SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. III-D**

FROM: Steve Mack, General Manager

Meeting Date: April 5, 2018 **Subject: Destruction of Records**

RECOMMENDED ACTION:

Approve Resolution 18-03, Providing for Destruction of Certain District Records.

FISCAL IMPACT:

Approximately $275.

DISCUSSION:

Resolution 18-03 provides a one-time authorization to destroy the records identified. The time periods reflected in the Resolution are similar to those approved in previous years.

Resolution No. 18-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT PROVIDING FOR DESTRUCTION OF CERTAIN DISTRICT RECORDS

WHEREAS, the District is desirous of destroying those records not required to be maintained by law; and

WHEREAS, the District's Policies and Procedures do not provide complete guidelines for the destruction of records.

NOW, THEREFORE BE IT RESOLVED, that the General Manager be authorized to destroy the following records:

Record	Retained Period	Destroy Records Older Than . . .
Bank Deposit Reports (daily)	2 years	July 1, 2016
Bank Statements	5 years	July 1, 2013
Budget Working Papers	3 years	July 1, 2015
Tax/Unemployment Records	4 years	July 1, 2014
Payroll expanded detail	5 years	July 1, 2013
Timesheets	2 years	July 1, 2016
Customer Paper Files	3 years	July 1, 2015
Customer Receipts/ Payment Stubs	2 years	July 1, 2016
Claims against the District	5 years	July 1, 2013
Insurance claims	10 years	July 1, 2008
Attendance records	2 years	December 31, 2016
Field Production Reports	5 years	July 1, 2013
Meter reading books	7 years	July 1, 2007
Leak Tags	2 years	July 1, 2016
Vendor files	5 years	July 1, 2013
Assessment files	7 years	July 1, 2011
Workers Compensation claims	6 years from the date claim is closed	July 1, 2012
Form 700, Conflict of Interest	7 years	July 1, 2011
Audit Workpapers	5 years	July 1, 2011

BE IT FURTHER RESOLVED, that any records within the time periods identified above which are necessary to resolve an outstanding claim or litigation shall be retained.

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I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on April 5, 2018, by the following vote.

Director	**Aye**	**No**
Sukey Robb-Wilder	_____	_____
Richard Holmer	_____	_____
Tim Lipinski	_____	_____
Gaylord Schaap	_____	_____
Pip Marquez de la Plata	_____	_____

_____
Pip Marquez de la Plata
President of the Board of Directors

_____
Attest: Julie A. Kenny
Clerk of the Board of Directors