

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA BARBARA COUNTY WATER AGENCY, 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 Water Agency (Water Agency) 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 Water Agency’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 Water Agency’s Records Retention Policy will not adversely impact the interest of the Agency or the public; and

WHEREAS, the Water Agency’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 Water Agency 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 Water Agency’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 Water Agency’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 Water Agency 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 Water Agency 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 Water Agency 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 WATER AGENCY, STATE OF CALIFORNIA
PAGE TWO

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Santa Barbara County Water Agency, 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 WATER AGENCY

ACCEPTED AND AGREED:
SANTA BARBARA COUNTY WATER AGENCY

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: Johannah Hartley
C156A3FB83F7454...
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 Water Agency
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 Water Agency has an interest.	Permanent.	Official records kept by the Clerk of Board of the Water Agency 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 Water Agency 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 Water Agency:		
	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 Files, or if not addressed in said Resolution calendar year plus 3	Official records kept by County Counsel

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
		years after claim is settled or resolved or closed.	
	EMAIL AND INSTANT MESSAGES - that are retained by the Water Agency in the ordinary course of business.	2 years.	Maintained by the County's Information Technology Department
	EMAIL ELECTRONIC ARCHIVING	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
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 Water Agency-owned fixed assets. Includes Water Agency 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)
	JOURNAL ENTRY - Used to enter posts 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 Water Agency
	PROPOSED BUDGET	Fiscal year plus 5 years.	Official records kept by Clerk of the Board of the Water Agency

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	<p>AUDIT REPORTS – Financial Statements and Auditor’s Reports for the Water Agency. Includes: Annual external County/Water Agency supplemental report to the annual external auditor of the County/Water Agency, as required for federal award programs, Single Audit report, audits prepared by Water Agency or commissioned by Auditor-Controller.</p>	<p>Fiscal year plus 5 years.</p>	<p>Official records kept by the County’s Auditor-Controller’s Office</p>
	<p>LOANS - LONG TERM - Records of long-term loans to Water Agency used for special projects and verify expenses. Includes accounting records.</p>	<p>Fiscal year in which loan ends, expires, is terminated or repaid, plus 5 years.</p>	<p>Water Agency</p>
	<p>PAYMENTS AND CLAIMS - Payments, claims and invoices for materials and services. Includes: all backup documentation, transfers and other billings.</p>	<p>Fiscal year plus 5 years.</p>	<p>Official records kept by the County’s Auditor-Controller’s Office (Gov. Code § 26907)</p>
	<p>BILLING - Customer payments, refunds, returned checks, past due accounts refund approval letters for over payment.</p>	<p>Fiscal year plus 5 years.</p>	<p>Water Agency</p>
	<p>ACCOUNTS RECEIVABLE – Includes invoices, attachments, backup copies, and remittance invoices.</p>	<p>Fiscal Year plus 5 years after final payment made</p>	<p>Water Agency</p>
	<p>CLAIMS OR REIMBURSEMENT PAID TO WATER AGENCY EMPLOYEES - Non-travel, travel, mileage, expense claims, including credit card documentation or any travel compensation mechanism.</p>	<p>7 years after payment.</p>	<p>Water Agency (Gov. Code § 60201)</p>
	<p>PURCHASING CONTRACTS AND DOCUMENTS - Purchase requisition forms and correspondence relating to acquisitions of supplies and equipment.</p>	<p>Fiscal year plus 5 years.</p>	<p>Water Agency</p>
	<p>CREDIT CARD BILLINGS - Authorization forms.</p>	<p>7 years after payment.</p>	<p>Water Agency (Gov. Code § 60201)</p>

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	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/Water Agency. Includes: Internal workpapers and correspondences.	Fiscal year plus 5 years.	Water Agency
	FIXED ASSET RECORDS – Inventories of Water Agency-owned inventories, workpaper, and related computer reports.	Fiscal year plus 5 years after asset is retired.	Water Agency
	LOANS - LONG TERM - Records of long-term loans to Water Agency used for special projects and verify expenses. Includes accounting records.	Fiscal year in which loan ends, expires, is terminated or repaid, plus 5 years.	Water Agency
Cloud Seeding	FINAL LEASE AGREEMENTS	Electronic copy permanent.	Water Agency
	LEASE EXTENSION LETTERS	Electronic copy permanent.	Water Agency
	OPERATIONS REPORT - Annual reports submitted to agencies on project completion.	Electronic copy permanent.	Water Agency
	PROGRAM ANALYSIS INVESTIGATIONS	Electronic copy permanent.	Water Agency
	PROJECT MONITORING REPORTS - Annual reports, status updates, restoration reports submitted to regulatory agencies for individual projects and/or ongoing programs.	Electronic copy permanent.	Water Agency
	PROPOSALS - Contractor summaries for cloud seeding services.	Electronic copy permanent.	Water Agency

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	REQUEST FOR PROPOSAL (RFP) - Proposal request, usually every 5 years, for contractor services	Electronic copy permanent.	Water Agency
	SCOPE OF WORK - Annual summary of program objectives and methodologies	Electronic copy permanent.	Water Agency
Conservation	REGIONAL WATER EFFECIENCY PROGRAM (RWEF) ANNUAL REPORT	Electronic copy permanent.	Water Agency
	ANNUAL WATER RATE ANALYSIS SURVEY AND REPORTS	Electronic copy permanent.	Water Agency
	ANNUAL WATER USE AND PRODUCTION SURVEY AND REPORTS	Electronic copy permanent.	Water Agency
Environmental	CEQA DOCUMENTS –		
	a. Notices of Preparation, Notices of Exemption, Notice of Determination, Notice of Completion, Notice of Declaration.	Electronic copy permanent.	Water Agency
	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.	Water Agency
	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	Water Agency
Groundwater and Hydrology	ANNUAL GROUNDWATER REPORTS	Electronic copy permanent.	Water Agency
	CLAIMS AND INVOICES FOR GSA CONTRIBUTIONS	Electronic copy permanent.	Water Agency

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	TECHNICAL STUDIES - Specific reports for detailed analyses of reservoir or groundwater conditions.	Electronic copy permanent.	Water Agency
	HYDROLOGY DATA & DATABASE RECORDS - All data related to water quality and water levels to include field forms, meter calibrations, surface and groundwater sample collection, groundwater purge logs, water levels.	Retain field forms indefinitely or until digitized; retain electronic version permanently.	Water Agency
General	NOTES, INTERAGENCY OR INTRA-AGENCY MEMORANDA - that are retained by the Water Agency in the ordinary course of business.	Calendar year plus 1 year.	Water Agency
	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, video and auto recordings of meetings, workshops, etc.	Calendar year plus 2 years after receipt. For active programs, retain for 2 years after project closeout.	Water Agency
	WATER AGENCY CHRON FILES – General, routine correspondence issued by Water Agency staff filed chronologically.	Calendar year plus 5 years after issuance.	Water Agency
	PUBLIC RECORDS ACT REQUESTS – granted and denied.	Until the request has been granted or 2 years has elapsed since written notice to the requester that the request has been denied.	Water Agency, (Gov. Code §60201(d)(5))
	ANY DUPLICATE RECORD, PAPER, DOCUMENT, OR PHOTOGRAPHIC RECORD	The duplicate may be destroyed at any time as long as the original or a permanent photographic record is maintained.	Water Agency (originals or permanent photographic record) (Gov. Code § 60200)

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
<p>Human Resource</p>	<p>PERSONNEL REQUIREMENTS - Forms and correspondence regarding filling of departmental positions including inquiries, resumes and applications, recruitment.</p>	<p>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)</p>	<p>Official records kept by the County's Human Resources Department.</p>
	<p>EMPLOYEE PERSONNEL FOLDERS - Personnel records relating to hires, rehires, tests used in employment, promotion, transfers, demotions, selection for training, training records, certifications, layoff, recall, doctors' notes, terminations or discharge.</p>	<p>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)</p>	<p>Official records kept by the County's Human Resources Department.</p>
	<p>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.</p>	<p>Calendar year plus 7 years.</p>	<p>Official records kept by the County's Human Resources Department Family Medical Leave Act, California Family Rights Act</p>
<p>Payroll</p>	<p>BI-WEEKLY TIMECARDS</p>	<p>End of calendar year plus 5 years.</p>	<p>Official records kept by the County's Auditor-Controller's Office. (Labor Code § 1174)</p>
	<p>BI-WEEKLY PAYROLL REGISTERS - Payroll information for all employees including benefit deductions.</p>	<p>End of calendar year plus 5 years</p>	<p>Official records kept by the County's Auditor-Controller's Office</p>

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	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.	Water Agency
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
	Illness and Prevention Program (§3203) a. Records of scheduled and periodic inspections required by §3203(a)(4) to identify unsafe conditions and work practices.	Calendar year plus 1 year.	Maintained by Public Works Administration (Safety staff) 8 CCR §3203(b)(1)
	b. Employee safety and health training records.	Calendar year plus 1 year.	Maintained by Public Works Administration (Safety staff) 8 CCR §3203(b)(2)
	c. Training records for employees who have worked for less than one year.	If retained, calendar year plus 1 year.	Maintained by Public Works Administration (Safety staff) 8 CCR §3203
	EMPLOYEE EXPOSURE RECORDS - (§3204) Employee records relating to exposure to toxic substances.	Calendar year plus 30 years.	Official records kept by the County's Risk Management Department 8 CCR §3204

	TITLE AND DESCRIPTION OF RECORDS	RETENTION SCHEDULE	REMARKS/LOCATION
	REQUESTS FOR ACCOMMODATION OF DISABILITY	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.	Water Agency
	UNACCEPTED PROPOSALS AND BIDS	2 years from bid opening.	Water Agency (Gov. Code § 60201)
	CONTRACT DOCUMENTS – services not related to public projects	7 years after payment.	Water Agency (Gov. Code § 60201)
	LICENSE/LEASE/SECONDARY USE AGREEMENTS – including pertaining documents.	Calendar year plus 5 years after expiration. date.	Water Agency
	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.	Water Agency
	INTER-AGENCY JPAs, MOUs, AND PROJECT AGREEMENTS if no expiration date.	Electronic copy permanent.	Water Agency
	PROFESSIONAL SERVICES CONSULTANT CONTRACTS AND DOCUMENTATION – including any solicitations or RFQ/RFP, selection process, proposals, agreements, etc.	Calendar year plus 10 years after expiration.	Water Agency
	INSURANCE CERTIFICATES FOR VARIOUS CONTRACTS	4 years after contract expiration date	Water Agency