

Records Retention Schedule for Sonoma County Water Agency

Division	Item #	Title	Description	Conf	Vital	Arch	Retention	Remarks
Administration - Finance	WAAC-050	Bonds - Statements and Certificates	Statements of account and destruction for each bond fund. Backup for payment received by paying agent. Includes: Payments to bond and coupon holders and balances for each bank account.				After Completion + 10 Years	If Agency no longer wants to retain records, they should be sent to the County Archives for permanent retention.
Administration	WAAD-020	Advisory Committees - Major	Operating files of the flood zone committees, water advisory committee (WAC), and technical advisory committee (TAC). Typical documents include: Minutes, committee resolutions, appointments and rosters.			A	Permanent	
Administration	WAAD-033	Associations & Committees Outside of WAC/TAC Advisory Committees	Records involving various associations/committees that Sonoma Water is actively involved in. Typical documents include: Minutes, committee resolutions, appointments and rosters.				Note	Keep for duration of current GM's tenure. Review every 5 Years.
Administration	WAAD-190	Hearings	Records of hearings in which the Agency participates. Excludes hearings on water rights, master water supply contract, and those held before the board of directors. Typical documents include: Transcripts.				Calendar Year + 5 Years	For hearings on water rights see Water Rights SCWA (WWAD-370). For hearings on the master water supply contract see Contracts - Master Water Supply (WAAD-120).

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Administration	WAAD-034	Agency Formation & Operational Governance	MOU's and agreements which allow SCWA to operate as a water transmission / sanitation district facility. Typical documents include: Transfer of Ownership, duties outlined by Board of Supervisors.		V	A	Permanent	
Administration	WAAD-040	Benefit Assessments - Changes	<p>Property assessments for voter-approved flood control work. Used to correct property tax assessments. Includes: data binders with name, address, APN, use code, runoff factor, acres, charge.</p> <p>Destroy records 8 Years after payment. Revenue and taxation code 5097(2) allows refunds to be filed within 4 Years after payment is made.</p>				After Completion + 8 Years	
Administration	WAAD-950	Public Records Act (PRA) Requests	<p>Requests for Department writings containing information relating to the conduct of the public's business prepared, owned, used, or retained by the department regardless of physical form or characteristics. Associated with the California Public Records Act (CPRA). Includes initial requests and responses that document providing responsive records or the absence of responsive records.</p> <p>Official copy kept by the Agency. Destroy when obsolete; not to exceed 4 Years after the close of the calendar year.</p>				Calendar Year + 4 Years	

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Administration - Finance	WAAC-160	Sewer Bill Assistance Program	Files associated with the Sewer Bill Assistance Program initiated in 2023. Typical documents include: Applications, supporting documents, correspondence, fiscal histories, and transaction receipts.				Calendar Year + 5 Years	
Administration - Grants & Funded Projects	WAAD-270	Matching Funds	Documentation of the Agency's participation in the 25% matching funds projects for the repair of property damage caused by a significant event. Includes: Procedures, project information.				Obsolete	
Administration - Public Communications	WAAD-330	Publications	Original water education and public affairs publications created by the Agency. Typical documents include: Pamphlets, newsletters and booklets.			A	After Close/Completion + 5 Years	
Operations & Maintenance - Field Operations	WAAD-030	Aqueduct Operations & Maintenance	Maintenance records for aqueducts including safety inspections, repairs. Typical documents include: Assessments, demand targets, potable water discharge/spills/violations, and inspection reports.		V		Permanent	
Operations & Maintenance - Field Operations	WAAD-035	Flood Control / Dam Maintenance	Maintenance records for dams managed by Agency (Piner, Brush Creek, Matanzas Creek, Santa Rosa Creek, etc.) Flood control facility construction, Central Sonoma Watershed Project. Typical documents include: Dam safety inspections, Dam repairs, flood control construction & design documents, historic flood maintenance records.		V		Permanent	

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Operations & Maintenance - Field Operations	WAOS-250	Stream Maintenance	Stream maintenance program (SMP) records. Typical documents include: Environmental impact reports (EIR); SMP manual; SMP Permits from California Department of Fish & Wildlife (CDFW), waterboards, National Marine Fisheries Service (NMFS), US Fish & Wildlife Service (USFWS), & US Army Corps of Engineers (USACE); SMP annual reports; SMP annual notifications (work plans); SMP annual sediment disposal & sampling plans; SMP mitigation credit bill of sales; SMP annual public notice of planned projects (newspaper ads); Watershed Partnership Program; SMP consultant agreements (horizon); SMP annual fish & wildlife reports; decision-making correspondence with SMP regulating Agencies.		V	A	Permanent	
Operations & Maintenance - Field Operations	WAOF-040	Creek Inventory	Inventory of area creeks with tracking information such as: percent of canopy cover, height of vegetation, species of fish, ownership/easements, sediment removal, maintenance records, information on related municipalities. Typical documents include: Maps, GIS layers, tracking records, surveys.				Permanent	Records are constantly updated, and the prior information is maintained as reference. Records held in GIS database.
Operations & Maintenance - Field Operations	WAEN-020	Creek Studies	Hydrologic, hydraulic, and structural studies completed for creeks in the county. Used as a basis for construction projects, reviews, and studies by Agency and private engineers. Typical documents include: Calculations, notes, and designs, feasibility studies, test results.		V		Permanent	

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Operations & Maintenance - Field Operations	WAOS-170	Stream Flows - Compilations	Continuous records for stream flows in the Russian River system. Typical documents include: Data sheets and midnight reports which consist of flow reports, reservoir reports and pump hour reports ("SCADA": supervisory control and data acquisition).			A	Permanent	If Agency no longer wants to retain records, they should be sent to County Archives for permanent retention.
Environmental Resources	WAAD-220	Stream Flow Licenses and Permits -	Permits or violations governing stream flow work related to storm water and discharges (As described under Ordinance 1108) and work along rivers and streams (Ordinance 3836r). Typical documents include: Permit, notice of violation, correspondence, maps and photos.				After Event + 10 Years	
Administration - Finance	WAAC-370	Prop 218 Protest Ballots	Records associated with protesting the proposed rate changes for services. Typical documents include: Public hearing notices, written protests.				Calendar Year + 2 Years	
Administration	WAAD-380	Flood Control Zone Files	Historical information on creation of flood control zones. Typical documents include: Background information used to establish the zones, determination and assessment of flood zones, legal descriptions, maps, etc.			A	Permanent	If Agency no longer wants to retain records, they should be sent to County Archives for permanent retention.
Operations & Maintenance - Field Operations	WAOF-050	Diaries	Daily diary (known as red diaries) of work completed by the flood control section. Typical documents include: Operator, area, work done. Also known as standard daily journal.				Permanent	

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Engineering & Resource Planning	WAAD-130	Drainage Investigations	Investigations of drainage problems caused by the actions of persons or entities. Typical documents include: Drainage problem report, calculations, correspondence, maps and photos.				After Close/Completion + 10 Years	Destroy records 10 Years after the close of the investigation. Drainage investigations resulting in the issuance of a permit are moved to licenses and permits-1108 (WAAD-220).
Engineering & Resource Planning	WAEB-010	Drainage Review Referrals	Requests from County Departments and outside Agencies for the Water Agency to review drainage in subdivisions or proposed projects. Also known as tentative maps. Typical documents include: Referral request form or letter, map.				Calendar Year + 3 Years	As referrals become official projects, the records are held under series WAEB-030, drainage review projects.
Engineering & Resource Planning	WAEB-020	Drainage Reviews For City Master Plans	Background material used for the drainage element of outside City's master plans created by the Agency. Typical documents include: Calculations, maps, correspondence.				Until Superseded or Obsolete	Outside Agency master plans are held as reference material under CAAR.
Engineering & Resource Planning	WAEB-030	Drainage Reviews - Projects	Drainage reviews for major and minor subdivisions, assessment districts, mobile home parks, or other developed industrial projects such as apartments, condominiums, and commercial sites. Typical documents include: Project reviews, hydrology maps, hydrology reports, improvement plans, survey reports, planning dept documents, hydraulic calculations, correspondence, etc.			A	Permanent	If Agency no longer wishes to maintain records, send to the County Archives for permanent retention.

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Engineering & Resource Planning	WAEB-034	Drainage Review Referrals - Not Executed	Any drainage review projects that are not in conformance with the flood maintenance design manual and/or have been inactive for 3 Years. Typical documents include: Referral request form or letter, map.				Calendar Year + 5 Years	
Environmental Resources	WAER-020	Environmental Documents - (Not Construction)	Environmental documents not related to construction projects. Typical documents include: Environmental impact report (EIR's), initial studies, archeological studies, mitigation monitoring plans, negative declaration, preparation, & determination, comment letters, & transportation of public hearings.	C			Permanent	
Environmental Resources	WAER-070	California Environmental Quality Act (CEQA) Exemptions	Signed draft and final: exemptions, initial studies, environmental impact report, negative declaration, mitigated negative declaration; final mitigation monitoring reporting program plans and reports, notices of completion and determination, comments, statements of overriding considerations.				Permanent	
Environmental Resources	WAER-075	California Environmental Quality Act (CEQA) Administrative Record	Emails, texts, attachments, internal Agency communication related to compliance with the California Environmental Quality Act (CEQA).				Permanent	
Environmental Resources	WAER-085	Cultural, Historical, and Tribal Cultural Resources	Emails, texts, attachments, final reports, AB52 consultation communications.	C			Permanent	

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Environmental Resources	WAER-090	Technical Memoranda and Reports	Final technical study memoranda and reports, and their appendices, such as: Aesthetics, biological resources, historical properties survey, hydrology, hydraulic analysis, air quality, greenhouse gas, noise, traffic, wetland delineation, hazards or hazardous materials, or other relevant documents.				Permanent	Permanent retention per Public Resources Code PRC 21167.6(e)(10)
Environmental Resources	WAER-100	California Environmental Quality Act (CEQA) Notices	Notice of preparation, notice of availability and/or notice of intent to adopt, notice of completion, notice of declaration, filing fee receipts.				Permanent	
Environmental Resources	WAER-110	National Environmental Policy Act (NEPA) - Filing	Signed draft and final categorical exemptions, environmental assessments, environmental impact statements, Finding of No Significant Impact (FONSI), Records of Decision (ROD).				Permanent	
Environmental Resources	WAER-115	National Environmental Policy Act (NEPA) - Technical Memoranda & Reports	Final technical study memoranda and reports, and their appendices, such as: E.O. 13186, responsibilities of Federal Agencies to protect migratory birds (January 10, 2001); E.O. 11990, Protection of Wetlands (May 24, 1977), as amended by E.O. 12608 (September 9, 1987); E.O. 11988, Floodplain Management (May 24, 1977), as amended by E.O. 12148 (July 20, 1979) and E.O. 13690 (January 30, 2015)				Permanent	CEQA regulations, executive orders

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Environmental Resources	WAER-120	Environmental Permits	Final permit applications and attachments, final permits and attachments, and any required monitoring or post-construction reports, related to: Section 401 of the Clean Water Act, section 404 of the Clean Water Act, Porter-Cologne, California Fish and Game code (i.e. Streambed Alteration Agreement), incidental take permit, California Endangered Species Act, Federal Endangered Species Act, Air Quality, Coastal Development permits, State lands general leases, County ordinances.				After Event + 5 Years	
Engineering - Energy Resources	WAEE-010	Alternative Energy	Records pertaining to solar, hydropower, and other alternative energy sources which detail agreements between PWRPA (Power and Water Resources Pooling Authority) and WAPA (Western Area Power Administration). Typical documents include: Agreements (i.e. joint powers, aggregate services)				Until Superseded or Obsolete	
Internal Program Services	WAIP-010	Emergency Operations - Planning	Written plans that describe concepts, policies, and/or procedures relative to emergency preparedness, response, recovery, or hazard mitigation. Typical documents include: Emergency action plans, disaster preparedness assessment reports, risk and resilience reports, etc.				Until Superseded or Obsolete	

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Internal Program Services	WAIP-020	Emergency Operations - Response	Documents associated with a specific incidents' emergency response that may be used as reference for future planning efforts, have implications in cost recovery, or may be requested as part of litigation. Typical documents include: Incident action plans / EOC action plans, completed inspection forms and support materials (photos, mileage logs, etc.), GM Declarations of Emergency Conditions, damage assessment reports, policy correspondence (Counsel, Board, Regulatory Agency, TAC communications), press releases / public communications notices (e.g. boil water orders), EOC/ICP activity logs, incident-related maps, risk management/insurance claims, injury report / claims, resource management logs, staffing assignment sheets.			A	Permanent	Maintained in EOC database.
Internal Program Service	WAIP-030	Emergency Operations - Recovery	Documents associated with repair and restoration activities and projects occurring after the conclusion of an emergency response. Typical documents include: FEMA project worksheets, recovery operations center action plans including repair and restoration priorities, press releases/public communications notices, policy correspondence (Counsel, Board, regulatory Agency, tac communications).			A	Permanent	If Agency no longer wants to retain records they should be sent to the County Archives for permanent retention.

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Engineering & Resource Planning	WAEP-010	Right-Of-Way (ROW) Acquisition - Capital Projects	Records documenting the appraisal, acquisition or termination of rights of way for capital projects. Typical documents include: Appraisal reports and value summaries, appraisal maps, legal descriptions and plat maps, acquisition journals, purchase agreements, possession and use agreements, maintenance and monitoring easement agreements, perpetual or permanent easement agreements, title insurance policies, records of payments, covenants & restrictions, grant deeds, directive correspondence, attorney correspondence.			A	Permanent	
Engineering & Resource Planning	WAEP-020	Right-Of-Way (ROW) Acquisition - Capital Projects- Supporting Documents	Supporting documents for real estate acquisitions and appraisals. Typical documents include: Permits to enter, license agreements, geotechnical agreements, temporary construction easement agreements, general correspondence. Appraisal documents: correspondences, calculations, reports, maps, photos, notes, and reference material.				After Close/Completion + 5 Years	10 CCR 3562 permits destruction of records 5 Years after preparation or 2 Years after final disposition of judicial proceeding in which testimony was given, whichever comes later. Property valuations are confidential until property is acquired.

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Division	Item #	Title	Description	Conf	Vital	Arch	Retention	Remarks
Engineering & Resource Planning	WAEP-030	Real Estate Property Outgrants (Permanent)	Records documenting the permanent use of Agency owned property by others. Typical documents include: Possession and use agreements, consent agreements, perpetual or permanent easement agreements, appraisals, legal descriptions, plat maps and survey closure calculations, records of payments, escrow settlement statements, GC 65402 General Plan consistency determination, general and directive correspondence, attorney correspondence.			A	Permanent	
Engineering & Resource Planning	WAEP-040	Real Estate Property Outgrants (Temporary)	Records documenting the temporary use of Agency owned property by others. Typical documents include: Leases, licenses, revocable license agreements, access agreements, possession and use agreements, temporary easement agreements, appraisals, legal descriptions, plat maps and survey closure calculation, records of payments, escrow settlement statements, general and directive correspondence, attorney correspondence.				After Close/Completion + 5 Years	

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Division	Item #	Title	Description	Conf	Vital	Arch	Retention	Remarks
Engineering & Resource Planning	WAEP-050	Real Estate Property Disposal	Records documenting the vacation and sale of surplus property owned by Agency. Typical documents include: Purchase and sale agreements, board agenda items, board resolutions, public notices, appraisals, contracts, legal descriptions and plat maps, records of payments, escrow settlement statements, GC 65402 General Plan consistency determination, general and directive correspondence, attorney correspondence.				End of Occupancy + 5 Years	Surplus Land Act (GC 54220 - 54234) Administered by the California Department of Housing and Community Development.
Engineering & Resource Planning	WAEP-060	Real Estate Property Acquisition / Dedication	Records documenting the acquisition of property by Agency. Typical documents include: Purchase agreements, sewer dedication & easement agreements, dedication agreements, appraisals, contracts, legal descriptions, plat maps and survey closure calculation, inspection reports, title insurance policies, records of payments, grant deeds, GC 65402 General Plan consistency determination, general and directive correspondence, attorney correspondence.				Permanent	
Engineering & Resource Planning	WAEP-070	Unauthorized Property Encroachment	Records documenting the unauthorized encroachment of Agency property. Typical documents include: Encroachment documentation, general and directive correspondence, attorney correspondence, plat maps and legal descriptions. (Event = End of Encroachment)				After Event + 5 Years	

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Division	Item #	Title	Description	Conf	Vital	Arch	Retention	Remarks
Engineering & Resource Planning	WAEP-080	Real Estate Technical Consultations	Records documenting real estate work performed by professional consultants. Typical documents include: Contracts, appraisals, escrow documents, title research reports, general and directive correspondence, attorney correspondence.				After Close/Completion + 5 Years	
Engineering & Resource Planning	WAAD-240	Revocable Licenses	Licenses that allow temporary access to SCWA property. Typical documents include: License, maps & plans, certificate of liability insurance, inspection reports, correspondence.				After Expiration + 10 Years	Destroy records 10 Years after the expiration of the license. Review maps for reference value before destroying records.
Engineering & Resource Planning	WAEM-090	Survey Notes and Calculations	Survey field notes showing horizontal and vertical controls, property ties, topos, etc. Typical documents include: Survey notebooks, binders, and calculations.		V	A	Permanent	If Agency no longer wants to retain records, they should be sent to County Archives for permanent retention.

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Division	Item #	Title	Description	Conf	Vital	Arch	Retention	Remarks
Engineering & Resource Planning	WAEP-090	Project Files - Construction	Project files for construction or renovation of county or Agency facilities & systems or for Agency-managed/funded projects. Typical documents include: Bid, contract, construction & environmental documents, change orders, correspondence, reports, studies, record drawings (aka "as-builts/shop drawings"), design & safety records, time extensions, request for proposal/request for qualifications (RFP/RFQ's)		V	A	Permanent	Official copy kept permanently by the county architect, purchasing agent, the Agency and/or the Clerk of the Board of Supervisors. Financial records pertaining to construction projects covered under COWA-0680; grant-funded projects covered under COWA-0890
Engineering & Resource Planning	WAEP-100	Project Files - Non-Construction	Supporting materials related to a specific action, event, person, place, program, project or other matter. Typical documents include: Reports, completed studies, final data, formal documents and related correspondence & memoranda, computer models, design notebook.				After Event + 5 Years	Event = After the close or completion of the project.

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Engineering & Resource Planning	WAEN-040	Project Files - Not Executed or Abandoned	Materials related to a specific action, event, person, place, program, project, or other matter that was never executed. Typical documents include: Preliminary construction material, environmental studies, reports, notices, drawings, and related correspondence and memoranda.				Fiscal Year + 2 Years	Review of records by construction management engineer after 5 Years. If project goes out for rebid & has an executed contract for new project, all files related to abandoned project can be purged.
Engineering & Resource Planning	WAAD-050	Bids And Proposals - Unaccepted	Unaccepted bids and proposals, including those for consultants, for public and nonpublic works contracts. Typical documents include: Proposals and bid documents, statement of qualifications.				Fiscal Year + 2 Years	
Design Engineering	WAAD-440	GIS (Geographic Information System Mapping) Data	Geo-referenced data and metadata used to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources. Typical documents include: CAD files, ArcGIS files, base maps, aerial photos, parcel information, conduit locations.		V		Until Superseded or Obsolete	
Design Engineering	WAEM-070	Multimedia Materials	Integration of text, drawings, still and moving images (multimedia) created by the Agency for use in original drawings for reports, studies, and publications, records of survey, parcel maps, computer models, high water markings, topographical maps, channel clearing, right of way, etc.		V	A	Permanent	If Agency no longer wants to retain records, they should be sent to County Archives for permanent retention.

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Division	Item #	Title	Description	Conf	Vital	Arch	Retention	Remarks
Design Engineering	WAEM-061	Maps and Plans	Prints from Agency drawings, quad maps from the USGS, base maps and plans, railroad and highway maps, etc.				Until Superseded or Obsolete	Destroy records when superseded or obsolete.
Engineering & Resource Planning	WAET-060	Water System Hydraulic Model Simulation Reports	Hydraulic modeling documents related to the water transmission system. Typical documents include: Simulation reports, model outputs, method statements, performance testing, etc.				Until Superseded or Obsolete	Destroy record when superseded or obsolete.
Information Technology	WAOS-260	IT Help Desk Records	Helpdesk records created to track reported problems, generate statistics, manage communications and programming/access requests, change control records, etc.				2 Years	
Information Technology	WAED-080	Computer Hardware Maintenance Records	Reports of network and server incidents or other problems.				Until Superseded or Obsolete	Retain records until end of hardware service life.
Information Technology	WAOS-020	Computer Server Backups	Backup of computer system program and data files for the purpose of recovering from a disaster, technical failure or inadvertent deletion. Typical documents include: System, program and data backup.				Until Superseded or Obsolete	
Information Technology	WAED-120	Software and Hardware Records	Purchased software and hardware records. Typical documents include: Correspondence, license agreements, warranties, duplicates of claims and registration cards and reference materials.		V		Until Superseded or Obsolete	
Information Technology	WAED-130	Programming Records	System documentation for programs developed or modified by the Agency. Typical documents include: Layout, design, programmer's notes, and user documentation.				Life + 2 Years	Retain records for the life of the program plus 1 year.

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Operations & Maintenance Materials Equipment Services	WASA-020	Hazardous Materials - All	All records of hazardous materials including pesticides and herbicides that involve or affect Agency personnel, projects, or property related to: hazardous materials spills, hazardous materials cleanups, exposures, nuclear gauge and radiation badges, polychlorinated biphenyl (PCB's), pesticides, herbicides, safety training records. Typical documents include: Reports, studies, inventories, correspondence & complaints, memos on spills, photographs, tests/ results, logs, use & exposure records, reported odor problems, manufacturer's safety data sheets (MSDS's), hazardous materials business plans (HMBP's), hauling logs, manifests, invoices/receipts, etc.		V	A	Permanent	Documents used to complete State Water Quality Control Board Report are vital.
Operations & Maintenance - Environmental Services	WAOS-250	Non-Hazardous Waste	Records pertaining to municipal sewage, wastewater and biosolids (sludge). Typical documents include: EPA reporting, sludge hauling logs, manifests, invoices/receipts, etc.		V		Calendar Year + 3 Years	
Operations & Maintenance Fleet	WAOW-050	Fuel Usage Reports	Fuel usage tracking data including date, vehicle number, daily fuel consumed, miles per gallon, and mileage.				Calendar Year + 2 Years	
Operations & Maintenance - Fleet	WAOF-180	Fleet Management	Work orders, invoices and backup documentation for vehicles and equipment service such as maintenance, accident reports and repairs, regularly scheduled service, etc. Typical documents include: Work order check sheet, invoices, CHP vehicle inspection reports, vehicle pink slips.				Life + 2 Years	Destroy records 3 months after the Agency disposes of vehicle or equipment.

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Operations & Maintenance - Fleet	WAOF-110	Heavy Equipment Inspection Reports - Daily	Daily inspection reports for the condition of all class a vehicles. Typical documents include: Pre/post operation checklists.				2 Years	13 CCR 1234(e) Permits Destruction of Records After 3 Months.
Operations & Maintenance	WAOW-340	Equipment Inventory And Maintenance	Records documenting the ownership and maintenance of SCWA tools and equipment which require an operator. Typical documents include: Inventory, service records, preventative maintenance schedules, machinery history, work orders, issuance forms, reports, photographs, manufacturer's manuals on parts/operation/service of equipment, etc.				Life	Retain records for the life of ownership of the equipment.
Operations & Maintenance	WAOF-120	Inventory - Non-Fixed Assets	Inventory records for non-fixed assets such as pipes, fencing, locks, and chemicals. Maintained in Maximo/Nexgen software program. Typical documents include: Informal inventory records.				Life	Records are added as material is checked out and deleted as material is returned.
Operations & Maintenance	WAOW-280	Weekly Facility Maintenance Updates	Weekly activity reports to the water/wastewater operations assistant general manager from both the water maintenance and repair sections.				2 Years	
Operations & Maintenance - Water/Wastewater	WAOS-090	Facility Operational Logbooks	Operator's logs recording daily occurrences. Typical documents include: Daily logbooks (control room log), operations trouble log, pass down log, and bench sheets.				Calendar Year + 20 Years	
Operations & Maintenance	WAOS-070	Alarm Logs	Computer-generated record of SCADA-reported alarms (CL2 detector, SO2 detector, intrusion alarm, fire alarm, smoke alarm, scrubber alarm, etc.) and the clearance of alarms. Typical documents include: Event log.				Calendar Year + 3 Years	Alarm logs held electronically in SCADA.

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Operations & Maintenance - Facilities	WAOW-310	Testing - Alarms, Meters, Back Flow, & Sprinkler	Testing of fire alarms, water meters, back flow valves, and sprinkler systems. Typical documents include: Test results.				Calendar Year + 2 Years	
Engineering & Resource Planning	WAAD-370	Water Rights - SCWA	Water rights in which the Agency has an interest. Typical documents include: TUCO/TUCP applications, permits, protests, summaries, and correspondence.		V	A	Permanent	If Agency no longer wants to retain records they should be sent to the County Archives for permanent retention.
Administration - Finance	WAAC-140	Water Rates	Supporting material needed to justify water rates. Typical documents include: Worksheets, copy of resolutions.				Permanent	
Operations & Maintenance - Water	WAOS-240	Water Usage Reports	Various reports on the amount of water pumped by the Agency and stored or delivered to customers.			A	Permanent	Records should be sent to the County Archives 10 Years after the end of the calendar year in which they were created.
Administration - Finance	WAAC-476	Prime / Non-Prime Water Supply Agreements	Records documenting the agreements between SCWA and water contractors ("prime") and non-prime (public water systems) water supply agreements that hold higher value than other types of agreements. Typical documents include: Agreements.		V	A	Permanent	Water supply agreements hold higher value than other types of agreements and shall be kept permanently.
Operations & Maintenance - Water	WAOW-180	Water Service Applications and Meter Drawings	Applications for water meters on the aqueduct system. Typical documents include: Applications and meter drawings.				Life	Retain records for the life of the meter.

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Engineering - Tech Writing	WAEW-020	Consultant List Engineering	List of Agency-approved consultants. Typical documents include: Names and addresses of consulting firms, RFP/RFQ list.				Until Superseded or Obsolete	
Engineering - Tech Writing	WAEW-030	Contractor List - Informal Bid	List of contractors who have requested to be notified when Agency projects go out for informal bid. Typical documents include: Names and addresses of contractors.				Calendar Year + 2 Years	
Engineering & Resource Planning	WAOW-190	Meters- Readings	Meter readings used for linking usage to locations over time, as well as planning activities. Typical documents include: Control meter comparison reports, water delineation reports.				Permanent	
Operations & Maintenance - Wastewater	WASA-140	Operations and Maintenance of Wastewater Facilities	Operations and maintenance records of county wastewater facilities. Typical documents include: Agreements, correspondence, photos, construction information, records of work, manuals.			A	Obsolete	Review by maintenance coordinator of facility to determine obsolescence. Should the Department no longer wish to retain these records, send the records to the County Archives.
Operations & Maintenance - Wastewater	WASA-110	Wastewater Facility Inspection File	Inspection records of wastewater facilities. Typical documents include: Reports, specifications, and correspondence.		V		Life + 5 Years	Retain records for life ownership of facilities plus 5 Years.

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Operations & Maintenance - Wastewater	WASA-230	Recycled Water / Wastewater Treatment	Records pertaining to county involvement in wastewater reclamation and wastewater recycling projects. Typical documents include: Resolutions, memos, studies, topographical maps, endorsements and insurance information.				Calendar Year + 10 Years	
Operations & Maintenance - Wastewater	WASA-240	Recycled Water Use Agreements	Allows for the use of recycled water for irrigation. Typical documents include: Agreement, cross-connection survey, onsite supervisor training certificate.				After Event + 5 Years	
Operations & Maintenance - Laboratory Services	WASA-210	Testing / Monitoring / Analysis	Records of monitoring, testing and analysis of waste received, contaminant - pollutant level, sludge and density. Typical documents include: <u>Monitoring</u> , log, lab reports (aka wastewater self-monitoring reports, recycled water self-monitoring reports), analysis, etc.		V		Calendar Year + 15 Years	Self-monitoring reports are uploaded to state databases and retained indefinitely.
Operations & Maintenance - Laboratory Services	WAOS-210	Water Analysis - Microbiological	Laboratory reports and test results on microbiological analysis of the water supply.				Calendar Year + 5 Years	22 CCR 64470 requires records of bacteriological analysis be kept for 5 Years.
Operations & Maintenance - Laboratory Services	WAOS-220	Water Analysis - Chemical	Laboratory reports and test results on chemical analysis of the water supply for items such as pesticides, herbicides, metals, giardia, etc.				Calendar Year + 10 Years	22 CCR 64470 requires records of chemical analysis be kept for 10 Years. All laboratory reports and test results are uploaded to state databases and retained indefinitely.

Records Retention Schedule for Sonoma County Water Agency

Division	Item #	Title	Description	Conf	Vital	Arch	Retention	Remarks
Operations & Maintenance - Water	WAOS-270	Reports To State	Monthly or annual reports to the state department of drinking water. Typical reports include: Large water system annual report, annual water quality report and monthly water quality report. Reports measuring items such as: chlorine, Ph, microbiology, turbidity, contact time compliance, domestic water sources in system, amount of water produced, customer complaints.			A	Permanent	
Operations & Maintenance - Wastewater	WASA-010	Wastewater Overflows	Records documenting sewer spill violations not at Wastewater Treatment Plant. Typical documents include: Initial report, maintenance crew reports, self-monitoring reports, CWIQS notifications.				Calendar Year + 10 Years	Reports uploaded directly to CIWQS website and permanently maintained by the State Water Board.
Operations & Maintenance - Wastewater	WASA-020	Illegal Discharges at Treatment Plants	Records documenting illegal discharges when spill or discharge occur at wastewater treatment plant. Typical documents include: Report/memo to regional water board detailing the discharge and remedies to rectify the problem, invoices/fines, etc.				Calendar Year + 10 Years	
Operations & Maintenance - Wastewater	WASA-030	Technical Publications - Wastewater	Published reports, studies, manuals, etc. Written by wastewater consultants. Typical documents include: Sanitary surveys, capacity studies, treatment techniques, distribution surge study, UV, etc.			A	Permanent	If Department no longer wants to retain records, they should be sent to County Archives for permanent retention.
Operations & Maintenance - Wastewater	WASA-040	Sewer Maps, Drawings, & Video Inspections	Maps and drawings documenting the location of county sewers as well as video inspections of sewer pipe conditions inside the pipes.		V		Until Superseded or Obsolete	Records retained in GIS system until superseded or obsolete.

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Division	Item #	Title	Description	Conf	Vital	Arch	Retention	Remarks
Operations & Maintenance - Wastewater	WASA-050	Sewer Permits/ Annexations/ Outside Service Area Agreements	Records of sewer hookups or property annexations/ outside service area agreements in Sanitation Districts provided by the County Permit and resource management department (Permit Sonoma). Typical documents include: Construction permits, verification of completion of work (completion certificates), copies of lateral plans, related memos and correspondence, annexation fees, design review referrals, receipts, etc.				Permanent	
Operations & Maintenance - Wastewater	WASA-090	Sanitation District Financing	Records relating to financing of districts. Typical documents include: bonds, HUD, FHA, FMHA.		V		Audit + 3 Years	Destroy 3 Years after final settlements of all audits. For grant financing see grants - financial records. Requires vital records protection.
Risk Management	WARI-010	Commercial Motor Vehicles Random Drug Program - Safety Sensitive Driving Program	Records associated with the commercial motor vehicles random drug program through the Department of Transportation. Typical documents include: Logs, results, guidelines, and related documents.				After Event + 5 Years	