

RESOLUTION NO. 22-14

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY
AUTHORIZING DESTRUCTION OF DISTRICT RECORDS**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the governance of the Authority; and

WHEREAS, Section 60201 of the Government Code of the State of California provides a procedure whereby any Authority record which has served its purpose and is no longer required may be destroyed;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY DOES RESOLVE AS FOLLOWS:

Section 1. The records of the West Contra Costa Integrated Waste Management Authority are hereby authorized to be destroyed using the guidelines set forth in the **Records Retention Policy – Exhibit A** and the **Records Retention Schedule – Exhibit B**, attached hereto and incorporated herein by this reference, as provided by Section 60201 et seq. of the Government Code of the State of California.

Section 2. The Board Secretary shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 3. This resolution shall become effective immediately upon its passage and adoption.

ATTEST:

CHAIR OF THE BOARD

Donald W. Sturman

Dan Romero

Dan Romero (Jul 25, 2022 09:37 PDT)

Jul 25, 2022

Donald W. Sturman, Board Secretary

Dan Romero, Board Chair

Date

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at its meeting on July 14, 2022 by the following vote:

AYES: Directors: Romero, Rudnick, Bates, McLaughlin, Murphy, Pineda

NOES: Directors: _____

ABSENT: Directors: Willis

Donald W. Sturman

Donald W. Sturman, Board Secretary

RECORDS RETENTION POLICY

WCCIWMA/RecycleMore

July 14, 2022

PURPOSE

To establish guidelines for the maintenance of records (retention and disposal) of West Contra Costa Integrated Waste Management Authority (WCCIWMA)/RecycleMore ("Authority").

Retention Period

The retention period for the various types of Authority records will be maintained by the Authority set forth for the period indicated on the "Retention Schedule".

The period of retention begins at the end of the fiscal year during which the record was created, not from the date of the record itself, unless otherwise indicated, and continues through the "X" number of fiscal years indicated.

At the end of each designated retention period, documents shall be reviewed for additional retention (if needed), permanent retention, or disposal. For records intended for disposal, no records shall be destroyed without approval by the Manager of Finance and Administrative Services.

Documents/Record System

Documents identified to be retained, indicated in the "Retention Schedule", shall be in original format either hard copy or scanned version, unless identified as a copy, and maintained on the Agency's computer server system or dedicated filing system, where they can be retrieved, reviewed, reprinted, or purged as required by the [California Records Management Act](#).

Retention Schedule

The attachment, titled "Retention Schedule", includes suggested retention periods comprised of common records found in the general business community and is not an exhaustive listing of all Agency records. Every effort has been made to provide a thorough list of the different types of Authority records for the retention schedule.

There may be records that do not fall within one of the listed categories. In such case, the Manager of Finance and Administrative Services of the Authority is authorized to make the decision on the retention of that type of document and update the retention schedule.

Permanent Records

For certain documents identified as "Permanent Records", these shall be retained permanently in the Agency records system. Some Permanent Records may be retained in their original form, including board members meeting packets (which include the minutes and resolutions); records relating to the Agency's formation; insurance policies; annual and audited financial reports; and court judgments and settlement agreements. Other permanent records may be scanned, microfilmed, or reproduced on optical disk or other medium to facilitate their retention as required by this Policy.

Disposal of Records

Immediately prior to disposal, the Manager of Finance and Administrative Services shall make a determination that no reason exists to preserve the record and is authorized to destroy the records that have met the qualifications governing the disposal of records per the records retention schedule. All documents intended to be destroyed pertaining to Agency confidentiality, Agency financial information, or personnel private information, will be destroyed through the Agency shredding process. For all other items that do not need to be shredded, they may be recycled or destroyed as properly available per the individual medium.

Policy Changes

Periodically, this policy may need to be changed or updated for a variety of reasons. In the instance wherein the policy needs to be updated to comply with the law, the Manager of Finance and Administrative Services may update the policy. In cases where the policy needs to be updated for non-law compliance reasons, the Executive Director may approve those changes. If any changes require the addition or deletion of one page of text or greater than the policy will be brought to the Board for review, commentary, and approval.

QUESTIONS

For questions regarding this WCCIWMA/RecycleMore Records Retention Policy, contact info@recyclemore.com.

RECORDS CLASSIFICATION	RECORD TYPE	TITLE	TOTAL RETENTION PERIOD	DESCRIPTION	RECOMMENDED RETENTION FROM THE GOVERNMENT/NOTES
Administration	Administrative	Contracts/Agreements	10 Years		
Administration	Administrative	Policies	10 Years		
Administration	Administrative	Public Record Requests	2 Years		2 Years after completion of the request
Administration	Board Meetings	Board Meeting Agendas	4 Years	Paper hard copies.	For meeting agendas that are retained permanently in electronic forms, retention of paper copies shall only be retained for 4 years.
Administration	Board Meetings	Board Meeting Minutes/Packets	Permanent	Official minutes of governing body/board or committee.	
Administration	Board Meetings	Board Meeting Video Recordings	5 Years	Made for preparation of board meeting minutes and reference.	
Administration	Board Meetings	Resolutions/Ordinances	Permanent		
Finance	Accounting	Ledgers and Journals and Registrars	7 Years		Retain at least two years. Destroy after audit or four years, whichever occurs first.
Finance	Accounting	Operating Budget - Adopted	Permanent		
Finance	Accounting	Operating Budget - Proposed	Current + 2 Years		
Finance	Accounting	Tax Returns	7 Years		
Finance	Accounting	Trial Balance	7 Years		Retain at least two years. Destroy after audit or four years, whichever occurs first.
Finance	Accounts Payable	Expense Reports/Travel Reports	7 Years		Retain at least two years from end of fiscal in which expenses are to be incurred. After two years, destroy after audit or four years, whichever comes
Finance	Accounts Payable	Invoices/Deposits/Cash Receipts	7 Years		Retain at least four years from end of fiscal year or upon expiration of statute of limitations, whichever is later.
Finance	Accounts Receivable	Checks/Cash Received	7 Years		

RECORDS CLASSIFICATION	RECORD TYPE	TITLE	TOTAL RETENTION PERIOD	DESCRIPTION	RECOMMENDED RETENTION FROM THE GOVERNMENT/NOTES
Finance	Audits	Audited Financial Records/Statements	Permanent		
Finance	Payroll	Payroll Records (Reports/Checks/Transactions)	7 Years		Retain two years from end of pay period involved. Then retain two more years or until audited, whichever occurs first.
Finance	Payroll	Timecards	7 Years		
Finance	Payroll / Employment	FSA/HRA Reports	7 Years		
Finance	Purchasing	Bids, RFQ's, RFP's	7 Years		Unsuccessful = Current + 2 Years; Successful = Audit + 5 Years
Finance	Purchasing	Purchase Orders	7 Years		Retain seven years from end of fiscal year in which encumbrance is liquidated. Destroy after the required seven years or when audited. Audit plus 4 years.
Human Resources	Employment	CalPERS/Social Security/Pension/SDI	Permanent		
Human Resources	Employment	Employee Benefits Data	Current + 4 Years	COBRA, enrollment and election benefits, beneficiary designations, Summary Plan Descriptions.	
Human Resources	Employment	Employee Handbook	Current + 2 Years		Retain as "Current" until superseded plus 2 years.
Human Resources	Employment	Employee Personnel Files	Duration of Employment + 5 years OR + 6 Years		Retain as "Active" until employee separates from service. Then retain according to type of separation.
Human Resources	Employment	Employee Personnel Files - Limited Information	Permanent	Length of employment and salary.	
Human Resources	Employment	Health/Benefits Plan	Current + 2 Years		
Human Resources	Employment	Job Descriptions	Current + 5 Years		Retain as "Current" until superseded. Then retain as necessary for operations history (minimum of five years".
Human Resources	Employment	Leave of Absence	Current + 30 Years	Medical leave or family leave.	Medical and family leave, certifications, tests, W-4's.

RECORDS CLASSIFICATION	RECORD TYPE	TITLE	TOTAL RETENTION PERIOD	DESCRIPTION	RECOMMENDED RETENTION FROM THE GOVERNMENT/NOTES
Human Resources	Employment	Recruiting and Pre-Employment Records	3 Years	Job applications, resumes, job announcements/descriptions, examination materials and answer sheets, etc.	Retain for 3 years after completion.
Human Resources	Employment/Risk Management	Workers Compensation	Permanent	Claim files, reports, incidents and original files with administrator.	
Operations	Administrative	General Subject Files	Current + 2 Years	Any other internal working files and correspondence.	
Operations	Information Services	Inventory, Information Systems	2 Years	Hardware/Software Inventory logs, system manuals.	Supersedes plus 2 years.
Operations	Information Services	Network Information Systems (LAN/WAN)	Current + 4 Years	Configuration maps and plans.	
Operations	Information Services	Program Files and Directories	Current + 2 Years	Annual backup = Current + 2 Years; Daily backup = Current + 2 Months; Monthly backup = Current + 1 Year; Weekly backup = Current + 6 Months	
Operations	Operations	District/Agency Formation Documents/Articles of Incorporation	Permanent		
Operations	Operations	Electronic Communications/Correspondence	2 Years	Email, phone, etc.	
Operations	Operations	Insurance Policies/Bonds/Liability - Property	Permanent		
Operations	Operations	Property (Building/Land)	Permanent		Records are active for the life of the property/while belongs to District. Then retain until audited or a maximum of 4 years from disposition of the property, whichever comes first. Exception of the property is disposed of our transferred.
Operations	Operations	Property (Equipment) / Services / Supplies	Current + 5 Years	Includes leases.	Retain at least 2 years from end of fiscal year in which prepared. After two years, destroy after audit or four years whichever comes first.
Operations	Operations	Records Retentions Schedules	Current + 4 Years		Retain as "current" until supersedes, plus 4 years.
Programs	Program Management	Department Program Reports (TBD)	Current + 2 Years		

RECORDS CLASSIFICATION	RECORD TYPE	TITLE	TOTAL RETENTION PERIOD	DESCRIPTION	RECOMMENDED RETENTION FROM THE GOVERNMENT/NOTES
Marketing	Outreach	Promotional Materials	2 Years		Supercedes plus 2 years.
Marketing	Outreach	Social Media	Current + 2 Years		
Marketing	Operations	Brand Identity	2 Years	Brand Guidelines, logos, etc.	

* Complete Fiscal Years - current year plus total retention period. Most financial documents, retentions period is after audit.

SOURCE:

<https://www.sos.ca.gov/archives/records-management-and-appraisal>

<https://www.cstda.net>










Resolution 22-14 - Records Destruction WCCIWMA 2022 w Policy and Schedule

Final Audit Report

2022-07-25

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