

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA BARBARA COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT
STATE OF CALIFORNIA**

IN THE MATTER OF ADOPTING)
A RECORDS RETENTION POLICY AND) **RESOLUTION NO.** _____
AUTHORIZING THE DESTRUCTION OF)
RECORDS IN ACCORD WITH THE POLICY)

WHEREAS, Government Code section 60201 authorizes the destruction of records where such destruction will not adversely affect any interest of the Santa Barbara County Flood Control & Water Conservation District (Flood Control District) or the public; and

WHEREAS, Government Code section 60201(b) authorizes the legislative body of a district to authorize the destruction of records pursuant to a record retention schedule; and

WHEREAS, adopting the Flood Control District’s Records Retention Policy and attached retention schedule will provide for the identification, maintenance, safeguarding and destruction of records in the normal course of business to ensure prompt and accurate retrieval of records and compliance with legal and regulatory requirements; and

WHEREAS, the destruction of records in accordance with the Flood Control District’s Records Retention Policy will not adversely impact the interest of the Flood Control District or the public; and

WHEREAS, the Flood Control District’s Records Retention Policy includes a record retention schedule which will allow for the retention and orderly destruction and disposition of records, papers and documents in accordance with applicable laws, regulations, policies and acceptable records management practices and delegate to the Public Works Director, or his or her designee, the authority to dispose of Flood Control records, papers, or documents on a continuing basis in accordance with the attached Policy and included schedule; and

WHEREAS, this Board has reviewed the proposed Flood Control District’s Records Retention Policy which is Attachment A to the Resolution.

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. This Board finds that the Flood Control District’s Records Retention Policy attached to this Resolution as Attachment A will provide the destruction of the records on the schedule that will not adversely affect any interest of the Flood Control District or of the public.
2. The Board authorizes the Public Works Director, and his or her designee to take all acts as may be necessary and proper to implement the Policy consistent with applicable state and federal laws, including, but not limited to, destroying or disposing of Flood Control District records, papers, and documents on a continuing basis in accordance with said Policy and schedule.
3. The Board authorizes the Public Works Director, and his or her designee, to determine the appropriate electronic medium in which its files may be stored, so long as the Flood Control District complies with the laws of the State of California and appropriate regulations and applicable policies.

RESOLUTION ENTITLED "IN THE MATTER OF ADOPTING A RECORDS RETENTION POLICY AND AUTHORIZING THE DESTRUCTION OF RECORDS IN ACCORD WITH THE POLICY" OF THE BOARD OF DIRECTORS OF THE SANTA BARBARA COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT, STATE OF CALIFORNIA
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PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Santa Barbara County Flood Control & Water Conservation District, State of California, on this _____ day of _____ 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

MONA MIYASATO
COUNTY EXECUTIVE OFFICER
EX OFFICIO CLERK OF THE BOARD
OF DIRECTORS OF THE SANTA
BARBARA COUNTY FLOOD CONTROL
& WATER CONSERVATION DISTRICT

ACCEPTED AND AGREED:
SANTA BARBARA COUNTY FLOOD
CONTROL & WATER CONSERVATION
DISTRICT

By: _____
Deputy

By: _____
Bob Nelson, Chair, Board of Directors

APPROVED AS TO FORM:
RACHEL VAN MULLEM
COUNTY COUNSEL

APPROVED AS TO FORM:
BETSY M. SCHAFFER, CPA
AUDITOR-CONTROLLER

Signed by:
By: Sean Stewart
C04194079021431...
Deputy County Counsel

Signed by:
By: James Munro
02BA147EF6A84DE...
Deputy

APPROVED AS TO FORM:
MARISA KAHN
INTERIM RISK MANAGER

Signed by:
By: Marisa Kahn
53A8AAB798BA4D7...
Risk Management

ATTACHMENT A
Records Retention Policy

Santa Barbara County Flood Control & Water Conservation District
February 2026

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
Administrative	BOARD OF DIRECTORS FILES - Agendas, minutes, ordinances, records related to formation, change of organization or reorganization, and title to real property in which the District has an interest.	Permanent.	Official records kept by the Clerk of Board of the District Board. (Gov. Code §60201)
	BOARD OF DIRECTORS FILES – All other documents, papers and records that are not permanent. Includes: Staff reports, public comments, power point presentations, etc.	Calendar year plus 5 years.	Official records kept by the Clerk of Board of the District Board. (Gov. Code §60201)
	CONTRACTS – Land, building, or improvements	Permanent.	Official records kept by the Clerk of the Board of Supervisors
	LITIGATION FILES - Case files containing pleadings and Counsel correspondence, memos, etc. regarding litigation matters.	As provided in the Resolution for the Office of County Counsel's Electronic Retention of Closed Civil Litigation Files, or if not addressed in said Resolution calendar year plus 5 years after case is closed.	Official records kept by County Counsel
	CLAIM FILES - Files pertaining to claims for tort, contract, etc., against the District: a. Claims which do not develop into lawsuits.	Calendar year plus 3 years after receipt.	Official records kept by the County's Risk Management
	b. Claims which develop into lawsuits.	As provided in the Resolution for the Office of County Counsel's Electronic Retention of Closed Civil Litigation	Official records kept by County Counsel

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
		Files, or if not addressed in said Resolution calendar year plus 3 years after claim is settled or resolved or closed.	
	EMAILS AND INSTANT MESSAGES - that are retained by the District in the ordinary course of business.	2 years.	Maintained by the County's Information Technology Department
	MS TEAMS COMMUNICATIONS	Subject to the retention policies set by the County's Information Technology Department	Maintained by the County's Information Technology Department
	FLOOD CONTROL BENEFIT ASSESSMENT TAX ROLL	Fiscal year plus 2 years, provided one copy is permanently maintained.	Official records kept by the County's Auditor-Controller's Office (Gov. Code §26908). Notwithstanding the provisions of Sections 4104.3 and 4104.5 of the Revenue and Taxation Code
	VOTER ELECTION MATERIAL a. Ballot and voter packages b. Roster and voter lists	6 months from the date of election 5 years from the date of election	County's Elections Office (Elec. Codes § 17302 and 17304) County's Election Office (Elec. Code § 17300)
Accounting	DEPOSIT RECORDS - Records documenting receipt and deposit of funds in the County's Treasury.	Fiscal year plus 5 years.	Official records kept by the County's Treasurer's office.
	FIXED ASSET INVENTORY - Inventory of District-owned fixed assets. Includes District inventories, workpapers and related computer reports. Also known as certified property account and fixed asset inventories.	Fiscal Year plus 5 years.	Official records kept by the County's Auditor-Controller's Office (Gov. Code § 24051).
	REQUEST FOR WARRANTS/WARRANTS/WARRANTS INDEX OR REGISTER	Fiscal year plus 5 years or any time after authorized reproduction.	Maintained by the County's Auditor-Controller's Office (Gov. Code §26907)

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	JOURNAL ENTRY - Used to enter postings to general ledgers that are not automatically entered by the accounting system.	Fiscal year plus 5 years.	Official Records kept by the County's Auditor-Controller's Office
	FINAL BUDGET	Permanent.	Official records kept by the Clerk of the Board of the District
	PROPOSED BUDGET	Fiscal year plus 5 years.	Official records kept by Clerk of the Board of the District
	AUDIT REPORTS – Financial Statements and Auditor's Reports for the District. Includes: Annual external County/District supplemental report to the annual external auditor of the County/District, as required for federal award programs, Single Audit report, audits prepared by District or commissioned by Auditor-Controller.	Fiscal year plus 5 years.	Official records kept by the County's Auditor-Controller's Office
	LOANS - LONG TERM - Records of long-term loans to District used for special projects and verify expenses. Includes accounting records.	Fiscal year in which loan ends, expires, is terminated or repaid, plus 5 years.	District
	PAYMENTS AND CLAIMS - Payments, claims and invoices for materials and services. Includes: all backup documentation, transfers and other billings.	Fiscal year plus 5 years.	Official records kept by the County's Auditor-Controller's Office (Gov. Code § 26907)
	BILLING - Customer payments, refunds, returned checks, past due accounts refund approval letters for over payment	Fiscal year plus 5 years.	District
	ACCOUNTS RECEIVABLE – Includes invoices, attachments, backup copies, and remittance invoices.	Fiscal Year plus 5 years after final payment made	District
	CLAIMS OR REIMBURSEMENT PAID TO DISTRICT EMPLOYEES - Non-travel, travel, mileage, expense claims, including credit card documentation or any travel compensation mechanism.	7 years after payment.	District (Gov. Code § 60201)
	PURCHASING CONTRACTS AND DOCUMENTS - Purchase requisition forms and correspondence relating to acquisitions of supplies and equipment.	Fiscal year plus 5 years.	District

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	CREDIT CARD BILLINGS - Authorization forms.	7 years after payment	District (Gov. Code § 60201)
	VENDOR W-9s and SUBSTITUTE W-9s - Form W-9, Substitute W-9, new vendor information, vendor forms.	Fiscal year plus 5 years.	Official records kept by the County's Auditor-Controller's Office
	VENDOR 1099 - Form 1099, new vendor, and new vendor information.	Fiscal year plus 5 years.	Official records kept by the County's Auditor-Controller's Office
	AUDIT-WORKPAPERS - Workpapers for financial statements and Auditor's Report for the County/District. Includes: Internal workpapers and correspondences.	Fiscal year plus 5 years	District
Engineering Design	FINAL PLANS, DESIGN REPORTS AND SPECIFICATIONS OF DISTRICT OWNED AND/ OR DESIGNED FACILITIES	Electronic copy permanent.	District
	FINAL PROJECT RECORD DRAWINGS	Electronic copy permanent.	District
	FINAL REPORTS AND STUDIES PREPARED FOR OR BY THE DISTRICT	Electronic copy permanent.	District
	CAPITAL IMPROVEMENT PROJECT PROGRAM FILES	5 years.	District
	PUBLIC WORKS PROJECT CONTRACTS DOCUMENTS - including professional services for public projects.	10 years.	District (CCP 337.15)
	ENGINEERING DESIGN PROJECT FILES (CIPs, Maintenance Projects and Emergency Projects) - Including photographs.	10 years.	District
	ENGINEERING CONSTRUCTION PROJECT FILES (CIPs, Maintenance Projects and Emergency Projects) - Including photographs.	10 years from project completion.	District
	EMERGENCY PROJECT FILES - Including photographs.	10 years from end of declared emergency.	District
	GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA	Electronic copy permanent or until superseded.	District
	GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPS	10 years.	District

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
Engineering Development	DEVELOPMENT REVIEW CASE FILE FINAL RECORDS	Electronic copy permanent.	District
	DEVELOPMENT REVIEW CASE FILE DRAFT RECORDS - Including photographs.	Calendar year plus 5 years.	District
	DEVELOPMENT REVIEW OWNER'S/SUBDIVIDER'S AGREEMENTS	Electronic copy permanent.	Recorded with the County Clerk Recorder's Office
	DEVELOPMENT REVIEW CASE FILE SUPERSEDED RECORDS	At any time.	District
	FLOODPLAIN MANAGEMENT FINAL RECORDS	Electronic copy permanent.	District
	FLOODPLAIN MANAGEMENT - FEMA COMMUNITY RATING SYSTEM (CRS) PARTICIPATION FINAL DOCUMENTATION	Electronic copy permanent.	District
	FLOODPLAIN MANAGEMENT - FEMA COMMUNITY RATING SYSTEM (CRS) PARTICIPATION DRAFT DOCUMENTATION	Calendar year plus 5 years.	District
Engineering Hydrology	HYDROLOGY DATA & DATABASE RECORDS	Electronic copy permanent.	District
	HYDROLOGY FIELD MAINTENANCE RECORDS - Including photographs.	Calendar year plus 10 years.	District
	HYDROLOGY REPORTS - Including photographs.	Calendar year plus 10 years.	District
	HYDROLOGY STORM MONITORING MODELING RESULTS AND SUPPLEMENTAL MATERIALS	Calendar year plus 5 years.	District
Environmental	ANNUAL PLAN ADDENDA AND POST-PROJECT REPORTS - For each year's maintenance, for Creeks Maintenance Program, and Debris Basin Maintenance)	Electronic copy permanent	District
	PROJECT MONITORING REPORTS - Annual reports, status updates, restoration reports submitted to regulatory agencies for individual projects and/or ongoing programs	Electronic copy 3 years after final project closeout. For ongoing programs, retain	District

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
		permanent.	
	FINAL PROJECT MONITORING REPORT - Final reports/summaries for environmental performance, restoration, etc. at the end of the restoration period (~ 5 years)	Electronic copy permanent	District
	CEQA DOCUMENTS –		
	a. Notices of Preparation, Notices of Exemption, Notice of Determination, Notice of Completion, Notice of Declaration.	Electronic copy permanent.	District
	b. Initial Study, Negative Declaration, Mitigated Negative Declaration, EIR, Supplemental or Addenda to same, including any appendices and attachments): Final versions and versions presented to the public for review and comment, e.g.: Public Draft, Administrative Draft, Draft-Final, Final, etc. (for similar nomenclature for documents released to the public).	Electronic copy permanent.	District
	c. Staff working drafts, consultant working drafts, interim documents/working versions not released to the public for review.	1 year after Notice of Determination or Notice of Completion has been filed	District
General	NOTES, INTERAGENCY OR INTRA-AGENCY MEMORANDA - that are retained by the District in the ordinary course of business.	Calendar year plus 1 year.	District
	GENERAL REFERENCE FILES AND REFERENCE LIBRARY - Documents and correspondence of interest to management. Includes materials such as reports, historical records, studies, statistical analyses, texts, photographs, various video and audio recordings of meetings and workshops, etc.	Calendar year plus 2 years after receipt. For active programs, retain for 2 years after project closeout.	District
	DISTRICT CHRON FILES - General, routine correspondence issued by District staff filed chronologically.	Calendar year plus 5 years after issuance.	District
	PUBLIC RECORDS ACT REQUESTS - granted and denied.	Until the request has been granted or two years has elapsed since written notice to the requester that the	District (Gov. Code §60201 (d)(5))

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
		request has been denied.	
	ANY DUPLICATE RECORD, PAPER, DOCUMENT, OR PHOTOGRAPHIC RECORD	The duplicates may be destroyed at any time as long as the original or a permanent photographic record is maintained.	District (originals or permanent photographic record) (Gov. Code § 60200)
Human Resource	PERSONNEL REQUISITIONS - Forms and correspondence regarding filling of departmental positions including inquiries, resumes and applications, recruitment.	Covered by the Resolution Adopting an Electronic Records Retention Policy for the Human Resources Official Employee Files Resolution No. 22-24 (or any proceeding resolution approved by the Board of Supervisors for the County of Santa Barbara)	Official records kept by the County's Human Resources Department.
	EMPLOYEE PERSONNEL FOLDERS - Personnel records relating to hires, rehires, tests used in employment, promotion, transfers, demotions, selection for training, layoff, recall, doctors' notes, terminations or discharge.	Covered by the Resolution Adopting an Electronic Records Retention Policy for the Human Resources Official Employee Files Resolution No. 22-24 (or any proceeding resolution approved by the Board of Supervisors)	Official records kept by the County's Human Resources Department
	EMPLOYEE LEAVES OF ABSENCE - Basic employee data including name, address, occupation, rate of pay, daily and weekly hours worked per pay period, additions to/deductions from wages and total compensation. Dates and hours of leave taken by eligible employees. Copies of employee notices and documents describing employee benefits or policies and practices regarding paid and unpaid leave. Records of premiums payments of employee benefits. Records of any disputes regarding the designation of leave.	Calendar year plus 7 years.	Official records kept by the County's Human Resources Department Family Medical Leave Act, California Family Rights Act

TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
Maintenance	Calendar year plus 1 year.	District
MAINTENANCE WORK REQUESTS - Including photographs.		
FACILITY SPECIFIC INSPECTION REPORTS - Including photographs.	10 years	District
MAINTENANCE RECORDS AND LOGS - Including photographs.	10 years	District
FACILITY OPERATION & MAINTENANCE MANUALS	Electronic copy permanent	District
FACILITY STANDRAD OPERATING PROCEDURES DOCUMENTATION	Electronic copy permanent or until superseded	District
Payroll		
BI-WEEKLY TIMECARDS	End of calendar year plus 5 years.	Official records kept by the County's Auditor-Controller's Office (Labor Code § 1174)
BI-WEEKLY PAYROLL REGISTERS - Payroll information for all employees including benefit deductions.	End of calendar year plus 5 years	Official records kept by the County's Auditor-Controller's Office
PAYROLL TAX RECORDS - Basic employee data including name, address, and gender. Annual calendar year compensation records including amount of annual payment, straight time and overtime hours/pay, pension payments, fringe benefits paid, deductions, amounts of wages subject to withholding and actual taxes withheld.	End of calendar year plus 15 years.	Official records kept by the County's Auditor-Controller's Office
Property Acquisition		
RECORDED EASEMENTS AND PROPERTY DEEDS	Electronic copy permanent.	Recorded with the County's Clerk Recorder's Office
CAPITAL LEASES - Includes information on capital leases to keep track of payments on leases and for annual financial report. Includes copies of leases on file and a capital lease schedule.	Fiscal year plus 5 years after final payment.	District
Safety		
INDUSTRIAL INJURY FILES - Forms, employee correspondence and reports relating to employees' injuries and illness.	Calendar year plus 5 years.	OSHA Official records kept by the County's Risk Management Division
OSHA RECORDS		Title 8 of California Code of Regulations

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	Illness and Prevention Program (8 CCR §3203) a. Records of scheduled and periodic inspections required by 8 CCR §3203(a)(4) to identify unsafe conditions and work practices. b. Employee safety and health training records.	Calendar year plus 1 year.	Maintained by Public Works Administration (Safety staff) 8 CCR §3203(b)(1)
	c. Training records for employees who have worked for less than one year and provided to employees upon termination.	Calendar year plus 1 year.	Maintained by Public Works Administration (Safety staff) 8 CCR §3203(b)(2)
	EMPLOYEE EXPOSURE RECORDS - (8 CCR §3204) Employee records relating to exposure to toxic substances.	If retained, calendar year plus 1 year.	Maintained by Public Works Administration (Safety staff) 8 CCR §3203
	REQUESTS FOR ACCOMMODATION OF DISABILITY	Calendar year plus 30 years.	Official records kept by the County's Risk Management Department 8 CCR §3204
		1 year after employee leaves, unless claim filed.	Official records kept by the County's Risk Management Division 29CFR Part 1602
Various Contract Documents	PROPOSALS/QUALIFICATIONS/BIDS	2 years.	District
	UNACCEPTED PROPOSALS AND BIDS	2 years from bid opening.	District (Gov. Code § 60201)
	CONTRACT DOCUMENTS – services not related to public projects.	7 years after payment.	District (Gov. Code § 60201)
	LICENSE/LEASE/SECONDARY USE AGREEMENTS – including pertaining documents.	Calendar year plus 5 years after expiration date.	District
	GRANT AGREEMENTS/FILES – Including related documents including applications, reports, contracts, supporting documents, recipient and sub-recipient agreements, environmental review, proposal, plans, statements, project files, etc.	Calendar year plus 7 years after grant expires or the retention schedule as required by the grant.	District
	INTER-AGENCY JPAs, MOUs, AND PROJECT AGREEMENTS - if no expiration date.	Electronic copy permanent.	District
	PROFESSIONAL SERVICES CONSULTANT CONTRACTS AND DOCUMENTATION - including any solicitations or RFQ/RFP, selection	Calendar year plus 10 years after expiration.	District

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	process, proposals, agreements, insurance coverages, etc.		
	INSURANCE CERTIFICATES FOR VARIOUS CONTRACTS	4 years after contract expiration date	District