



WEST VALLEY WATER DISTRICT  
855 W. Base Line Road Rialto, CA 92376  
PH: (909) 875-1804 FAX: (909) 875-1849

**POLICY REVIEW AND OVERSIGHT  
COMMITTEE MEETING AGENDA**

**TUESDAY, June 22<sup>nd</sup>, 2021 - 6:00 PM**

**NOTICE IS HEREBY GIVEN** that West Valley Water District has called a meeting of the Policy Review and Oversight Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

**Teleconference Notice:** In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20 and the order of the County of San Bernardino dated March 17, 2020, there will be no public location for attending this Committee Meeting in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to [administration@wvwd.org](mailto:administration@wvwd.org). If you require additional assistance, please contact the Executive Assistant at [administration@wvwd.org](mailto:administration@wvwd.org).

**BOARD OF DIRECTORS**

Director Greg Young (Chair)

Director Dr. Michael Taylor

1. **CONVENE MEETING**
2. **PUBLIC PARTICIPATION**

*The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.*

3. **DISCUSSION ITEMS**

**A.** General Updates to Policy Review & Oversight Committee

**B. Records Retention and Destruction Policy**

**4. ADJOURN**

**DECLARATION OF POSTING:**

**I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Policy Review and Oversight Committee Agenda at the District Offices on June 17<sup>th</sup>, 2021.**



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**Maisha Mesa, Executive Assistant**

**WEST VALLEY WATER DISTRICT  
MEMORANDUM**

**TO:** Anthony W. Araiza, General Manager

**FROM:** Deborah L. Sousa, Treasurer *DL*

**DATE:** February 28, 2008

**RE:** Approve Amendment to Exhibit A of Resolution No.581  
(Records Retention and Destruction)

On December 17, 1992, the District adopted Resolution No. 581 which included an Exhibit A. The records listed on Exhibit A were identified for either retention or destruction.

Section 2 of that resolution provided that Exhibit A may be amended from time to time as needed.

Attached is the proposed amendment of Exhibit A. The column "Retention" shows how long documents will be kept. For example, "AU + 4" means that document will be kept through the audit plus four years after that. A complete legend of the abbreviations is attached.

The column "Citation" lists the government code that authorizes the documents to be kept that long or destroyed. For example, "GC34090" means that document's retention is authorized in Government Code Section 34090. A complete legend of the abbreviations is attached.

In the future, many of the documents will be scanned and kept electronically. We anticipate that the Board will be asked to consider imaging options during the 2008-2009 budget work shop.

Our legal counsel has approved the amendment to Exhibit A.

This project began in 2006 and was another team effort. These employees did a great job: Peggy Asche, Carla Farley, Angela Navarro, Yolanda Ramirez and Laura Westbrook.

**STAFF RECOMMENDATION:**

Approve the amendment of Exhibit A of Resolution No. 581.

## RESOLUTION NO. 581

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE WEST SAN BERNARDINO COUNTY WATER DISTRICT  
ADOPTING THE RECORDS RETENTION  
AND DESTRUCTION POLICY

**WHEREAS**, Government Code Section 60200 et seq. provides a procedure for records retention and destruction;

**WHEREAS**, pursuant to Government Code Section 60200 et. seq., the retention of certain original and duplicate records is not required after a certain period of time and upon certain conditions.

**WHEREAS**, in order to foster the efficient use of District employee time and the use of space in District facilities, a Records Retention and Destruction Policy ("Policy") has been prepared.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the West San Bernardino County Water District assembled this 17th day of December, 1992, that:


**Section 1.** The records identified on said Policy, which is attached hereto as Exhibit "A" and incorporated herein by this reference, are hereby authorized to be retained, destroyed and disposed of as provided in said Policy, without further action by the Board of Directors of the West San Bernardino County Water District;

**Section 2.** Said Exhibit "A" may be amended from time to time as need in order to provide the procedure for the disposition of additional records or to clarify or amend procedures set forth in the Policy.

**ADOPTED, SIGNED, APPROVED THIS 17TH DAY OF DECEMBER, 1992.**

  
\_\_\_\_\_  
Oliver P. Roemer, President

**ATTEST:**

  
\_\_\_\_\_  
Ira B. Pace, Secretary

## **LEGEND**

### **Records Retention**

**AC = Active**

**AD = Adoption**

**AU = Audit**

**CL = Closed/Completion**

**CU = Current Year**

**D.O.B. = Date of Birth**

**E = Election**

**L = Life**

**P = Permanent**

**S = Supersede**

**T = Termination**

## CITATIONS

**B&P – Business and Professions**

**H&S – Health & Safety**

**CAC – California Administrative Code**

**HUD – Housing and Urban  
Development**

**CCP – Code of Civil Procedure**

**OSHA – Occupational Safety &  
Health Act**

**CCR – Code of California Regulations**

**PC – Penal Code**

**CEQA – California Environmental  
Quality Act**

**POST – Police Officers Standards  
Training**

**CFR – Code of Federal Regulations**

**UFC – Uniform Fire Code**

**EC – Election Code**

**USC – United States Code**

**FMLA – Family & Medical Leave Act,  
1993**

**WIC – Welfare & Institutions Code**

**GC – Government Code**

## Exhibit A

**WEST VALLEY WATER DISTRICT**  
**ACCOUNTING DEPARTMENT**  
**RECORD RETENTION GUIDELINES**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR / Record Dates
<b>ADMINISTRATION</b>			
Budget Operating (copies)	S	GC34090	Departmental Reference 1985 - 2006
Accounting/Cash Reconciliations	CU + 2	GC34090	Junk meter card, job cost ledger, cash month end, month end, hydrant deposit, customer deposit 1991 - 2006
<b>DEVELOPMENT</b>			
Liens & Releases, Supporting, Recorded	CL + 2 P	GC34090	Utilities. Lien letters, tax liens and write offs 1997 - 2006
<b>FIXED ASSETS</b>			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number Work Reports 1997 - 2006
<b>FINANCE</b>			
Accounts Payable	AU + 4	GC34090	Includes voided checks 1954 - 2006
Accounts Receivable	AU + 4	GC34090	Miscellaneous accounts receivable billings, supporting documents and collection information 1989 - 2006
Assessment Districts	P	GC34090	Collection information General information, ledgers, payment information and supporting documents 1997 - 2006
Bank Reconciliations	AU + 5	GC34090 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliations. 1962 - 2006
Journal Entries	P	GC34090	Journal entries and supporting documents 1998 - 2006
Checks	AU + 5	GC34090 CCP 337	Includes payroll, canceled & voided checks 1962 - 2006
Ledger, General	P	GC34090 CCP 337	General Ledger and Trial Balance 1945 - 2006

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**WEST VALLEY WATER DISTRICT  
ACCOUNTING DEPARTMENT  
RECORD RETENTION GUIDELINES**

<b>RECORD TYPE</b>	<b>RETENTION</b>	<b>CITATION</b>	<b>DESCRIPTOR / Record Dates</b>
Employee Time Sheets	AU + 6	GC34090 29 CFR  516.2*	Signed by employee for audit & FEMA reports *20 CFR 516.6 (1); IRS Reg. 31.6001-1(e); R & T 19530; LC 1174(d)  1987 - 2006
Register	P	GC34090 GC37207	Labor costs by employee  1971 - 2006
Audits	P	GC34090	Audit report and working papers  1961 - 2006
Investment Transactions	P	GC34090 CCP 337 GC53607	Summary of transactions and earnings report Bond and investment information and supporting documents  1965 - 2006
<b>ACCOUNTING - CS</b> Billing records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations. Billing adjustment closing bills, nightly update adjustments, final billing  1991 - 2006
<b>NOT CATEGORIZED</b>	Permanent		Project files, supporting documents and activity reports  1986 - 2006
	Permanent		State Controller Report  1956 - 1983



**WEST VALLEY WATER DISTRICT**  
**ADMINISTRATION DEPARTMENT - Peggy Asche**  
**RECORD RETENTION GUIDELINES**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR
Travel Records	CU + 2	GC34090	Various Conferences and Seminars from March 1992 to December 2002
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from January 1996 to September 1997
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from June 1994 to December 1995
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from March 1992 to December 1993
Board Information			
Agenda and Copies of Minutes	CU + 2	GC34090	Original Agendas and Copies of Minutes from 1998 to 2002 - Want to keep these records to be scanned
Statement of Economic Interests	T + 7	GC81009 (e)	California Form 730 from 1999 - 2003
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from January 1991 to May 1992
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from September 1997 to July 1999
Board Information			
Reports	AU + 4	GC34090;OMB A-128	Expense Reports from 93 - 03
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from October 2002 to December 2002
Certificates of Election	T + 4	GC81009 (a)(d)	Election Certificates for Terminated Board Members from 1988 - 1997
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from January 2001 to September 2002
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from August 1999 to December 2000
Correspondence	CU + 2	GC34090 (d)	Various Correspondents from 1981 to 2000
Conflict of Interest	CU + 5		Conflict of Interest Forms from 1989 to 1990
Travel Records	CU + 2	GC34090	Various Conferences and Seminars from 1987 to 2003
Administration	P	GC34090	Various Administration Files - Agua Mansa Venture, Rialto Basin, Hunter's Ridge, Cresmore Heights, Sierra Corridor and Crawford Canyon - Keep Per Butch
Administration	P	GC34090	Lytle Creek Water Conservation Association - Minutes, Agendas and other Correspondents.
Administration	P	GC34090	West End Water Development, Treatment and Conservation JPA
Administration	P	GC34090	Chino Basin WaterMaster - Various Reports and Correspondents
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from January 2003 to June 2004
Administration	P	GC34090	Lytle Creek Water & Improvement Company Old Documents 1952 - 1963
Reports/Special Projects	CU + 2	GC34090	Various Reports
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**WEST VALLEY WATER DISTRICT**  
**CUSTOMER SERVICE DEPARTMENT**  
**RECORD RETENTION GUIDELINES**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR
Applications	CL + 2	GC34090	Utility connection applications
Individual Customer Billing Records	AU + 2	GC34090	Customer name, service address, meter readings, usage, payments registers
Deposits, Receipts	AU + 4	GC34090; CCP 337	Checks, coins, currency receipted Deposit refunds reports
Utility Billing	CU + 2	GC34090	Registers for each cycle billed; meter cards supporting meter readings; hydrant billing & irrigation billing reports; delinquent lists; final notices; misc billing correspondence; adjustments
Meter cards/Sensus Reports	CU + 2	GC34090	Radix books & Sensus Books Sensus Route Summary
Taxes, Receivable	AU + 3	GC34090; CCP 338	Statements, summaries for receipts, disbursements & reconciliations
Tax Liens & Write-offs	P	GC34090; CCP 337	Board approved property liens & write-offs
Field Operations	CU + 2	GC34090	Includes work orders, service orders, inspection, repairs, cleaning, reports, complaints

**WEST VALLEY WATER DISTRICT**  
**ENGINEERING DEPARTMENT - Angela**  
**RECORD RETENTION GUIDELINES**

<b>RECORD TYPE</b>	<b>RETENTION</b>	<b>CITATION</b>	<b>DESCRIPTOR</b>
System Samples	P	40 CFR 141.33	Weekly bacteriological analysis/monthly reports from 1996 to 2005
Department of Health Services Correspondence	P	40 CFR 141.33	Weekly/monthly/annually correspondence from 1989-2000
Daily & Monthly Production Reports	P	40 CFR 141.33	Monthly/annually water production from 1990-1995
Department of Health Services Monthly Reports	P	40 CFR 141.33	Compliance related correspondence from 1996-2002
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	

**WEST VALLEY WATER DISTRICT**  
**HUMAN RESOURCES / RISK DEPARTMENTS**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR / Record Dates	
Recruitment Documents		Reference: GC12946 GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Water System Operator Trainee 10/98, Meter Reader Position 06/99, IT Support 06/06, 1000 Field Assistant 08/06, Customer Service Supervisor 10/06 and Water Service Operator 11/06. Applications, resumes, examination results, rejection letters, medical authorization forms.	
	CL + 3			
Terminated Employee Files		Reference: GC12946 GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Personnel files prior to 12/31/05. Applications, resumes, examination materials, eligibility.	
	CL + 3			
	CL + 7	GC12946,	Motor vehicle pulls.	
		Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*		Certifications, reassignments, disciplinary actions, terminations, pre-employment medical, evaluations.
	T + 3			
	CU + 7	GC6250 et seq	Class training materials.	
	CU + 2	GC34090	Certificates	
Worker's Comp files			Employees worker's comp files 1966 to 2006	
	CL + 7	29 CFR 1904.2;29; GC34090;	Accident reports and related records, theft, vandalism, property damage or similar occurrence.	
	CL + 5	GC25105.5	Paid / Denied	
	P	GC6410; 29 CFR 1910.20	Indemnity, working files, originals with administrator.	
	P	CCR 14311; 15400.2; CA Labor Code 110 - 139.6	Claim files, reports, incidents, (working files) originals filed with administrator.	
Training Materials			Tailgate, Desktop, & Safety Committee 1993 to 1998	
	CU + 7	GC6250 et seq	Volunteer program training	