
when no longer i	וכבעבע וסו סמוווגמנוסון שושנווכא מווע עס ווטן ובעעווב אווטו מענווטווצמנוטוו.	C Special	Confidential			Tapes	
Official Record	Is cannot be discarded in trash bins. They must be submitted to Records Management for secure	H	Historical		1		
destruction.		v	Vital		1	+	
		<u>I</u> v			1		
	Board Serv	/ices					
		Retention					
Retention Number	Record Type	Length (Years Unless	Special Storage Consideration	Media Type	Retentio	on Citations / Comments	
Number		Specified)	Consideration				
		opeoou)					
BSD001	Affidavits of Publications Notices	LO		EL, P	GC §60201, G	C §54960.1(c)(1)	
		ł	ł				
	Board and Committee Meeting Agenda Packets and Meeting-Related Materials:	_					
BSD002	Agenda, Agenda Reports & Attachments, Presentations, GM Monthly Report	LO		EL, P	GC §34090; S	OS c22, SOS c42	
	Agreements & Contracts, Political & Outside Jurisdictions/Agencies:				GC §60201. G	C §60201(d)(9), GC	
BSD003	Cooperative Agreements, JPAs (Joint Powers Authorities), JFAs (Joint Finance Authorities),	LO		EL, P	§60201(d)(1)		
	Interagency, Reimbursement Agreements				200201(d)(1)		
BSD004	Annexation Files	LO		EL, P	GC §34090, G	C §60201(d)(1); SOS c28	
		1					
BSD005	Bids - Awarded (Board Reviewed)	LO		EL, P	GC §60201(d)	(6); SOS c30, SOS c27	
		1	1				
	Dida Harrison of the (Decord Decision of)	_		-	GC §34090. G	C §60201(d)(11), GC	
BSD006	Bids - Unsuccessful (Board Reviewed)	2		EL, P	§602010(d)(6);		
L	1	1	1		1		

NUT SANITAT	λ		Citation Codes		R	etention Codes
	Orange County Sanitation District	ССР	Code of Civil Proce	edure (CA)	CL	Closed or Completed
		CCR	California Code of		EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Re	-	LF	Life of Facility, Equip. or Software
THE LEV	Ŷ	EC	Elections Code (CA	0	LO	Life of Organization or Permanent
		GC	Government Code	,	MA	Maturity
General Ret	ention Schedule Information	H&S	Health & Safety Co	, ,	NN	When No Longer Needed
This Deserts	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C		ОВ	Obsolete
 This Records Type. 	Recention Schedule pertains to any and an Onicial Records of the Sanitation District regardless of Media	IRS	Internal Revenue S		s	Superseded
турс.		LC	Labor Code (CA)		SP	Separated
 Public Record 	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated
	\square , where \square ,		Office of Managem	ent & Rudget		Media Types
	n methods are required prior to destroying all Official Records, regardless of Media Type. When original	OMB R&TC	Revenue & Taxatio		CD	
records have rea	ched their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		EL	Electronic
regardless of Me	dia Type.		,			
			United States Code	2	FD P	Floppy Disk
	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code	I 4 ⁰	P	Paper
when no longer r	needed for Sanitation District business and do not require prior authorization.		Storage Consid	deration	ТА	Tapes
0		С	Confidential			
	Is cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical			
destruction.		V	Vital			
	Board Serv	vices	-	I		
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	on Citations / Comments
BSD007	Board Administration Files: Loyalty Oaths, Election Records, Directors Lists, Contact Information	T+10		EL, P	PC §801.5 22; §34090(d)(1)	29 USC §1113; SOS c18; GC
BSD008	Conflict of Interest (FPPC Filings)	T+7		EL, P	GC §81009(e);	SOS c18
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	LO		EL, P	GC §60201; C SOS c30	CP 337; CCP 337.15; SOS c22;
BSD011	Ethics Training: Sexual Harassment Board Only, Ethics Training Board & Employee	EX+5		EL, P	GC §53235.2(b)
BSD012	Formation Files	LO		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, Etc.	LO		EL, P	GC §60201(d)(8), GC §34090(a)

NTY SANITATI			Retention Codes			
	Orango County Sanitation District	ССР	Citation Codes Code of Civil Proce	dure (CA)	CL	Closed or Completed
	Orange County Sanitation District	CCR	California Code of F	· · /		Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Re	0		Life of Facility, Equip. or Software
THE ENTRY		EC	Elections Code (CA	Ŷ.	LO	Life of Organization or Permanent
		GC	Government Code	,		Maturity
General Rete	ntion Schedule Information	H&S	Health & Safety Code			When No Longer Needed
 This Records F 	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete
Type.		IRS	Internal Revenue S	ervice	S	Superseded
51		LC	Labor Code (CA)		SP	Separated
	Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated
	such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	ent & Budget		Media Types
	methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxatio	n Code		CD
records have read regardless of Med	ched their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		EL	Electronic
regardless of Med	ла туре.	USC	United States Code)	FD	Floppy Disk
 Copies, notes 	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	wc	Water Code		Р	Paper
	eeded for Sanitation District business and do not require prior authorization.	Special S	Storage Consid	leration	ТА	Tapes
Ŭ,		C	Confidential		1	
	s cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical		1	
destruction.		v	Vital			
	Decard Occ	•			•	•
	Board Serv	lices				
		Retention				
Retention Number	Record Type	Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	n Citations / Comments
BSD014	Legal Opinions	LO		EL, P	SOS c23	
BSD015	Litigation Files	CL+6		EL, P	GC §60201(d)(4	4)
	Meeting Minutes: Board & Board Committees	LO		EL, P	GC §60201(d)(3)
BSD017	Ordinances	LO		EL, P	GC §60201(d)(2)
	Recorded Project Documents: Notices of Completion, Easements, Deeds	LO		EL, P	GC §60201(d)(8); SOS c26
BSD019	Resolutions	LO		EL, P	GC §60201(d)(2), GC §34090

NY SANITAT	R	Retention Codes				
	Orango County Sanitation District		Citation Codes Code of Civil Proce	dure (CA)	CL	Closed or Completed
	Orange County Sanitation District	CCR	California Code of Regulations		EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Re	-	LF	Life of Facility, Equip. or Software
THE LAT	EC		Elections Code (CA)		LO	Life of Organization or Permanent
		GC	Government Code (California)		MA	Maturity
General Rete	General Retention Schedule Information		Health & Safety Co	, ,	NN	When No Longer Needed
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C		ОВ	Obsolete
Type.		IRS	Internal Revenue S		s	Superseded
1,900.		LC	Labor Code (CA)		SP	Separated
Public Records	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated
and notification of	f such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	ent & Budaet	-	Media Types
	n methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxatio	-	CD	
	ched their destruction term, all copies and duplicates must be destroyed, along with the original,	sos	Secretary of State		EL	Electronic
regardless of Me	dia Type.		United States Code	<u>.</u>	FD	Floppy Disk
		wc	Water Code	•	P	Paper
	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed needed for Sanitation District business and do not require prior authorization.		Storage Consid	leration	ТА	Tapes
when no longer r	וכבעבע וסר סמווונמוטון שושנווט ששווובשא מווע עט ווטג וביקעוול אוטו מענווטווצמנוטוו.	C Special C	Confidential		1 ⁻²	
Official Record	Is cannot be discarded in trash bins. They must be submitted to Records Management for secure		Historical			
destruction.	o dannet be discarded in itasir bins. They must be submitted to records indiagonient for secure	H	Vital			
		V	vitai		<u> </u>	
	Board Serv	vices				
		Retention				
Retention Number	Record Type	Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	on Citations / Comments
BSD020	Tapes & Digital Recordings (Audio & Video): Board or Committee Meetings	LO		EL	GC §54953.5(k Minimum reten the minutes Pe	tion 30 days or until adoption of
BSD021	Director Communications: General Board Correspondence	3		EL, P	PC 801.5 22; 2	9 USC §1113
BSD023	Public Record Act Requests	CL+2		EL, P	GC §60201(d)(5); SOS c23
BSD024	Grand Jury Reports/Responses	LO		EL, P	GC §60201	
BSD025	Records Retention Schedules	LO		EL, P	CCP §343; SO superseded wh	S c23;-Schedules are nen updated.
BSD026	Records Destruction Records: Approvals, Certificates, Requests	LO		EL, P	GC §60201; S	OS c23

NULL SANTAL	λ	Citation Codes			Retention Codes		
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed	
		CCR	California Code of F	Regulations	EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	gulations	LF	Life of Facility, Equip. or Software	
IN THE ENV		EC	Elections Code (CA	.)	LO	Life of Organization or Permanent	
Gonoral Bot	ention Schedule Information	GC	Government Code	California)	MA	Maturity	
General Ket		H&S	Health & Safety Co	de	NN	When No Longer Needed	
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	OB	Obsolete	
Туре.		IRS	Internal Revenue S	ervice	S	Superseded	
		LC	Labor Code (CA)		SP	Separated	
	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		Т	Terminated	
	of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Manageme	ent & Budget		Media Types	
	on methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxation Code		CD	CD	
	records have reached their destruction term, all copies and duplicates must be destroyed, along with the original, regardless of Media Type.		Secretary of State		EL	Electronic	
regardless of Me		USC	United States Code		FD	Floppy Disk	
 Copies, notes. 	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper	
when no longer i	needed for Sanitation District business and do not require prior authorization.	Special S	Storage Consideration		ТА	Tapes	
		С	Confidential				
	ts cannot be discarded in trash bins. They must be submitted to Records Management for secure	н	Historical				
destruction.		V	Vital				
	Board Serv	/ices	_		-		
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	e Retention Citations / Comments		
BSD027	Records Management Annual Audits: Inventory, Storage, Destruction	S+3		EL, P	GC §60201		

General Retention Schedule Information

• This Records Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media Type.

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 the Sanitation District'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 destruction term, all copies and duplicates must be destroyed, along with the original,
regardless of Media Type.

• Copies, notes, preliminary drafts, and transitory records are not considered Offical Records and can be destroyed when no longer needed for Sanitation District business and do not require prior authorization.

• Official Records cannot be discarded in trash bins. They must be submitted to Records Management for secure destruction.

		Citation Codes		Retention Codes
	ССР	Code of Civil Procedure (CA)	CL	Closed or Completed
	CCR	California Code of Regulations	EX	Expired or Expiration
	CFR	Code of Federal Regulations	LF	Life of Facility, Equip. or Software
	EC	Elections Code (CA)	LO	Life of Organization or Permanent
	GC	Government Code (California)	MA	Maturity
	H&S	Health & Safety Code	NN	When No Longer Needed
lia	IRC	Internal Revenue Code	ОВ	Obsolete
	IRS	Internal Revenue Service	S	Superseded
	LC	Labor Code (CA)	SP	Separated
	PC	Penal Code (CA)	Т	Terminated
	ОМВ	Office of Management & Budget		Media Types
al	R&TC	Revenue & Taxation Code	CD	CD
	SOS	Secretary of State	EL	Electronic
	USC	United States Code	FD	Floppy Disk
	WC	Water Code	Р	Paper
	Special S	Storage Consideration	TA	Tapes
	C	Confidential		
	н	Historical		
	V	Vital		

Contracts, Purchasing, and Materials Management

Retention Number	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 <i>For Purchasing, Contracts & Agreement Files that are Committee or Board approved,</i> <i>please see BSD009</i>	LO		EL, P	GC §60201; CCP 337; CCP 337.15; SOS c22; SOS c30
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 <i>For Purchasing, Contracts & Agreement Files that are Committee or Board approved, please see BSD009</i>	CL+7		EL, P	GC §60201; CCP 337; SOS c30

CCP CCR CFR EC GC H&S IRC IRS LC PC	Code of Civil Procedure (CA) California Code of Regulations Code of Federal Regulations Elections Code (CA) Government Code (California) Health & Safety Code Internal Revenue Code Internal Revenue Service Labor Code (CA)	CL EX LF LO MA NN OB S	Closed or Completed Expired or Expiration Life of Facility, Equip. or Software Life of Organization or Permanent Maturity When No Longer Needed Obsolete Superseded
CFR EC GC H&S IRC IRS LC	Code of Federal Regulations Elections Code (CA) Government Code (California) Health & Safety Code Internal Revenue Code Internal Revenue Service	LF LO MA NN OB S	Life of Facility, Equip. or Software Life of Organization or Permanent Maturity When No Longer Needed Obsolete
EC GC H&S IRC IRS LC	Elections Code (CA) Government Code (California) Health & Safety Code Internal Revenue Code Internal Revenue Service	LO MA NN OB S	Life of Organization or Permanent Maturity When No Longer Needed Obsolete
GC H&S IRC IRS LC	Government Code (California) Health & Safety Code Internal Revenue Code Internal Revenue Service	MA NN OB S	Maturity When No Longer Needed Obsolete
H&S IRC IRS LC	Health & Safety Code Internal Revenue Code Internal Revenue Service	NN OB S	When No Longer Needed Obsolete
IRC IRS LC	Internal Revenue Code Internal Revenue Service	OB S	Obsolete
IRS LC	Internal Revenue Service	S	
LC		-	Superseded
	Labor Code (CA)	0.0	
PC		SP	Separated
	Penal Code (CA)	Т	Terminated
ОМВ	Office of Management & Budget		Media Types
R&TC	Revenue & Taxation Code	CD	CD
SOS	Secretary of State	EL	Electronic
USC	United States Code	FD	Floppy Disk
WC	Water Code	Р	Paper
Special	Storage Consideration	TA	Tapes
C	Confidential		
н	Historical		
v	Vital		
Materials	Management	-	
Retention Length (Years Unless Specified)	Special Storage Consideration Media Type	Reten	ntion Citations / Comments
	PC OMB R&TC SOS USC WC Special C H V V Materials Retention Length (Years Unless	PC Penal Code (CA) OMB Office of Management & Budget R&TC Revenue & Taxation Code SOS Secretary of State USC United States Code WC Water Code Special Storage Consideration C Confidential H Historical V Vital Materials Management Media Type	PC Penal Code (CA) T OMB Office of Management & Budget R&TC R&TC Revenue & Taxation Code CD SOS Secretary of State EL USC United States Code FD WC Water Code P Special Storage Consideration TA C Confidential Instorical H Historical V V Vital Vital Media Type Retention Length (Years Unless Special Storage Consideration Media Type

Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
CPM003	Escrow Bid Documents	LF	C, V		CCP §337.15: 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). OCSD acts as a temporary custodian of the documents, which remain the property of the bidders.
CPM005	Purchase Order & Requisition Files (Including Committee or Board Approved): Open Annual (OA), Open Blanket (OB), Open Purchase (OP), and Open Service (OS)	LO		EL, P	GC §60201(d)(12); CCP §337; SOS c30
CPM008	Warehouse and Materials Management Records: Sales Orders, Discrepancies, Add To Stores, Receivers, Return To Vendors (RTV), Shipping Records, Inventories, Disposal of Surplus Assets	CL+4		EL, P	GC §60201; GC §34090; CCP §337; SOS c29
CPM009	Procurement Card Documentation Reconciliation, Requisition Credit Card Purchases, Reports, Agreement, Correspondence	CL+1			GC §60201

SURT SANITAT			Citation Codes		R	Retention Codes
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed
		CCR	California Code of I	Regulations	EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Re	egulations	LF	Life of Facility, Equip. or Softwa
AG THE EN	У 	EC	Elections Code (CA	A)	LO	Life of Organization or Permane
onoral Bat	antion Schodula Information	GC	Government Code	(California)	MA	Maturity
	ention Schedule Information	H&S	Health & Safety Co	de	NN	When No Longer Needed
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete
vpe.		IRS	Internal Revenue S	ervice	S	Superseded
		LC	Labor Code (CA)		SP	Separated
	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		Т	Terminated
	f such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	ent & Budget		Media Types
	n methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxation Code		CD	CD
pardless of Me	ched their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		EL	Electronic
gardiess of Me	dia Type.	USC	United States Code		FD	Floppy Disk
Copies, notes.	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper
	needed for Sanitation District business and do not require prior authorization.	Special	Storage Consideration		ТА	Tapes
		C	Confidential			
	Is cannot be discarded in trash bins. They must be submitted to Records Management for secure	н	Historical	orical		
estruction.		V	Vital			
	Contracts, Purchasing, and N		Manageme	nt	-	
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments	
CPM019	Certificates of Insurance	LO		EL, P	CCP §337.15;	SOS c24

Purchasing & Contracts Support Documents - CIP & Non-CIP - Committee or Board

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

Contracts, Purchasing, and Materials Management

LO

GC §60201; CCP 337; CCP 337.15; SOS c22;

EL, P

SOS c30

Approved:

Notices; Stop Notices

CPM020

NTY SANITAT		Retention Codes				
		ССР	Citation Codes Code of Civil Proce		CL	Closed or Completed
	Orange County Sanitation District	CCR	California Code of I	()	EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Re	egulations	LF	Life of Facility, Equip. or Software
		EC	Elections Code (CA	N)	LO	Life of Organization or Permanen
Conorol Date	untion Cohodulo Information	GC	Government Code	(California)	MA	Maturity
General Rete	ention Schedule Information	H&S	Health & Safety Co	de	NN	When No Longer Needed
This Records I	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	S	Superseded
Туре.		IRS	Internal Revenue S	ervice	SP	Separated
		LC	Labor Code (CA)		Т	Terminated
	Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)			Media Types
	f such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	ent & Budget	CD	CD
	proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original		Revenue & Taxatio	n Code	EL	Electronic
	ched their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		FD	Floppy Disk
regardless of Me	ла турс.	USC	United States Code)	Р	Paper
Copies notes	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	wc	Water Code		ТА	Tapes
	eeded for Sanitation District business and do not require prior authorization.		Storage Consid	deration		
3	1 1	C	Confidential			
Official Record	s cannot be discarded in trash bins. They must be submitted to Records Management for secure	H	Historical		1	
destruction.	•	v	Vital		1	
		<u> </u>	.		<u>.</u>	
	Engineeri	ng				
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments	
ENG001	CEQA Documents: Includes Environmental Impact Reports and Addenda, Negative Declarations, Notices of Completion and Determination, Comments on Environmental Documents, Statements of Overriding Considerations, Exemptions, Technical Studies, Initial Studies, Mitigation and Monitoring Reports	LO			§15075, 15094	5©, 14 CCR§ 15208, 14 CCR , 14 CCR §15062, 14 CCR 0201, GC §60201(d)(10); SOS
	CEQA General Correspondence with Outside Cities/Agencies: Includes Written and Electronic Correspondence	25			§15075, 15094	5(c), 14 CCR§ 15208, 14 CCR , 14 CCR §15062, 14 CCR 0201(d)(10); SOS c27
ENG003	City or County Plans: Specific Plan, Master Plan	20			SOS c28, SOS §60201(d)(10)	c27, SOS c26, GC
	Utility Requests: Received Plans, OCSD Response	CL+2			GC §60201; SC	DS c29
	General Correspondence: Internal and/or Project-Related Meeting Discussions, Correspondence, Meeting Minutes	CL+10			GC §60201; C0	CP §337.15
ENG006	Agreements, Annexations, Land Records, Connection Permits, Encroachment Permit Supporting Documentation: Letters, Meeting Minutes	LO			GC §60201(d)(8)

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	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)			Media Types		
	f such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	v	CD	CD		
	proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original records have reached their destruction term, all copies and duplicates must be destroyed, along with the original,		Revenue & Taxatio	n Code	EL	Electronic		
	regardless of Media Type		Secretary of State		FD	Floppy Disk		
roguraioco or mo		USC WC	United States Code	9	Р	Paper		
Copies, notes,	• Copies, notes, preliminary drafts, and transitory records are not considered Offical Records and can be destroyed		Water Code		ТА	Tapes		
when no longer n	eeded for Sanitation District business and do not require prior authorization.		Storage Consid	deration				
		С	Confidential					
	Is cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical					
destruction.		v	Vital					
	Engineering							
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentic	on Citations / Comments		
ENG007	Project Development: Correspondence, Feasibility Study, Gate Review, Meeting Agendas and Minutes, Project Photos, Handoff Documents, Consultant Monthly Report	CL+10			GC §60201			
ENG008	Preliminary Design: Correspondence, Design Submittal, Gate Review, Meeting Agendas and Minutes, PDR Documentation, Project Photos, Public Outreach, Consultant Monthly Report	CL+10			GC §60201			
ENG009	Design: Consultant Monthly Report, Correspondence, Design Submittal, FDS, Gate Review, Meeting Agendas and Minutes, Project Photos, Public Outreach, Handoff Documents, ETAP Documents	CL+10			GC §60201			
ENGUIU	Construction and Installation: Consultant Monthly Report, Contract Submittal, Correspondence, Gate Review, Inspection Documentation, Meeting Agendas and Minutes, Project Photos, Public Outreach, Requests and Changes (Bulletin, Contractor Cost Proposal, Delay and Schedule Analysis, Field Change Order, Request for Change, Request for Information, Request for Proposal, Time and Materials Report), Safety Documentation, ETAP Documents	CL+10			CCP §337.15			
ENGUTT	Commissioning: Correspondence, Gate Review, Meeting Agendas and Minutes, Project Photos, Substantial Completion-Beneficial Use, Use Prior to Completion, Substantial Completion, Final Completion, Testing Documentation	CL+10			CCP §337.15			
ENG012	Closeout: Correspondence, Gate Review, Meeting Agendas and Minutes, Project Photos, Final Acceptance and Release of Retention, Warranty Documentation	CL+10			GC §60201(d)(12); CCP §337.15		

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General Pot	ention Schedule Information	GC	Government Code	(California)	MA	Maturity	
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		OMB	Office of Managem	0	CD	CD	
	ached their destruction term, all copies and duplicates must be destroyed, along with the original,	R&TC	Revenue & Taxatio	n Code	EL	Electronic	
regardless of Me		SOS	Secretary of State		FD	Floppy Disk	
		USC	United States Code	•	P	Paper	
	, preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC Special	Water Code	laration	ТА	Tapes	
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Official Record	ds cannot be discarded in trash bins. They must be submitted to Records Management for secure		Confidential Historical				
destruction.	as carnot be discarded in trasmbilis. They must be submitted to records management for secure	Н					
		V	Vital				
	Engineeri	ing					
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	on Citations / Comments	
ENG013	Professional Service Agreement: Solicitation (Addendum and Question Answer Document, Award Document, Meeting Agendas and Minutes, Proposal and Evaluation, Protest Document, Request for Proposal, Request for Qualification, Scope of Work, Sole Source, Statement of Qualification and Evaluation), Contract Administration (Agreement Closeout, Amendment and Reallocation, Conformed Agreement Package, Consultant Invoice)	CL+10			GC §60201(d)(12); CCP §337.15	
ENG014	Professional Design Service Agreement: Solicitation (Addendum and Question Answer Document, Award Document, Meeting Agendas and Minutes, Proposal and Evaluation, Protest Document, Request for Proposal, Request for Qualification, Scope of Work, Sole Source, Statement of Qualification and Evaluation), Contract Administration (Agreement Closeout, Amendment and Reallocation, Conformed Agreement Package, Consultant Invoice)	CL+10			GC §60201(d)(12); CCP §337.15	
ENG015	Professional Construction Service Agreement: Solicitation (Addendum and Question Answer Document, Award Document, Meeting Agendas and Minutes, Proposal and Evaluation, Protest Document, Request for Proposal, Request for Qualification, Scope of Work, Sole Source, Statement of Qualification and Evaluation), Contract Administration (Agreement Closeout, Amendment and Reallocation, Conformed Agreement Package, Consultant Invoice)	CL+10			GC §60201(d)(12); CCP §337.15	
ENG016	Construction Agreement: Solicitation (Addendum and Question Answer Document, Award Document, Bid and Evaluation, Invitation for Bid Document, Meeting Agendas and Minutes, Protect Document, Sole Source) Contract Administration (Certified Payroll, Change Order, Claims Documentation, Conformed Contract Package, Contract Closeout, Contractor Progress Payment, Other Agreement, Stop Notice Request-Release	CL+10			GC §60201(d)(12); CCP §337.15	

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	iched their destruction term, all copies and duplicates must be destroyed, along with the original,	R&TC	Revenue & Taxatio	n Code	EL	Electronic	
regardless of Me		SOS	Secretary of State		FD	Floppy Disk	
l č	···	USC	United States Code	9	Р	Paper	
	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	wc	Water Code		ТА	Tapes	
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 Official Record destruction. 	is cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical				
destruction.		V	Vital				
	Engineeri	ing					
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	on Citations / Comments	
ENG017	Task Order: Solicitation (Addendum and Question Answer Document, Award Document, Meeting Agendas and Minutes, Proposal and Evaluation, Protest Document, Request for Proposal, Request for Qualification, Scope of Work, Sole Source, Statement of Qualification and Evaluation), Contract Administration (Agreement Closeout, Amendment and Reallocation, Conformed Agreement Package, Consultant Invoice)	CL+10			GC §60201(d)(12); CCP §337.15	
ENG018	Budget Documentation: Budget Table and Schedule Documentation (Construction Schedule Documentation)	CL+10			GC §60201; C	CP §337.15	
ENG019	CEQA Correspondence	CL+10			§15075, 15094	5, 14 CCR§ 15208, 14 CCR , 14 CCR §15062, 14 CCR 50201(d)(10); SOS c27	
ENG020	Project-Related Permit Documentation: AQMD, Army Corps of Engineers, CEQA Permits, Certification of Environmental Compliance, Contaminated Soil Manifest, Dewatering Data, Encroachment/Right of Way, Mitigation Measure Monitoring Reporting, Permit for Construction, RWQCB, Storm Water Compliance Reporting, City/County Permits, CalTrans Permits, OSHA Excavation Permits, EPA, CA Dept. of Fish & Game, OCFCD Permit for Construction, Railway Permit for Construction	CL+5			GC §60201		
ENG021	Engineering Drawing: Conformed Set Drawings Conformed Set Drawings are superseded by Record Drawings & retained pursuant to ENG031	S			GC §60201		

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Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	on Citations / Comments		
ENG023	Code and Standards	S+10			GC §60201; C0	CP §337.15		
ENG024	Design Documentation: Engineering Study and Analysis, Final Planning Study Report,Preliminary Design Report/Technical Memoranda, Engineering Calculations, Geotechnical and Geophysical Reports, Hazardous Materials Report, Hydrogeologic Report, Seismic Report	LF			GC §60201			
ENG025	Construction Specialty: Electrical Test Report, Geotechnical Report, Instrumentation Testing, Materials Testing Report, Mechanical Testing, Other Test Report, Soil Report, Structural Testing, Survey Report, Commissioning Procedure, Inspection Daily Report and Construction Photo	LF			GC §60201			
ENG027	Facility Reports: CIP Annual Report, OCSD Master Plan (Generated by Eng. Dept.), Strategic or Facility-Wide Planning Study Report (Seismic, Climate, Capacity, etc.)	LO			SOS c27			
ENG028	Specification Conformed	LO			GC §60201			
ENG029	Connection Permit: Trunk Sewer Connection Permit	S+2			GC §60201; SC	DS c29, SOS c44		

TULLY SAMITA	<u> </u>		Citation Codes		R	etention Codes
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Retention	Engineer	Retention	Special Storage			
Number	Record Type	Length (Years Unless Specified)	Consideration	Media Type	Retentio	on Citations / Comments
ENG030	Facility Permits: AQMD, Permit to Operate, CA Coastal Commission/Coastal Development, Building Permit, Fire Department Permit	LF+5			GC §60201	
ENG031	Engineering Drawing: Record Drawings (Tunnel Cross-Section, Vault Detail)	LO			GC §60201	
ENG032	Shop Drawings	LO			GC §60201	
ENG033	CEQA Related Documentation Pertaining to Meeting Agendas and Meeting Minutes	LO			GC §60201(d)(3)

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	Environmental Services								
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	n Citations / Comments			
ESD001	Air Emmissions Permitting Files (AQMD, CARB, Other): Final Permit, Testing Reports, Permit Applications, Correspondence	LO			CCP §338(k); \$	SOS c27, SOS c17			
ESD002	Asset Specific Emission Records: Various Equipment and Operational Information, Including Logs <i>Please see OMD014 & OMD016 for retention of some records within ESD002</i>	OB+7			GC §60201; SC	DS c26			
ESD003	Biosolids Management Records: Biosolids Hauling, Use, EMS Activities	LO			40 CFR §503.1 CFR §122.21; \$	7, 40 CFR §122.41(j)(2), 40 SOS c47			
ESD004	Chain of Custody - Laboratory	7				OS c22; 40 CFR 403.12(o), 40 (3)(i), (a)(4), 40 CFR (2.21(j)(4)-(6)			
ESD005	Collection Systems Records: Problem Reports and Customer Complaints	6			GC §60201; S	OS c33, SOS c43			
ESD006	Compliance Program Documentation: Storm Water, SSO, Post Construction Mitigation, SSMP (WDR)	LO				c27, SOS c45; 40 CFR 141.33, 11, 40 CFR 122.41			

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	Environmental	Services						
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ESD009	Environmental Audit Records: Conducted By OCSD	LO			GC §60201			
ESD010	Environmental Audit Records: Conducted By Outside Parties	LO			GC §60201; S	OS c27; SOS c17		
ESD011	Interagency (Outside) Agreements and Documentation MOU	LO			GC §60201; G	C §60201(d)(1); SOS c-24		
ESD012	Lab SOP's	LO			GC §60201			
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	7			GC §60201; S	OS c22, SOS c33		
ESD014	Non Permittee Files: Inspection Reports Data, Correspondence	6			GC §60201			

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ESD015	OMP Field Datasheets: Field Data and Collection Documentation, Animal Counts, Fish Collection Observations	LO			GC §60201; SC	DS c46; 40 CFR 141.33			
ESD016	NPDES Permitting Files: Final Permit, Permit Applications, Special Studies & Reports, Correspondence	LO		EL	40 CFR §122.4	.1(j)(2), 40 CFR §403.12(o)			
ESD017	Permittee Files: Discharge Permits and Urban Runoff	EX+6			40 §CFR 122.4	.1(j)(2), §403.12(o)			
ESD019	Cleanup, Abatement, and Remediation of Underground Storage Tanks	LO			23 CCR §2772	; SOS c33			
ESD020	Compliance and Annual Reports: Discharge Monitoring Reports (DMR), Marine Monitoring Annual Report (MMAR), Biosolids Annual Report	LO		Ρ	GC §60201; 40) CFR § 122.41(j)			
ESD021	Waste Hauler Manifests	10			40 CFR §403.1	2(o)(v)(2); SOS c33			

CURIT SANITAD	λ		Citation Codes		Retention Codes		
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed	
		CCR	California Code of	Regulations	EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	egulations	LF	Life of Facility, Equip. or Software	
THE ENT		EC	Elections Code (CA	N)	LO	Life of Organization or Permanent	
Gonoral Pot	ention Schedule Information	GC	Government Code	(California)	МА	Maturity	
General Kett			Health & Safety Co	de	NN	When No Longer Needed	
• This Records Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media		IRC	Internal Revenue C	ode	ОВ	Obsolete	
Туре.		IRS	Internal Revenue S	ervice	S	Superseded	
		LC	Labor Code (CA)		SP	Separated	
• Public Records Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods			Penal Code (CA)		Т	Terminated	
proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original		ОМВ	Office of Managem	ent & Budget		Media Types	
		R&TC	Revenue & Taxation Code		CD	CD	
	records have reached their destruction term, all copies and duplicates must be destroyed, along with the original, regardless of Media Type.		Secretary of State		EL	Electronic	
rogardioco or mo		USC	United States Code)	FD	Floppy Disk	
 Copies, notes, 	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper	
when no longer r	eeded for Sanitation District business and do not require prior authorization.	Special	Storage Consideration		ТА	Tapes	
		С	Confidential				
	s cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical				
destruction.		V	Vital				
	Environmental	Services					
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments		
ESD022	Unprocessed Instrumentation Files & Lab Reports	LO	H, V		GC §60201; 40	0 CFR § 122.41(j)	

DUBLI SANITA			Citation Codes		R	etention Codes
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed
. <u> </u>		CCR	California Code of F	Regulations	EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Re	gulations	LF	Life of Facility, Equip. or Softwar
ING THE EN		EC	Elections Code (CA	N)	LO	Life of Organization or Permane
Conorol Bot	antion Schodula Information	GC	Government Code	(California)	MA	Maturity
General Rel	tention Schedule Information	H&S	Health & Safety Co	de	NN	When No Longer Needed
• This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete
уре.		IRS	Internal Revenue S	ervice	S	Superseded
		LC	Labor Code (CA)		SP	Separated
	ts Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		Т	Terminated
Ind notification of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and		OMB	Office of Manageme	ent & Budget		Media Types
proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original R&TC Reve		Revenue & Taxatio	n Code	CD	CD	
ecords have readered regardless of Me	ached their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		EL	Electronic
egardless of M	cula Type.	USC	United States Code	•	FD	Floppy Disk
 Copies, notes 	s, preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper
	needed for Sanitation District business and do not require prior authorization.	Special	Storage Consid	leration	TA	Tapes
-		C	Confidential			
	ds cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical			
destruction.	iction. Vital					
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentic	on Citations / Comments
FAD001	Accounting Reports: Quarterly and Monthly Reports	4			GC §60201; S0	DS a1
FAD002	Accounts Payable Files: Vendor and Contractor Invoices, Bills, Statements, Any Non-Discharged Debt	CL+7			payment Freeze on all F timeframe of 1/ Freeze until 1/ fulfilling Build A requirements. (Bonds in 2010 which we are re offset our intere- found states th	12); SOS c29; CL refers to fina AD002 records for the 1/2010 through 12/31/2013. I/2048 for the purposes of america Bonds IRS DCSD issued Build America (outstanding through 2044) for eceiving a federal subsidy to est costs. The IRS guidance at all issuers should have on policies that maintain bond

CL+7

documents supporting the disposition of funds) for at least the life of the bonds plus three

GC §60201(d)(12); CCP §337 et seq.; SOS c29; CL refers to final payment

years (through 2047).

FAD003

Accounts Receivable Files

AUNT SANITAT	· · · · · · · · · · · · · · · · · · ·		Citation Codes			Retention Codes
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed
		CCR	California Code of I	Regulations	EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Regulations		LF	Life of Facility, Equip. or Software
THE EN		EC	Elections Code (CA	N)	LO	Life of Organization or Permaner
Conoral Pot	antian Sahadula Information	GC	Government Code	(California)	МА	Maturity
General Retention Schedule Information		H&S	Health & Safety Co	de	NN	When No Longer Needed
Type.		IRC	Internal Revenue C	ode	ОВ	Obsolete
		IRS	Internal Revenue S	ervice	S	Superseded
		LC	Labor Code (CA)		SP	Separated
• Public Records Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods			Penal Code (CA)		Т	Terminated
proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original		OMB	Office of Management & Budget			Media Types
		R&TC	Revenue & Taxatio	n Code	CD	CD
		SOS	Secretary of State		EL	Electronic
regardless of Me	ula Type.	USC	United States Code		FD	Floppy Disk
 Copies, notes. 	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper
	needed for Sanitation District business and do not require prior authorization.	Special	Special Storage Consideration			Tapes
0		С	Confidential			
	s cannot be discarded in trash bins. They must be submitted to Records Management for secure	н	Historical			
destruction.		v	Vital			
	Financial Management and A	dministra	tive Servic	es	-	
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration			
FAD004	Annual Report - Financial	LO	н		GC §60201;	SOS c30

LO

S+5

6

LO

LO

Н

H, V during

current FY

GC §60201 et seq.; SOS c30

GC §60201; SOS c29; SOS c30

CCP §336(a), §337.5; GC §43900 et seq.; GC

GC §60201

§60201 et seq.

GC §60200; SOS c29

Audit Records:

Bank Signature Cards

Returns, Positive Pay Exceptions

Determination of Allocation

Banking Records:

Budgets (Adopted)

(CAFR)

Bonds:

Financial Statements, Audit Management Letters, Comprehensive Annual Financial Report

Deposit Receipts, Bank Statements, Checking Account Reconciliation, Cash Transfer Report

(LAIF, Wire Transfers, and Intrabank Transfers), Adjustments - Returned Checks (NSF), ACH

Certificates of Participation, Transcripts, Disclosure Reports, Registers, Issue Records,

FAD005

FAD006

FAD007

FAD008

FAD009

DUALY SAMITAT			Citation Codes			Retention Codes
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed
		CCR	California Code of F	Regulations	EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Regulations		LF	Life of Facility, Equip. or Software
THE EN		EC	Elections Code (CA)		LO	Life of Organization or Permaner
Conorol Bot	antian Schodula Information	GC	Government Code	California)	MA	Maturity
General Retention Schedule Information		H&S	Health & Safety Co	de	NN	When No Longer Needed
This Records Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media I Type.		IRC	Internal Revenue C	ode	ОВ	Obsolete
		IRS	Internal Revenue S	ervice	S	Superseded
		LC	Labor Code (CA)		SP	Separated
Public Records Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods		PC	Penal Code (CA)		Т	Terminated
proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original		ОМВ	Office of Manageme	ent & Budget		Media Types
		R&TC	Revenue & Taxation Code		CD	CD
		SOS	Secretary of State		EL	Electronic
egarciess of me	ula Type.	USC	United States Code		FD	Floppy Disk
Copies notes	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper
	needed for Sanitation District business and do not require prior authorization.	Special	Storage Consideration		ТА	Tapes
Ū		С	Confidential			
 Official Record 	Is cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical			
destruction.		V	Vital			
	Financial Management and A	dministra	tive Servic	es	-	
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments	
FAD010	Budgets vs. Actual: Supporting Documentation Summaries, Worksheets, Goals and Objectives, Milestones	5			GC §60201;	§34090; SOS c29

Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
FAD010	Budgets vs. Actual: Supporting Documentation Summaries, Worksheets, Goals and Objectives, Milestones	5			GC §60201; §34090; SOS c29
FAD011	Check Records: Cancelled Payroll Checks, Voided Copies For Automatic Deposits, Registers, Requests for Hand Checks & Interim Payroll Checks	7			GC §60201(d)(12); CCP §337; SOS c29
FAD012	Capital Facility Capacity Charges (CFCC)	LO	Н	EL, P	GC §60201(d)(12); CCP §337; SOS c29 Changed to LO as it is beneficial for OCSD to maintain copies of permits for fee calculations in the future and historical reference for fees paid for parcels.
FAD013	Expense Reports	7			GC §60201(d)(12); CCP §337, SOS a1
FAD014	Financial Statements	10			SOS c39
FAD015	Financial System: ERP Database, Access Database, Utility Billing Data is interrelated across platforms	LO			GC §60201

BURLY SANITATIO	A		Citation Codes		Retention Codes
	Orange County Sanitation District	ССР	Code of Civil Procedure (CA)	CL	Closed or Completed
· · · · · · · · · · · · · · · · · · ·		CCR	California Code of Regulations	EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Regulations	LF	Life of Facility, Equip. or Software
THE ENTRY		EC	Elections Code (CA)	LO	Life of Organization or Permaner
Conorol Boto	ntion Schodula Information	GC	Government Code (California)	MA	Maturity
General Rete	ntion Schedule Information	H&S	Health & Safety Code	NN	When No Longer Needed
This Records Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media Type. Type.		IRC	Internal Revenue Code	ОВ	Obsolete
		IRS	Internal Revenue Service	S	Superseded
		LC	Labor Code (CA)	SP	Separated
and notification of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original		PC	Penal Code (CA)	Т	Terminated
		OMB	Office of Management & Budget		Media Types
		R&TC	Revenue & Taxation Code	CD	CD
records nave read regardless of Med	ched their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State	EL	Electronic
egardless of Med	ia Type.	USC	United States Code	FD	Floppy Disk
Copies, notes,	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code	Р	Paper
	eeded for Sanitation District business and do not require prior authorization.	Special	Storage Consideration	TA	Tapes
-		C	Confidential		
 Official Record 	s cannot be discarded in trash bins. They must be submitted to Records Management for secure	н	Historical		
destruction.		v	Vital		
	Financial Management and A	dministra	tive Services		
Retention Number	Record Type Longin Contractions Media			e Ret	ention Citations / Comments
		. ,			

FAD016	Fixed Asset Records	LF		GC §60201; SOS c29; Life of Asset
FAD017	General Ledger	LO		SOS c29, GC §60201(d)(12)
FAD018	Investment Records: Investment Policy, Custodian Bank Transaction Records, Asset Detail, Asset Summary, Yield, Statements, LAIF Withdrawals/Deposits, Portfolio Withdrawals/Deposits, Treasurer's Report, GASB 40 Report, GASB 72 Report	LO		GC §34090; CCP §337; GC §53607; SOS c3(
FAD019	Journal Entries	LO		GC §60201; CCP §337; SOS c29
FAD020	Local Resources Program Reports (LRP)/Water Certifications	LO		GC §60201; 40 CFR 141.91
FAD021	OCERS Files: Copies of OCERS Payments, Statements	CL+7		GC §60201(d)(12); 29 CFR §516.6(a)(1); CL refers to final payment

DULLY SANITA			Citation Codes		R	etention Codes	
	Orange County Sanitation District	ССР	Code of Civil Proce	edure (CA)	CL	Closed or Completed	
		CCR	California Code of Regulations		EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Regulations		LF	Life of Facility, Equip. or Softwa	
THE EN	y	EC	Elections Code (CA	,	LO	Life of Organization or Perman	
conoral Pot	ention Schedule Information	GC	Government Code	(California)	MA	Maturity	
		H&S	Health & Safety Co		NN	When No Longer Needed	
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C		ОВ	Obsolete	
/pe.		IRS	Internal Revenue S	ervice	S	Superseded	
		LC	Labor Code (CA)		SP	Separated	
	Is Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		Т	Terminated	
		ОМВ	Office of Managem	ent & Budget		Media Types	
cords have reached their destruction term, all copies and duplicates must be destroyed, along with the original,		R&TC	Revenue & Taxation Code		CD	CD	
		SOS	Secretary of State		EL	Electronic	
garaiess of M		USC United States Code F		FD	Floppy Disk		
Copies, notes, preliminary drafts, and transitory records are not considered Offical Records and can be destroyed /hen no longer needed for Sanitation District business and do not require prior authorization.		WC	Water Code		Р	Paper	
		Special	Storage Consid	deration	ТА	Tapes	
		С	Confidential				
	ds cannot be discarded in trash bins. They must be submitted to Records Management for secure	н	Historical				
estruction.		V	Vital				
	Financial Management and A	dministra	tive Servic	es			
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	on Citations / Comments	
FAD022	OCERS Retirement Report	LO			GC §60201(d)(12); 29 CFR §516.6(a)(1); Business Value		
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)	T+7			§§516.5, 516.6	(12); CCP §337; 29 CFR 5(a)(1); IRS Reg. §31.6001- R §1.6001-1; R&T §19530; 2 (b); SOS c30	

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7

LO

GC §60201(d)(12); CCP §337; SOS a1

GC §60201; Business Value

GC §60201

GC §60201; SOS c30

Rate Studies

FAD024

FAD025

FAD026

FAD027

Petty Cash Records

Rebates and Refunds:

State Controller's Reports

Sewer Service Fees

OUNTY SANITAT			Citation Codes		R	Retention Codes	
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed	
÷		CCR	California Code of F	Regulations	EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	gulations	LF	Life of Facility, Equip. or Softwar	
AG THE EN	У У П.	EC	Elections Code (CA	N)	LO	Life of Organization or Permane	
Conorol Bot	antian Sahadula Information	GC	Government Code	(California)	MA	Maturity	
Seneral Rel	ention Schedule Information	H&S	Health & Safety Co	de	NN	When No Longer Needed	
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete	
ype.		IRS	Internal Revenue S	ervice	S	Superseded	
		LC	Labor Code (CA)		SP	Separated	
and notification of such will be made. As stated in the Sanitation District'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 destruction term, all copies and duplicates must be destroyed, along with the original, regardless of Media Type.		PC	Penal Code (CA)		Т	Terminated	
		ОМВ	Office of Managem	ent & Budget		Media Types	
		R&TC	Revenue & Taxatio	n Code	CD	CD	
		SOS	Secretary of State	ecretary of State		Electronic	
		USC	United States Code	•	FD	Floppy Disk	
		WC	Water Code		Р	Paper	
	needed for Sanitation District business and do not require prior authorization.	Special	Storage Consid	leration	TA	Tapes	
		C	Confidential				
	is cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical				
lestruction.		v	Vital				
	Financial Management and A	dministra	tive Servic	es	-		
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments		
FAD028	Tax Records - Employee & Retirees: W-2's, 1099R, Annual Information Returns for Employees and Retirees	7			29 CFR §516.5; SOS c30; IRS Reg. §31.6001- 1(e)(2); R&TC §19530; 29 CFR §516.5 - 516.6; 29 USC §436; GC §60201(d)(12); 29 CFR §31.605-1, §31.600-1(d)		
FAD029	Tax Records (Generated From A/P & Vendor Files): Vendor	7			GC §60201		

LO

LO

SOS c22; GC §60201(d)(12); GC §60201(d)(4)

GC §60201

GC §60201; SOS c29

FAD030

FAD031

FAD032

Trial Balance Records

Claims (Excluding Workers Comp Claims): Claims Against OCSD/OCSD Employees (Wrongdoing by OCSD/OCSD Employees, Project

Related Injury), Employment Claims (Wrongful Termination, Harassment, Discrimination)

Redevelopment Agency (RDA) Records: Records Regarding Member Agency RDA Required Payment to OCSD

URIT SANITA			Citation Codes			Retention Codes		
	Orange County Sanitation District	ССР	Code of Civil Proce	edure (CA)	CL	Closed or Completed		
		CCR	California Code of	Regulations	EX	Expired or Expiration		
	Records Retention Schedule	CFR	Code of Federal Re	egulations	LF	Life of Facility, Equip. or Software		
THE EN		EC	Elections Code (CA	-	LO	Life of Organization or Permanen		
		GC	Government Code	(California)	МА	Maturity		
General Ret	ention Schedule Information	H&S	Health & Safety Co	de	NN	When No Longer Needed		
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete		
Type.		IRS	Internal Revenue Service		S	Superseded		
.)		LC	Labor Code (CA)		SP	Separated		
	Is Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated		
	of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	ent & Budget		Media Types		
proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original		R&TC	Revenue & Taxatio	-	CD	CD		
	ached their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		EL	Electronic		
regardless of Me	ааа туре.	USC	United States Code	9	FD	Floppy Disk		
Conies notes	, preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		P	Paper		
	needed for Sanitation District business and do not require prior authorization.	Special	Storage Consid	deration	ТА	Tapes		
interne tenger		C	Confidential			p		
Official Records cannot be discarded in trash bins. They must be submitted to Records Management for secure			Historical					
destruction.		H V	Vital					
	General Manage	1	_		-			
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentic	on Citations / Comments		
GMO001	Annual OCSD Reports: OCSD Strategic Plan	LO	н		GC §60201			
GMO007	GM Monthly Reports LO in BSD002 as part of Board agenda packet distribution/retention	2			GC §60201			
GMO009	Executive Management Team (EMT) Meeting Files: Agenda, Agenda Report, Handouts	2			GC §60201; SC	OS a2		
GMO016	Travel Records	7			GC §60201			

GC §60201; SOS a2

LO

GMO017

Executive Management Team (EMT) Meeting Minutes

INTY SANITA	×		Retention Codes				
	Orange County Sanitation District	ССР	Citation Codes Code of Civil Proce		CL	Closed or Completed	
		CCR	California Code of		EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	0	LF	Life of Facility, Equip. or Software	
STREET.		EC	Elections Code (CA	Û.	LO	Life of Organization or Permanen	
		GC	Government Code	(California)	МА	Maturity	
General Ret	ention Schedule Information	H&S	Health & Safety Code		NN	When No Longer Needed	
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete	
Туре.		IRS	Internal Revenue S	ervice	s	Superseded	
		LC	Labor Code (CA)		SP	Separated	
	Is Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated	
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	on methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxatio	n Code	CD	CD	
records have rea regardless of Me	ached their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		EL	Electronic	
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	needed for Sanitation District business and do not require prior authorization.	Special	Storage Consid	deration	ТА	Tapes	
Ŭ		c	Confidential				
	ds cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical				
destruction.		V	Vital				
	Human Resc	ources					
Retention Number	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 SOS c21	.3; GC §12946; GC §60201;	
HRD002	Temporary Employees: Hiring Documents, Tracking Spreadsheet, Request Forms	CL+7			CCP §§336(a), c22, CCP §343	337 et seq.; GC §60201; SOS 3	
HRD003	Deferred Compensation Records: Participation Agreements	LO			26 CFR §31.60 29 CFR §1627	001-1(e)(2); 26 CFR §16001-1; .3; SOS c30	
HRD004	District Benefit Contracts : Health, Dental, Vision, Other Benefit Contracts	LO			29 CFR §1627.3(b)(2); -29 USC §1027; 11 CCR §560; 28 CCR §1300.85.1; GC §60201		
HRD005	EEO-4 Reports and Files: Documents Required to Generate EEO-4 Report	CL+3			29 CFR §1602.30		
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				5; GC §12946; SOS c20; GC R §1602.31; 29 CFR i); SOS c20	

AUGULT A			ontation ooues		IV	etention ooues	
			Code of Civil Proce	dure (CA)	CL	Closed or Completed	
		CCR	California Code of I	Regulations	EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	egulations	LF	Life of Facility, Equip. or Software	
WE THE EN	Y	EC	Elections Code (CA	A)	LO	Life of Organization or Permanent	
Conorol Dot	antion Cohodula Information	GC	Government Code	(California)	MA	Maturity	
General Ret	ention Schedule Information	H&S	Health & Safety Co	de	NN	When No Longer Needed	
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete	
Туре.		IRS	Internal Revenue Service		S	Superseded	
		LC	Labor Code (CA)		SP	Separated	
	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated	
	of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	ent & Budget		Media Types	
	on methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxatio	n Code	CD	CD	
	ached their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		EL	Electronic	
regardless of Me	adia Type.	USC	United States Code	9	FD	Floppy Disk	
Conies notes	, preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper	
	vhen no longer needed for Sanitation District business and do not require prior authorization.		Storage Consid	deration	ТА	Tapes	
internet to longer		C	Confidential		1		
Official Recor	ds cannot be discarded in trash bins. They must be submitted to Records Management for secure	H	Historical		1		
destruction.	, , , , , , , , , , , , , , , , , , , ,	v	Vital				
		<u>.</u>					
	Human Reso	ources					
Retention Number	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 Retirees: Death+7				C §60201(d)(12); 29 CFR 29 CFR §§1602.30, 32; LC	
HRD009	Human Resources/ERP Database: Electronic Records Management - JDE, Cornerstone, Workterra (Data Shared Across These Systems/Feed Into Each Other)	LO			GC §60201		
HRD010	I-9 Forms & Self-Identification Forms	T+3			8 USC §1324a §1274a.2(b)(2)	(b)(3)(B); 8 CFR (i)(A)	
HRD011	Medical Files: Fitness for Duty, Leaves of Absence, Interactive Process, Workers Comp Medical Files are excluded from Personnel Files which are retained in HRD013	T+30 Retirees: Death+30			8 CCR §3204(60201	d)(1) et seq., GC §§12946,	
HRD012	Organization Charts	S+2			GC §60201(d)	(1) et seq.	
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, Resignation <i>Excludes Medical Records which are retained in HRD011</i>	T+7	V until separation		29 CFR §§160 §3204(d)(1) et USC §1113	2.31,1627.3(b)(ii), 8 CCR seq., GC §§12946, 60201; 29	

Citation Codes

Retention Codes

AURTY SANITATION

NY SANITAT	R	etention Codes					
	Orange County Sanitation District	ССР	Citation Codes Code of Civil Proce	dure (CA)	CL	Closed or Completed	
a a a a a a a a a a a a a a a a a a a	Orange County Sanitation District	CCR	California Code of F		EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	-	LF	Life of Facility, Equip. or Software	
THE LEVI		EC	Elections Code (CA	^v	LO	Life of Organization or Permanent	
		GC	Government Code	,	MA	Maturity	
General Rete	ention Schedule Information	H&S	Health & Safety Co	· /	NN	When No Longer Needed	
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue Code		ОВ	Obsolete	
Type.		IRS	Internal Revenue S	ervice	S	Superseded	
. , , , , , , , , , , , , , , , , , , ,		LC	Labor Code (CA)		SP	Separated	
	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated	
	f such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	OMB	Office of Management & Budget			Media Types	
	proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original		Revenue & Taxatio	-	CD	CD	
	ched their destruction term, all copies and duplicates must be destroyed, along with the original,	SOS	Secretary of State		EL	Electronic	
regardless of Me	dia Type.	USC	United States Code	•	FD	Floppy Disk	
Conies notes	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		P	Paper	
	needed for Sanitation District business and do not require prior authorization.		Storage Consid	leration	TA	Tapes	
in the longer r		C	Confidential		1	1	
 Official Record 	Is cannot be discarded in trash bins. They must be submitted to Records Management for secure	н	Historical				
destruction.		v	Vital				
		<u>l</u> .	· · · · · ·				
	Human Resc	ources					
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments		
HRD014	Recruitment Records: Advertisements, Job Brochures, Test Data, Rating Sheets, Questions, Eligibility Lists, Electronic/NEOGOV Records <i>Retention begins after hiring decision</i>	CL+3				et seq. & §1627.3(a)(b), 2 CCR 8 CCR §11040, GC §12946;	
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			GC §60201; SC	DS c21	
HRD016	Background Checks: Candidate Background Checks	T+7			GC §60201; SOS c21		
HRD017	Human Resources Programs: Rideshare, Tuition Reimbursement, Computer Loan, Development Pay	CL+3		EL	GC §12946; SC	DS c20	
HRD018	District Benefit Plans: Benefits Summary Plan Descriptions (Health, Dental, Vision, Other)	EX+5			GC §60201; SC	DS c21	

NY SANILA	λ		Citation Codes Retention Codes					
	Orango County Sanitation District	ССР	Code of Civil Proce		CL	Closed or Completed		
	Orange County Sanitation District	CCR	California Code of		EX	Expired or Expiration		
	Records Retention Schedule	CFR	Code of Federal Re		LF	Life of Facility, Equip. or Software		
CONST THE LAW		EC	Elections Code (CA	-	LO	Life of Organization or Permanent		
		GC	Government Code	,	MA	Maturity		
General Ret	ention Schedule Information	H&S	Health & Safety Co	, ,	NN	When No Longer Needed		
		IRC	Internal Revenue Code		ОВ	Obsolete		
	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRS	Internal Revenue S		s	Superseded		
Туре.		LC	Labor Code (CA)		SP	Separated		
Public Record	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated		
	of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Management & Budget			Media Types		
	n methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxation Code		CD	CD		
records have rea	records have reached their destruction term, all copies and duplicates must be destroyed, along with the original		Secretary of State		EL			
regardless of Me	dia Type.	SOS				Electronic		
		USC	United States Code	;	FD P	Floppy Disk		
	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code	1 1	•	Paper -		
when no longer r	needed for Sanitation District business and do not require prior authorization.		Storage Consid	peration	ТА	Tapes		
Official Decarry	le cannot he disported in trach hine. They must be submitted to Deserte Management for accura	C	Confidential		 	ļ		
 Official Record destruction. 	Is cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical		 			
		V	Vital		<u> </u>			
	Human Resources							
_		Retention						
Retention Number	Record Type	Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments			
HRD019	OCSD U (Formerly Known as BLAST) Development Records: Research Material, Timeline	LO	н	EL	GC §60201; SC	DSc28		
HRD020	OCSD U (Formerly Known as BLAST) Procedures	S+2		EL	GC §60201; SC	DS c23		
HRD021	OCSD U (Formerly Known as BLAST) Professional Development Articles From External Sources	NN		EL	GC §60201			
HRD022	OCSD U (Formerly Known as BLAST) Program Files: Minutes, Marketing Material, Program/Training Evaluations, Quarterly Reports	S+2		EL	GC §60201; SOS c19			
HRD023	OCSD U (Formerly Known as BLAST) Working Documents: Member Rosters - Active & Inactive	s		EL	GC §60201			

TURIT SANITAL	λ		Citation Codes		Retention Codes		
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed	
		CCR	California Code of Regulations		EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	gulations	LF	Life of Facility, Equip. or Software	
THE EN		EC	Elections Code (CA	N)	LO	Life of Organization or Permanent	
Gonoral Pot	ention Schedule Information	GC	Government Code	(California)	MA	Maturity	
General Kett		H&S	Health & Safety Code		NN	When No Longer Needed	
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete	
Туре.		IRS	Internal Revenue S	ervice	S	Superseded	
			Labor Code (CA)		SP	Separated	
	Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		Т	Terminated	
	and notification of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and			ent & Budget		Media Types	
	proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original records have reached their destruction term, all copies and duplicates must be destroyed, along with the original, regardless of Media Type.		Revenue & Taxation Code		CD	CD	
			Secretary of State		EL	Electronic	
regulatess of Me		USC	United States Code	•	FD	Floppy Disk	
 Copies, notes, 	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper	
when no longer r	eeded for Sanitation District business and do not require prior authorization.	Special	Storage Consideration		ТА	Tapes	
		С	Confidential				
	s cannot be discarded in trash bins. They must be submitted to Records Management for secure	н	Historical				
destruction.		V	Vital				
	Human Resc	ources					
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments		
HRD024	Workers Compensation Files, Including Claims	LO			CCR §14311; § c24	§15400.2; LC §110-139.6; SOS	

			Citation Codes		Retention Codes		
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed	
		CCR	California Code of	Regulations	EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	egulations	LF	Life of Facility, Equip. or Software	
THE ENV	Y	EC	Elections Code (CA	A)	LO	Life of Organization or Permanent	
	antian Oalaadada lafammatian	GC	Government Code	(California)	MA	Maturity	
General Ret	ention Schedule Information	H&S	Health & Safety Co	de	NN	When No Longer Needed	
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete	
Type.		IRS	Internal Revenue S	ervice	S	Superseded	
51		LC	Labor Code (CA)		SP	Separated	
 Public Record 	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		т	Terminated	
	of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	ent & Budget		Media Types	
			Revenue & Taxatio	n Code	CD	CD	
	proper destruction methods are required prior to destroying all Official Records, regardless of Media Type. When original records have reached their destruction term, all copies and duplicates must be destroyed, along with the original,		Secretary of State		EL	Electronic	
		USC	United States Code	9	FD	Floppy Disk	
Conjes notes	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	wc	Water Code		P	Paper	
	needed for Sanitation District business and do not require prior authorization.	Special	Storage Consid	deration	ТА	Tapes	
		C	Confidential				
 Official Record 	ts cannot be discarded in trash bins. They must be submitted to Records Management for secure	H	Historical				
destruction.		v	Vital				
Retention Number	Information Tee Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	n Citations / Comments	
ITD001	Access Authorization Forms: Email Access Requests, Internet Access Requests, Mobile Devices Access	T+3			GC §60201		
ITD002	Wiring Specs and Test Results - Loop Drawings Active until revised/rescinded/superseded	LF+2			GC §60201; SC	OS c22; SOS a1	
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			SOS c22; GC ξ §34090 et seq.	;60201; GC §34090 et seq.; GC	
ITD004	GIS (Geographic Information System) Database: Layers Data is interrelated across platforms	s			GC §60200; G0	C §60201 et seq.	

GC §60201

2

ITD005

Information/Activity Logs: Internet, Phone, Badge, Visitors

TURIT SANITA	<u> </u>		Citation Codes		F	Retention Codes
	Orange County Sanitation District	ССР	Code of Civil Proce	edure (CA)	CL	Closed or Completed
		CCR	California Code of	Regulations	EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Re	egulations	LF	Life of Facility, Equip. or Software
THE EN	У У	EC	Elections Code (CA	4)	LO	Life of Organization or Permanen
Conorol Bot	ention Schedule Information	GC	Government Code	(California)	MA	Maturity
General Rel		H&S	Health & Safety Co	de	NN	When No Longer Needed
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	Code	ОВ	Obsolete
Туре.		IRS	Internal Revenue S	Service	S	Superseded
		LC	Labor Code (CA)		SP	Separated
	Is Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods	PC	Penal Code (CA)		Т	Terminated
	of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	ОМВ	Office of Managem	ent & Budget		Media Types
	on methods are required prior to destroying all Official Records, regardless of Media Type. When original ached their destruction term, all copies and duplicates must be destroyed, along with the original,	R&TC	Revenue & Taxatio	on Code	CD	CD
regardless of Me		SOS	Secretary of State		EL	Electronic
regardless of Mi	cula Type.	USC	United States Code	e	FD	Floppy Disk
 Copies, notes 	, preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper
	needed for Sanitation District business and do not require prior authorization.	Special	Storage Consid	deration	ТА	Tapes
		С	Confidential			
	ds cannot be discarded in trash bins. They must be submitted to Records Management for secure	н	Historical			
destruction.		V	Vital			
Retention	Information Tec	Retention Length	Special Storage			
Number	Record Type	(Years Unless Specified)	Consideration	Media Type	Retenti	on Citations / Comments
ITD006	IT Help Desk System: Service Tickets, Change Requests and Releases	CL+3			GC §60201	
ITD007	Network Diagrams/System Configurations/Maps/Plans	4			GC §60201; G	GC §34090 et seq.; SOS c22
ITD008	IT Asset Inventory Database: IT Assets, Printers, Hardware, SCCM, Server Lists, Asset Explorer	S+2			GC §60201; G	iC §34090 et seq.
ITD013	System Log (Database): Transaction Logs, Error Logs	S+2			SOS c22	

OUNT SANITAT	Citation Codes					Retention Codes		
	Orange County Sanitation District	ССР	Code of Civil Proce	()	CL	Closed or Completed		
		CCR	California Code of	Regulations	EX	Expired or Expiration		
•	Records Retention Schedule	CFR	Code of Federal Re	v v	LF	Life of Facility, Equip. or Softwar		
THE ENV		EC	Elections Code (CA	,	LO	Life of Organization or Permane		
Gonoral Rot	ention Schedule Information	GC	Government Code	, ,	MA	Maturity		
Oeneral Ket		H&S	Health & Safety Co		NN	When No Longer Needed		
 This Records 	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue Code		ОВ	Obsolete		
Туре.		IRS	Internal Revenue S	Service	S	Superseded		
		LC	Labor Code (CA)		SP	Separated		
	s Act requests, litigation, audits, claims, and investigations may suspend the stated retention periods of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and	PC	Penal Code (CA)		Т	Terminated		
	on methods are required prior to destroying all Official Records, regardless of Media Type. When original	ОМВ	Office of Managem	÷		Media Types		
records have reached their destruction term, all copies and duplicates must be destroyed, along with the original, regardless of Media Type.		R&TC	Revenue & Taxatio	n Code	CD	CD		
		SOS	Secretary of State		EL	Electronic		
		USC	United States Code	e	FD	Floppy Disk		
	, preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper		
when no longer i	needed for Sanitation District business and do not require prior authorization.		Storage Consid	deration	ТА	Tapes		
01111		С	Confidential					
	ds cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical					
destruction.		V	Vital					
	Information Tee	Retention	1					
Retention Number	Record Type	Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	on Citations / Comments		
ITD015	Video Surveillance Files and System Security Database	1			be retained for Recordings of t communication 100 days. In the evidence in any litigation, they s litigation is reso foregoing, if wri recording of the the video surev 90 days. The w	outine video surveillance mus at least one (1) year. elephone and radio is must be retained for at least e event that the recordings are y claim filed or any pending shall be preserved until pendin olved. Notwithstanding the tten minutes or an audio e video surveillance is taken, reillance can be destroyed after tritten minutes and audio be destroyed after two (2) year 3161.		
ITD016	Two-Way Radio Licensing and Information	EX+2			GC §60201; G0	C §34090		
ITD018	Virtual Computer Files:	NN			GC §34090.7; \$			
	Replication for Disaster Recovery Purposes				00 304000.7, 0	303 622		

GC §60201

ITD023

DigSmart/DigAlert Database/Tickets (Formerly Known as USA Tickets)

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General Retention Schedule Information

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	Citation Codes			Retention Codes
	ССР	Code of Civil Procedure (CA)	CL	Closed or Completed
	CCR	California Code of Regulations	EX	Expired or Expiration
	CFR	Code of Federal Regulations	LF	Life of Facility, Equip. or Software
	EC	Elections Code (CA)	LO	Life of Organization or Permanent
	GC	Government Code (California)	MA	Maturity
	H&S	Health & Safety Code	NN	When No Longer Needed
ia	IRC	Internal Revenue Code	ОВ	Obsolete
	IRS	Internal Revenue Service	S	Superseded
	LC	Labor Code (CA)	SP	Separated
	PC	Penal Code (CA)	Т	Terminated
	ОМВ	Office of Management & Budget		Media Types
al	R&TC	Revenue & Taxation Code	CD	CD
	SOS	Secretary of State	EL	Electronic
	USC	United States Code	FD	Floppy Disk
	WC	Water Code	Р	Paper
	Special	Storage Consideration	ТА	Tapes
	C	Confidential		
	н	Historical		
	V	Vital		

Operations & Maintenance

Retention Number	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	2			GC §60201; 49 CFR 172.704 (d), 49 CFR 199.117; SOS c33		
OMD002	Complaint Files and Problem Reports (OPERATIONS): Related to Organization's Operations - Odor, Noise, Call Center Complaints	2		EL	GC §60201; SOS c42		
OMD004	Flow Records (OPERATIONS)	LO			GC §60201		
OMD005	Logs (OPERATIONS): Control Center Plant Operations	30			GC §60201		
OMD006	Logs (OPERATIONS): Operations Monthly Logs, Inspector Diaries, Control Center Visitor Logs	3			GC §60201; 40 CFR 122.41(j)(2)		
OMD007	Monthly Reports: Operating and Status Reports, Key Performance Indicator Reports (Generated by 810)	2		EL	GC §60201		

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	ОМВ	Office of Management & Budget		Media Types
al	R&TC	Revenue & Taxation Code	CD	CD
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	wc	Water Code	Р	Paper
	Special	Storage Consideration	ТА	Tapes
	c	Confidential		
	Н	Historical		
	V	Vital		

Operations & Maintenance

Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
OMD008	O&M Policies & Procedures: Guidelines, Checklists, Standard Operating Procedures	S+5		EL	GC §60201; SOS c19
OMD009	Operating Journals (OPERATIONS): Alarm Summary (EL), Operations Round Sheets (EL, P), Midnight Readings (EL)	2		EL, P	GC §60201; GC §53161
OMD010	Operating Records (OPERATIONS): Activated Sludge (AS) Plant Reports (EL, P), Operator Schedules (P), Biosolids Hauling Tickets (P), Grit & Screening Tickets (P)	5		EL, P	GC §60201; 40 CFR 122.41 (j)(2)
OMD011	Process Data (OPERATIONS): Monthly Summary of Operations (MSOs) [EL], Treatment Plant Operational Data (TPODs) [EL]	LO		EL	GC §60201
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		Ρ	Emissions Reports are used as part of Title V permitting, which is addressed in ESD002; OMD014 needs to match ESD002 for retention
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	GC §60201; SOS c47

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	SOS	Secretary of State	EL	Electronic
	USC	United States Code	FD	Floppy Disk
	WC	Water Code	Р	Paper
	Special	Storage Consideration	TA	Tapes
	C	Confidential		
	н	Historical		
	V	Vital		

Operations & Maintenance

Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
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		Ρ	GC §34090; logs are used as part of AQMD Title V permitting, which is addressed in ESD002; OMD016 needs to match ESD002 for retention
OMD017	Pressure Vehicle CNG Tank Inspection Certification (FLEET)	LF+2		EL, P	GC §34090 et. seq.; SOS c47, SOS c47; DMV & State Requirement
OMD018	Vehicle Smog Check Inspection Report (FLEET)	LF+2		EL, P	GC §60201; DMV & State Requirement
OMD019	CHP Commercial Inspection: Bit Inspection (CHP Commercial Vehicle Inspection), CHP Safety Maintenance Inspection	LF+2		Ρ	49 CFR §396.11(c)(2); GC §60201; CHP, DMV & State Requirement
OMD020	Certifications: Mobile Crane, Vehicles, Equipment Calibration Certification	LF+2		EL, P	8 CCR §14300.33(a); GC §60201 et seq.; LC §6429c; DMV & State Requirement
OMD021	Chain of Custody: Source Control, Split Sample	5			8 CCR §14300.33(a); GC §60201 et seq.; SOS c21

TURTY SANITAT	Citation Codes				Retention Codes		
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed	
		CCR	California Code of I	Regulations	EX	Expired or Expiration	
	Records Retention Schedule	CFR	Code of Federal Re	gulations	LF	Life of Facility, Equip. or Software	
THE EN	Y	EC	Elections Code (CA	()	LO	Life of Organization or Permanent	
Conorol Bot	antian Sahadula Information	GC	Government Code	(California)	MA	Maturity	
General Ret	ention Schedule Information	H&S	Health & Safety Code		NN	When No Longer Needed	
This Records	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C	ode	ОВ	Obsolete	
Туре.		IRS	Internal Revenue S	ervice	S	Superseded	
	· · · · · · · · · · · · · · · · · · ·		SP	Separated			
• 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 the Sanitation District's Records Retention Policy, authorization and		PC	Penal Code (CA)		Т	Terminated	
and notification of such will be made. As stated in the Sanitation District's Records Retention Policy, authorization and		ОМВ	Office of Managem	ent & Budget		Media Types	
	on methods are required prior to destroying all Official Records, regardless of Media Type. When original	R&TC	Revenue & Taxatio	n Code	CD	CD	
records have reached their destruction term, all conics and duplicates must be destroyed, clong with the original		SOS	Secretary of State		EL	Electronic	
regardless of Me	dia Type.	USC	United States Code	•	FD	Floppy Disk	
 Copies, notes 	preliminary drafts, and transitory records are not considered Offical Records and can be destroyed	WC	Water Code		Р	Paper	
	needed for Sanitation District business and do not require prior authorization.	Special	Storage Consid	deration	ТА	Tapes	
		С	Confidential				
	ts cannot be discarded in trash bins. They must be submitted to Records Management for secure	Н	Historical				
destruction.		V	Vital				
	Operations & Ma	intenance	e				
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentic	on Citations / Comments	
OMD022	Collection System Process Data (COLLECTIONS): Pump Station, CRISP	LO			GC §60201		
OMD023	Inspection Reports & Photos (COLLECTIONS): Manhole	10			GC §60201; SC	DS c45	
OMD024	Sewer Line Maintenance Files (COLLECTIONS)	10			GC §60201		
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				b)(1), 49 CFR §396.21(b)(1), 49 ; CCP §337 et seq.; GC §34090	

(9) 23		ССР	Code of Civil Proce	dura (CA)	CL	Closed or Completed
	Orange County Sanitation District	CCP		()		1
	Records Retention Schedule		California Code of F	°	EX	Expired or Expiration
		CFR	Code of Federal Re	0	LF	Life of Facility, Equip. or Software
		EC	Elections Code (CA	1	LO	Life of Organization or Permanent
General Ret	ention Schedule Information	GC	Government Code	· /	MA	Maturity
		H&S	Health & Safety Co		NN	When No Longer Needed
	Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media	IRC	Internal Revenue C		ОВ	Obsolete
Туре.		IRS	Internal Revenue S	ervice	S	Superseded
Dublis Deserve	. A star we she fill a first of the star of the star first first start and the start of the start of the start of the	LC PC	Labor Code (CA)		SP	Separated
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	on methods are required prior to destroying all Official Records, regardless of Media Type. When original	ОМВ	Office of Managem	v		Media Types
	ached their destruction term, all copies and duplicates must be destroyed, along with the original,	R&TC	Revenue & Taxatio	n Code	CD	CD
regardless of Me		SOS	Secretary of State		EL	Electronic
U		USC	United States Code	9	FD	Floppy Disk
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destruction.		V	Vital			
	Public Affa	airs				
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentio	on Citations / Comments
PAO001	Education Curriculum: Sewer Science, Water Festival, Other	S+2			GC §60201; So	DS c24
PAO002	Outreach/Event File: Tour Documentation, RSVP's, Sign-in Sheets, Other Related Information	S+5			GC §60201; SC	DS c24
PAO003	Marketing Material: Flyers, General Brochure, Marketing Brochures, Newsletters, Email Blasts, Marketing Related Presentations/PowerPoints	S+7			GC §60201; S0	DS c19
PAO006	Press/Media Releases	LO	Н			DS c40 2; however, based on business ed retention is LO
PAO007	Publication Proofs (Non-Board and/or CPM Related): General Marketing	S+2			GC §60201; So	DS c24
PAO008	Website Content Archiving PageFreezer provides services; Board Services manages	S+2			GC §60201	

Citation Codes

Retention Codes

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SULTY SANITAL	λ.		Citation Codes		Retention Codes	
	Orange County Sanitation District	ССР	Code of Civil Proce	dure (CA)	CL	Closed or Completed
		CCR	California Code of F	Regulations	EX	Expired or Expiration
	Records Retention Schedule	CFR	Code of Federal Re	gulations	LF	Life of Facility, Equip. or Software
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General Rel		H&S	Health & Safety Co	de	NN	When No Longer Needed
 This Records 	This Records Retention Schedule pertains to any and all Official Records of the Sanitation District regardless of Media				ОВ	Obsolete
Type.		IRS	Internal Revenue S	ervice	S	Superseded
L. L		LC	Labor Code (CA)		SP	Separated
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		SOS	Secretary of State		EL	Electronic
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destruction.		V	Vital			
	Public Affa					
Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retentic	on Citations / Comments
PAO009	Employee Events: Agency Awards, Recognitions, Announcements	LO	н		0	S+2; however, based on s, preferred retention is LO
PAO010	Legislative Files: Letters of Support, Opposition	LO				DS c28 S+2; however, based on ds, preferred retention is LO
PAO011	Social Media Archiving: Facebook, Twitter, YouTube, Instagram PageFreezer provides services; Board Services manages	S+2			GC §60201	
PAO012	Annual Reports: OCSD Annual Report, Public Affairs Strategic Plan, Legislative Plan <i>All items taken to the Board for approval (annually, every two years)</i>	LO	Н		GC §60201	

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	wc	Water Code	Р	Paper
	Special :	Storage Consideration	TA	Tapes
	С	Confidential		
	н	Historical		
	V	Vital		

Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments
RMS002	DOT Random Drug & Alcohol Test Records	5	С		29 CFR §1627.3(b)(v); 49 CFR §382.401 et seq.; GC §12946, GC §60201
RMS003	Emergency Exercises & Drills, After Action Reports	NN			GC §60201; 29 CFR 1910.119(g), 29 CFR §1910.120(q)
RMS004	Emergency Response: Response & Disaster Recovery Files, Emergency Operations Center Activiation Notifications & Records	LO			GC §60201; 29 CFR 1910.119(g), 29 CFR §1910.120(q)
RMS006	Industrial Hygiene & Safety Files - Location: Hazard Assessments, Site Assessments, Industrial Hygiene Reports, Surveys, Audits	LF			8 CCR §3204; 29 CFR §1910
RMS007	Medical Files - Occupational: Fit Testing	T+30	С		8 CCR §3204; 29 CFR §1910
RMS008	OSHA Compliance Records: Citations, Appeals Related, Correspondence <i>OSHA 300 & 301 Logs retained in RMS012</i>	LO			OMB 1220-0029; 29 CFR §1904.4; SOS a2

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Retention Number	Record Type	Retention Length (Years Unless Specified)	Special Storage Consideration	Media Type	Retention Citations / Comments		
RMS010	Risk & Safety Committee and Meeting Documents	4			8 CCR §3203 et seq.; GC §60201 et seq. <i>Retention aligns with Voluntary Protection</i> <i>Program (VPP)</i>		
RMS012	OSHA Logs: 300 & 301 Logs	7			8 CCR §14300.33(a), 29 CFR §1904.33, 29 CFR §1904.44; GC §60201 et seq.; LC §6429c		
RMS014	Accident & Incident Records	CL+7			GC §60201; CCP §338; CFR §1904.6; SOS c24		
RMS015	Asbestos & Lead Abatement Records	LO			GC §60201; CCR §1529(n)6		
RMS016	Hazardous Materials Records: Business Plans, Hazardous Materials Inventory, Disclosures	5			GC §60201; 40 CFR §122.21(p), 40 CFR §122.41		
RMS017	Calibration Gas Detectors Annual Recertification	5		Ρ	8 CCR §14300.33(a), 29 CFR §1904.33, 29 CFR §1904.44; GC §60201 et seq.; LC §6429c		

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RMS018	Confined Space Records & Entries	4			5157(e)(6); 5157(d)(14); 29 CFR 1910.146(e)(6); 40 CFR §122.41(j)(2); GC 3400, 53161; SOS c42 <i>Retention aligns with VPP</i>
RMS010	Hazardous Waste Records: Manifests, Disposals, Recyclable Non Hazardous Waste Material, Batteries, etc.	LO			8 CCR §3204(d)(1) et seq., 40 CFR §122.41(j)(2), 40 CFR §141.33(b), 26 CCR §22-64470(a); GC §12946, §60201; CCR §66262.40(a), §66264.71(b)(6); SOS c47
	HazMat Permits, Environmental Health Permits: Bulk Chemicals, Fire, Battery Storage	LO			GC §60201
RMS021	Safety Data Sheets (SDS)	LO			8 CCR §5194; 29 CFR §1910
RMS024	Training Records - Safety: Rosters, Syllabus, Schedule, Curriculum Material Only	7			GC §60201; SOS c21; Applies to Paper Records
RMS025	Training Database	LO			GC §60201

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RMS026	Radiation License & Disposal Records	LO			GC §60201	
RMS027	Job Site Safety Analysis (JSSA), Job Hazard Analysis (JHA), Hot Work Permits	4			GC §60201; 29 CFR 1910.252, 29 CFR 1910.132, 29 CFR 1904.6; O.M.B. No. 1218- 0176 <i>Retention aligns with VPP</i>	
RMS028	PPE Assessments	S			GC §60201; 29 CFR 1910.132	
RMS029	Lock Out Tag Out Audits (LOTO)	4			GC §60201; 29 CFR 1910.147 (c)(7), (f)(2), (c)(6) <i>Retention aligns with VPP</i>	
RMS030	Industrial Hygiene & Safety Files - Personnel: Industrial Hygiene Reports - Air Sampling, Noise Testing and Workplace Contaminants	T+30			GC §60201; 3204 - (d)(1)(B); 29 CFR 1910.1020	
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	4			49 CFR §396.11 (c)(2), 49 CFR §396.21(b)(1); GC §60201	