

Resolution #465
A Resolution of the Board of Directors of
The Pine Cove Water District
Establishing a Policy for Records Retention

Accounts Payable	Audit Year + 4 years	Invoices, supporting documents, check copies
Assessments	Permanent	Collection Information
Bank Statements	Audit Year + 2 years	Bank Statements, Summaries, Reconciliation Reports
Billing Records	Current Year + 2 years	Meter Read Books, Billing Summaries
Checks	Audit Year + 5 years	Cancelled & Voided checks
Deposits	Audit Year + 4 years	Deposit Receipts & Journals
Invoices	Audit Year + 2 years	Copies sent for fees owed w/supporting documentation
Journals	Current Year + 2 years	Monthly Billing Activity
Correspondence	Current Year + 2 years	Letters, Cards, Emails
Travel Records	Current Year + 2 years	Mileage, Meals, Lodging Receipts
Vehicle Ownership/Title	Lifetime	
Deeds & Promisory Notes	Lifetime	
Employee Time Sheets	Audit Year + 6 years	Time Cards
Hours by Job	Permanent	Spread sheet of Hours by Job
Salary Records	Termination + 3 years	W-2, Beneficiary designations, unemployment claims, garnishments.
Rebates	Current Year + 2 years	Rebates w/documentation
Board Meeting Audio Tapes	Current Year + 3 months	Tape Records of Board Meetings
Resolutions, Ordinances, Minutes, Workers Compensation & Employee Records	Permanent	

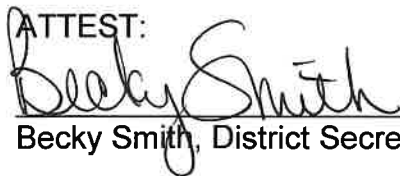
Agenda's	Current Year + 2 years	Original Agendas and Special Meeting Notices
Bacteriological Analysis Reports	Current Year + 5 years	Compliance records, corrections, analysis of chemical content
Quality Report	Current Year + 12 years	Compliance documentation including sampling data, analysis, reports, etc.
Legal Advertising	Current Year + 4 years	Public Notices, Legal Publications
Public Records Requests	Completion + 2 years	Request for Records
Incident Reports	Completion + 7 years	Theft, Arson, Vandalism, Property Damage
Employee Handbook (Manual)	Supersedes + 2 years	General Employee Information
Election Applications	Election + 6 months	
Calendar	Election + 2 years	
Certificates of Election	Termination + 4 years	
Oaths of Office	Termination + 6 years	
Maps.Precincts/Voter Info	Election + 2 years	
Precinct Records	Election + 6 months	

Adopted this 18th day of May, 2011.



Thomas McCullough
President, Board of Directors

ATTEST:



Becky Smith, District Secretary

I hereby certify that the foregoing Resolution was duly and regularly introduced and adopted by the Board of Directors of said District at its meeting held on the 18th day of May 2011, by the following vote, to wit:

Resolution # 465:

Ayes:

4


Noes:

0

Absent:

1

IN WITNESS HEREOF I have hereunto set my hand and affixed the official seal of the Pine Cove Water District.



Becky Smith, District Secretary