

Number: BP 006

Related Administrative Procedure: AP 006  
(aka Records Program Handbook)

Authority: Board of Directors/State Law

Effective: 3/19/15

Revised: 8/15/19

Reviewed: 8/6/19, 7/6/21

Initiating Dept./Div.: Secretary of the District



## BOARD POLICY

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### RECORDS PROGRAM

#### PURPOSE

To establish a Records Program for the District that provides for Records Retention Schedules by which the District will comply with California law, including Government Code Section 60200 et seq. regarding the appropriate requirements for the retention and destruction of the District's records.

#### POLICY

The Secretary of the District shall administer the Records Program and oversee compliance with the Records Retention Schedules.

The General Manager and District Counsel shall periodically review and may approve changes to the Records Retention Schedules involving the following:

- Changes in state law,
- Changes in record keeping practices or operational needs, lengthening of retention periods, and
- Changes determined by District Counsel to be of a ministerial nature.

Board approval shall be required by resolution for changes to the Records Retention Schedules involving the following:

- Shortening of retention periods, and
- Changes determined by District Counsel to be substantive.

*[Original Retained by the Secretary of the District]*