

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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| 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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| 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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| 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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| 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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| 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. |

Records Retention Schedule for Sonoma County Water Agency

| Division | Item # | Title | Description | Conf | Vital | Arch | Retention | Remarks |
|--|----------|---------------------------------------|--|------|-------|------|--------------------------|---|
| 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. |

Records Retention Schedule for Sonoma County Water Agency

| 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 | |