

RECORDS RETENTION SCHEDULES

Latest version: February 17, 2000

SALTON SEA



AUTHORITY

BOARD OF DIRECTORS (BOARD) / TECHNICAL ADVISORY COMMITTEE (TAC) MEETING ACTIONS		
ITEM NO.	SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
1	JOINT POWERS AGREEMENT (JPA) and BY-LAWS Official, adopted JPA and Bylaws defining scope of the agency and its rights, responsibilities, and authority.	PERMANENT
2	AGENDAS / PACKETS for BOARD AND TAC	3 years
3	ANNUAL REPORTS ADOPTED BY THE BOARD May also include annual messages of chief executive officer	PERMANENT
4	AUDIO TAPE RECORDS OF OFFICIAL PROCEEDINGS	PERMANENT
5	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED	PERMANENT
6	NOTICES OF PUBLIC MEETINGS	3 years
7	RESOLUTIONS AND ORDINANCES	PERMANENT
8	RECORDS OF PUBLIC HEARINGS Includes verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notice.	PERMANENT

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BUDGET		
ITEM NO.	SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
1	FINAL BUDGET	PERMANENT
2	FINANCIAL STATEMENTS	6 years

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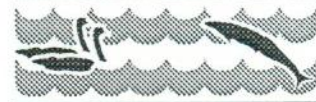


ACCOUNTING		
ITEM NO.	SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
1	ACCOUNTS PAYABLE LEDGER, SUBSIDIARY LEDGERS All ledgers dedicated to individual funds or functions, including but not limited to: accounts payable, accounts receivable, appropriations, bonded debt, equipment operation cost, expenditures, investments, properties, and revenue.	6 years
2	ACCOUNTS RECEIVABLES SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to accounts receivable.	3 years
3	CASH ACCOUNTS SUPPORTING DOCUMENTS AND REPORTS Documentation of status and adjustments to cash accounts.	3 years
4	INVENTORY DOCUMENTATION	3 years
5	GENERAL LEDGER	6 years
6	INVENTORY OF FIXED ASSETS, EQUIPMENT, AND REAL PROPERTY	3 years after disposal
7	PETTY CASH RECORD	3 years
8	TRIAL BALANCES	3 years
9	WARRANTS, CHECK OR VOUCHER REGISTERS	6 years

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GRANTS		
ITEM NO.	SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
1	ANNUAL FINANCIAL STATUS REPORTS Annual reports submitted for continuing grants containing summaries and break-downs of expenditures for the past year.	3 years after completion of grant audit or retain for period required by grant or program.
2	FINAL EXPENDITURE REPORT End of a project report accounting for the expenditure of grant funds submitted for non-continuing grants.	3 years after completion of grant audit or retain for period required by grant or program.
3	FINANCIAL SUPPORT DOCUMENTS Working papers, such as summaries, spread sheets and other data reflecting the expenditure of grant funds	3 years
4	GRANT AGREEMENT Official Statement of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee	3 years after completion of grant audit or retain for period required by grant or program
5	GRANT APPLICATIONS Includes narrative explanation of the nature and purpose of the proposed project, amount of funds requested, matching funds, in-kind contribution and plan of work	3 years after completion of grant audit or retain for period required by grant or program
6	GRANT PROJECT WARRANTS, CHECKS, AND VOUCHERS	3 years or until satisfaction of grant audit requirements, whichever is longer
7	PROJECT REPORTS Statement on progress, problems and success in the completion of the grant project, including periodic, annual, special, and final reports.	3 years after completion of audit or as per requirements of grant program.

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PURCHASING / PROCUREMENT		
ITEM NO.	SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
1	BID AND PROPOSAL FILES (SUCCESSFUL BIDS AND PROPOSALS ONLY) Case histories of requests for bids and proposals to provide the agency with goods and services, including specifications and the chosen bid or proposal.	6 years after completion of purchase or fulfillment of contract
2	PRICE CHECKS AND INFORMAL QUOTATIONS	3 years
3	PURCHASE ORDERS Official statement documenting the purchase of commodities, goods or services on contract or not subject to bid or cancellation or changes to purchase orders.	6 years
4	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	6 years
5	UNSUCCESSFUL BIDS AND PROPOSALS	3 years

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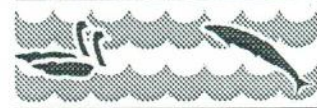


ADMINISTRATIVE		
ITEM NO.	SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
1	PROCEDURES AND INSTRUCTIONS	Until obsolete or superseded
2	CONTRACTS AND AGREEMENTS	Termination plus 6 years
3	EMPLOYEMENT APPLICATIONS (NOT HIRED) Office copies of employment application submitted by applicants who were not hired.	3 years
4	FINANCIAL REPORTS Office reference copies of monthly, quarterly, and annual reports regarding expenditures and the status of budget	3 years or until completion
5	FISCAL, PURCHASE AND RECEIVING DOCUMENTS Office reference copies of vouchers, purchase orders, field orders, requisitions, invoices, work orders.	6 years
6	JOB DESCRIPTIONS	PERMANENT
7	LITIGATION FILES Documentation of civil suits by the agency against another party or defense of the agency and / or agency employees against suits filed by another party.	Case closed plus 6 years, prior to disposal review with legal counsel
8	MAILING LISTS	Until obsolete or superseded
9	OFFICIAL AGENCY POLICY AND PROCEUDRE DIRECTIVES, REGULATIONS, AND RULES	PERMANENT
10	RESOLUTIONS AND ORDINANCES Office reference copies of ordinances and resolutions retained permanently.	PERMANENT
11	PERSONNEL FILES Office reference copies of files compiled and retained for 6 years after termination of employment by the personnel department.	Termination of employment plus 6 years
12	REPORTS, STUDIES AND SURVEYS	5 years – Potential archival value
13	CORRESPONDENCE	3 years

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PERSONNEL		
ITEM NO.	SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
1	JOB DESCRIPTION Duties and qualifications necessary for each job.	Until obsolete or superseded plus 6 years
2	PERSONNEL FILE Application for employment when applicant is hired. Includes application form, recommendation, identification; oath of officials, elected and appointed; bonds of officials, elected and appointed; evaluation reports on employee job performance; investigation reports; record of demotion and promotion; citation, reprimands and letters of recommendation; personal history card.	Termination plus 6 years
3	REQUESTS FOR LEAVE	3 years
4	OTHER PERSONEL FILES The County of Riverside Personnel Office keeps other files.	Retained consistent with County of Riversides Records Retention Policy