PALM SPRINGS CEMETERY DISTRICT						DATE: February 9, 2006 UPDATED: May 5, 2022
Item No.	RECORD SERIES TITLE AND CONTENTS	RETENTION			V.H.C	COMMENTS
		OFFICE	STORAGE	TOTAL		
ADMINISTRATIVE						
	California State	CU+2	-	CU+2	V,H	Authority: GC34090(d)
	Correspondence Chronological Files; General/Public; Controlled; Reports; Citizen Complaints; Subject Files; Reproduction/printing requests; and Correspondence not attached to agreement or project file	CU+2	-	CU+2	V,H	Note: See below for electronic mail communications Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d)which does not authorize the destruction of records less than 2 years old.
	Departmental Policies and Procedures	S+5	-	S+5	V,H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended S+5 . The District may consider retaining for 2 years per GC34090(d) which does not authorize the destruction of records less than 2 years old.
	Department Projects, Programs, Events, Issues, Activities Publications Publicity	CU+2	-	CU+2	H	Authority: GC34090(d)

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	Electronic Mail	10 days	-	10 days	V,H,C	Note: If email qualifies as another type(s) of record category, kept in the ordinary course of business, print and retain and/or maintain for that type of record as mandated by this schedule i.e., generally 2 yrs for most records, unless other statute/policy applies. The general policy of the District is to retain emails for 10 days and delete from the system once the time has expired. Refer to District's Computer Use Policy. Authority: GC 34090(d)
	Equipment Files (Including Vehicles) Owners Manuals; Service/Maintenance/Gas Logs; Vendors; Catalogs; and Purchase Information	T+1	-	T+1	-	Note: T for this record is termination of ownership or destruction of the equipment. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period. The District may consider retaining this item for T+2 yrs per GC 34090.
	Federal Agencies	CU+2	-	CU+2	V,H	Authority: GC34090(d)
	Local Government Agencies Including Indian Tribes	CU+2	-	CU+2	V,H	Authority: GC34090(d)
	Organization Files Civic Organizations; Homeowners Associations Professional Organizations	CU+2	-	CU+2	V, H	Authority: GC34090(d)
	Riverside County	CU+2	-	CU+2	V,H	Authority: GC34090(d)
	School Resources	CU+2	-	CU+2	V,H	Note: Includes correspondence and related files concerning local

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						school/education projects or outreach programs. Authority: GC 34090(d)
	Staff Meeting Minutes Action items	CU+2	-	CU+2	V,H	Authority: GC 34090
BIDS & AGREEMENTS						
	Agreements, Contracts & Leases Executed documents; Amendments; and Attached exhibits	C+1	9	C+10	-	Note: For this record series, C (Closed/Completed) represents completion of all terms of the agreement or contract. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of sections covering statutes of limitations contained in CCP 337 (4 years for action based upon a contract), 337.15 (10 years for construction defect cases).
	Bids/Proposals Files (Successful Bidders) Requests for bids/proposals; Specifications & backup data; and Bids/proposals received	C+1	9	C+10	-	Note: For this record series, C (Closed/Completed) represents completion of all terms of the executed contract or agreement with the organization submitting the successful bid or proposal. Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of section covering statute of limitation contained in CCP337.15 (10 years for construction defect cases)
	Bids/Proposals Files (Unsuccessful Bidders) Unaccepted bids/proposals received on any building, structure, or other public	C+2	-	C+2	-	Authority: GC60202 and GC34090(d) which does not authorize the destruction of records less than 2 years old.

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		OFFICE	STORAGE	TOTAL		
	work					
	Notices Mandatory Waste Collection Ordinance - related Notices Notices of Public Nuisance and Order to Abate Other related Code Enforcement-issued notices to real property owners	P	-	P	V,H	Note: Includes related documentation. Authority: GC 34090(a)
	Non-real property related	CU+2	-	CU+2	V,H	Authority: GC 34090(d)
	Public Hearings and Notices: Proof of publication; Mailing lists; Certified mail receipts	CU+2	-	CU+2	V,H	Authority: GC34090(d).
COMMISSIONS AND COMMITTEES						
	Agendas and Staff Reports	CU+2	-	CU+2	V,H	Authority: GC34090(d)
	Certificate of Posting and other Legal Advertising Proof of Publications	CU+2	-	CU+2	H	Authority: GC34090(d)
	Commission and Committees Notices	CU+2	-	CU+2	V,H	Note: Includes special meetings and other public notices Authority: There is no specific statutory authority for this item

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						however Secretary of State has recommended this retention period per the authority of GC34090.7 and 54960.1(c)(1) (90 days statute of limitation for claim alleging Brown Act violations).
	Commissioner/Committee Member Files Applications; Letters of Appointment; Letters of Resignation; Certificates; and Oaths	T+2	-	T+2	V,H	Authority: GC34090(d)
	Minutes of Commission/Committee Meeting	P	-	P	V,H	Authority: GC34090(e)
	Tapes (Video Recordings of Committee Meetings)	90 days	-	90 days	V,H	Note: For audio tapes, see Row ___ Authority: See Row ___
FPPC FILINGS						
	Statements of Economic Interest - Assuming/Initial, Annual, Leaving Office, and	CU+4	-	CU+4	V,H	Note: Filing official, Secretary makes and retains copy and forwards to filing officer, FPPC. After copy has been on file for at

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	Other Mandated Filings and Amendments (Copies)					least *2* years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current lists of all statements forwarded to FPPC. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87500, CCR 18115, FPPC Technical Assistance Division FAQ dated 11/2000
	Statements of Economic Interest- (Form 700) (Original)	CU+7	-	CU+7	V,H	Note: Refer to Conflict of Interest Code for list of "designated position" as Code filers. The Secretary is filing official and officer. After original has been on file for at least 2 years, may be retained on microfilm/other space-saving materials available for public inspection. Compile and maintain current list of all statements filed. Statements must be made available as soon as practicable but no later than 2nd business day of receipt. Authority: GC81009, 87300, 87302, 87500, CCR 18115, FPPC Technical Assistance Division FAQ dated 11/2000
FINANCE						
	Audit & Tax Reports to State Agencies: Final reports; Source materials and backup data;	CU+10	-	CU+10	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per GC34090 and possibly due to the 10 yr

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		OFFICE	STORAGE	TOTAL		
	Procedures for preparation; Annual Financial report	 C+2	 -	 C+2	 -	statute of limitations of CCP 337.15 for construction defect cases. Note: Independent Auditor analysis. Authority: GC 34090
	Bonds	C+10	-	C+10	V	Note: Final bond documentation; drafts are not retained. Authority: GC 34090; CCP 337.5 based on statute of limitation
	Budgets Final budget documents Operating	 P S	 - -	 P S	V,H	Note: This series is for the final budget documents approved by Board. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period under GC34090.
	Checks/Registers/Ledgers	CU+7	-	CU+7	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period without citing any authority. Given their historical value, the District may consider retaining for a minimum of 2 years once an item is superseded or no longer needed.
	Fees/Receipts	CU+7	-	CU+7	-	Note: Or until audit completed Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period without citing any authority. Given their historical value, the District may consider retaining for a minimum of 2 years once an item is superseded or no longer needed.

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	Franchise Files Agreements; Bonds/Certificates of insurance; Statements & reports; and FCC forms	C	-	P	H	Note: For this record series, C (Closed/Completed) represents completion of all terms of the franchise agreement. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period under GC 34090 which does not authorize the destruction of records affecting title to property or liens thereon.
	Invoices	CU+7	-	CU+7	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period without citing any authority. Given their historical value, the District may consider retaining for a minimum of 2 years once an item is superseded or no longer needed.
	Letters of Credit	T+5	-	T+5	-	Note: For this record series, T (Termination) represents termination of credit agreement. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period. Given their historical value, the District may consider retaining for a minimum of 2 years once an item is superseded or no longer needed.
	Property Taxes Records Assessed values total statements;	P	-	P	-	Authority: GC34090(a)

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	Reports & studies;					
	Purchasing - Other General Purchase Orders Requisitions Vendor Register	 AR A+4 1 P	 - - - -	 AR A+4 1 P	 - V V V,H	Note: Original documents Authority: There is no specific statutory authority for retention of the above items; however, the Secretary of State has recommended these retention periods per the authority of GC34090 and the statute of limitations in CCP337 (4 yrs for action based upon a contract).
	Reports/Studies	C+2	-	C+2	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090 which does not authorize the destruction of records less than 2 years old.
	Revenues Files: Revenues reports & studies; Correspondence & backup data	A+5	-	A+5	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period under GC 34090. Given their historical value, the District may consider retaining for a minimum of 2 years once an item is superseded or no longer needed.
LEGAL RECORDS						
	Appeals (Copies)	CU+3	-	CU+3	V,H	Note: Original copy should be date-stamped and forwarded to General Counsel.

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						Authority: There is no specific statutory authority for retention of this item however the Secretary of State has recommended this retention period per authority of section covering statute of limitations CCP583.320(a)(3) and GC34090 which does not authorize the destruction of records less than 2 years old.
	Citizen Complaints (Not Legal Pleadings; see Correspondence under ADMINISTRATIVE records)					
	General Counsel memoranda and legal opinions	S+2	-	S+2	C	Note: Retain until updated; these items are confidential Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090 and 6254.
	Litigation Files (Copies)	S+2	-	S+2	C	Note: Duplicate series; original is with General Counsel Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State has recommended this retention period per the authority of GC34090.7 providing for destruction of duplicate records.
LEGISLATIVE						
	Ordinances - Adopted Not adopted	P CU+2	- -	P CU+2	V,H H	Note: Film for security Authority: GC 34090(d),(e)

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	Resolutions and Proclamations	P	-	P	V,H	Authority: GC 34090(e)
MEETINGS, MINUTES, and NOTICE RECORDS						
	Meetings - Video Tapes	90 days	-	90 days	V,H	Note: Videos tapes may also include recordings of other commissions' meetings. The "90 days" period commences from the occurrence of the event. Authority: GC 34090.7.
	Audio Tapes	*	-	*		*As for audio tapes, the Attorney General has opined these are not "public records" *if they are retained solely to facilitate the preparation of the minutes of the meeting*. Thus, if the audio tapes are kept only to help the Secretary prepare the minutes, they can be destroyed *at any time*, without the need for a district resolution or general counsel approval. (See 64 Ops. Cal.Att'y 317.)
	Meetings - Minutes	P	-	P	V,H	Authority: GC 34090(e)
	Meetings - Notices: Notices of adjournment; Notices of special meetings; Notices of rescheduled meetings; Notices of continuation; and Declarations of posting	CU+2	-	CU+2	H	Note: Includes special meetings Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has recommended this retention period per the authority of sections GC 34090.7 and 40801 which do not specifically reference such items. Given its historical value, such document may be retained a minimum of 2 years per GC34090(d) before destruction.
	Meetings - Original Agenda Packets	CU+2	-	CU+2	H	Authority: There is no specific statutory authority for retention of this item; however, the Secretary of State has

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						recommended retention for this period per the authority of section GC 34090 which does not authorize the destruction of records less than 2 years old.
	Public Hearings Notices: Proof of publication; Mailing lists; and Certified mail receipts	CU+2	-	CU+2	V,H	Authority: GC 34090(d)
PERSONNEL						
	Action Requests/ Grievances	CU+2	-	CU+2	H,C	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per sections GC6254 and Information Practice Act (see Civil Code 1798.40) which do not discuss retention periods. Given its historical value, the Department may consider retaining for a minimum of 4 years once the item is superseded or no longer needed.
	Adjustments	A+4	-	A+4	-	Authority: The Secretary of State has recommended this retention period per the authority of GC34090 and 29 CFR516.5 thru .6.
	Awards, Commendations, Superior Accomplishments	CU+3	-	CU+3	H	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per sections GC6254 and Information Practice Act (see Civil Code 1798.40) which do not discuss retention periods. Given its historical value, the Department may consider retaining for a minimum of 2

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						years once the item is superseded or no longer needed.
	Compliance Requirements	S	-	S	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period without citing any authority.
	Duty Statements	S	-	S	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period without citing any authority.
	Earnings Records Includes PERS Employee Deduction Reports, Wage Rate Tables, Earning Cards or Sheets, and Additions to and Deductions from Wages Paid	C+4	-	C+4	-	Note: “C” is in this record series means “due date for the tax” owed. Time sheets should be retained “A+3”. Authority: 29 CFR 516.6. Note that Secretary of State recommends “T+4” for PERS deduction reports per 26 CFR 1.6001-1; 29 CFR 516.5 and .6, and LC1174(d).
	Employee Records	C+4	-	C+4	V,H,C	Note: Includes current and terminated/former employees' records: application, personnel, membership, or employment referral records. For Public Safety/Law Enforcement records pertaining to administrative investigations or citizen complaints against peace officer, refer to Police Department Record Retention Schedule. "C" in this records series means "until employee leaves or terminates". These records are confidential subject to certain conditions for disclosure. Please consult General

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						Counsel's Office. Includes records pertaining to "attendance". If pending subject to pending complaint, retain until litigation resolved. Authority: GC12946
	Human Resources Policies	C+7	-	C+7	V,H	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per without citing any authority. Given its historical value, the Department may consider retaining for a minimum of 2 years once the item is superseded or no longer needed.
	MOU Agreements Includes certificates, agreements, plans, notices, memoranda summarizing terms of oral agreements	C+3	-	C+3	-	Note: "C" in this record series is close/termination of agreement. Authority: 29 CFR 516.5
	Organization Charts	S	-	S	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period without citing any authority.
	Procedures (Including Emergency Preparedness)	S	-	S	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period without citing any authority.
	Register	P	-	P	H	Note: Labor costs by employee and program Authority: There is no specific statutory authority for retention of these items; however, the Secretary of State

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						has recommended this retention period per the authority of GC34090 and 37207 which do not specify retention periods for such records. Given their historical value, the Department may consider retaining for 2 yrs prior to their destruction.
	Salary Records	T+3	-	T+3	-	Note: "T" is in this record series "due date for the tax" owed or date of entry, whichever is applicable. Time sheets should be retained “A+3”. Authority: 29 CFR 516.6.
	Toxic Exposure Reports	S	-	S	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per sections GC6254 and Information Practice Act (see Civil Code 1798.40) which do not discuss retention periods. Given its historical value, the Department may consider retaining for a minimum of 2 years once the item is superseded or no longer needed.
	Training	CU+3	-	CU+3	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per sections GC6254 and Information Practice Act (see Civil Code 1798.40) which do not discuss retention periods. Given its historical value, the Department may consider retaining for a minimum of 2 years once the item is superseded or no longer needed.

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	Travel Reimbursement	CU+2	-	CU+2	-	Authority: GC 34090(d)
REAL PROPERTY						
	Annexation Reports Agreements Public Notices LAFCO-related documents	P	-	P	V,H	Authority: GC 34090(a)
	CEQA Legal Notices: Notices of exemption; Notices of completion; Notices of preparation; Notices of determination; Environmental Impact Report; Mitigation monitoring; Negative declaration; Comments; and Statements of overriding considerations	P	-	P	-	Authority: GC34090(a) plus CEQA Guidelines
	Maps - Commercial, Apartments, Development Projects; and Topographical	P	-	P	V,H	Note: This records series is for geographical maps. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon.

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	Miscellaneous Drawings, Blueprints, and Specifications	C+2	-	C+2	-	Note: Includes those submitted by contractors with application for permit and builds for Certificate of Occupancy. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(d) which does not authorize the destruction of records less than 2 years old.
	Permits	P	-	P	V	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090(a) which does not authorize the destruction of records affecting title to real property or liens thereon; the duties of "public works engineers" described in GC4003 and 4004; and public record requests described in H&S 19850.
	Real Property - Certificates of Compliance (Lot Line Adjustments): Certificates & supporting data	P	-	P	V,H	Authority: GC34090(a)
	Real Property - Dedications Files: Offers of dedication & exhibits; Resolutions (file copies); and Correspondence & supporting data	P	-	P	V,H	Authority: GC34090(a)
	Real Property - Detachments/Withdrawals	P	-	P	V,H	Authority: GC34090(a)

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	Files: Maps & drawings; Studies & reports; Agreements; and Correspondence & supporting data					
	Real Property Files: Deeds & supporting data; Quitclaims & supporting data; and Easements & supporting data	P	-	P	V,H	Authority: GC34090(a)
	Reports/Studies	C+2	-	C+2	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC 34090 which does not authorize the destruction of records less than 2 years old.
	Signage	L+2	-	L+2	-	Note: Includes restricted parking zones, log books, index register cards, inventory lists, records of traffic signs; “L” in this record series means date of destruction/termination Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has

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						recommended this retention period per the authority of GC34090 which does not authorize the destruction of records less than 2 years old.
	Specific Plans	C+2	-	C+2	V,H	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090 which does not authorize the destruction of records less than 2 years old.
	Subdivision Tracts Lot Splits - Mergers	P	-	P	V,H	Authority: GC34090(a)
	Tracts Specifications, soil reports	C+2	-	C+2	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090 which does not authorize the destruction of records less than 2 years old.
RISK MANAGEMENT						
	Certificates of Insurance	P	-	P		Note: Compliance, elevation, occupancy which affect real property Authority: There is no specific statutory authority for the

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						retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090.
	Certificates of Liability	E+1	P	P	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090.
	Claims (Against the District) Files	CU+2	-	CU+2	-	Duplicate series. Official is held by claims adjustor or assigned attorney. If official pleadings, submit to General Counsel's office. For W/C, Secretary of State recommends "P" citing federal regulations requiring 30 yr retention for "employee exposure records". Authority: GC34090.7
	Claims Loss Runs (Fiscal Year End)	CU+5	-	CU+5	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090.
	Claims Loss Runs (Monthly)	CU+2	-	CU+2	-	Note: Information from the monthly loss runs is restated in the fiscal year end report. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090.
	Insurance Certificates (Businesses Operating in the District)	E+2	-	E+2	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has

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						recommended this retention period per the authority of GC34090.
	Insurance - Other	P	-	P	V,H	Note: Includes Certificates of Insurance [filed separately from contracts, and includes insurance filed by licensees]
	Liability/Property	P	-	P	V,H	Note: May include liability, property, Certificates of Participation, deferred used of facilities
	Workers Compensation	P	-	P	V,H	Note: Includes: Indemnity; PERS - working files; originals with Administrator/Human Resources Manager Authority: As for liability/property insurance, GC74090(a) Authority: As for the workers compensation related items above, there is no specific statutory authority for the retention of these items; however, the Secretary of State has recommended these retention periods per the authority of GC34090. Given their historical value, the Department may consider retaining for a minimum of 2 years once an item is superseded or no longer needed.
	Letters of Credit	T+5	-	T+5	-	Note: For this record series, T (Termination) represents termination of credit agreement. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period.
	Reports/Studies	CL+2	-	CL+2	-	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090 which does not authorize the destruction of records less than 2 years old.
	Tort Claim Administrative Files	CU+5	-	CU+5	-	Authority: There is no specific statutory authority for the

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	Budgets and financial statements; Reports & studies; Bulletins & publications; and Meetings agendas					retention of this item; however, the Secretary of State has recommended this retention period. Given their historical value, the Department may consider retaining for a minimum of 2 years once an item is superseded or no longer needed.
	Workers Compensation Insurance Policies	S	P	P	H	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period per the authority of GC34090. Given its historical value, the Department may consider retaining for a minimum of 2 years once the item is superseded or no longer needed.
	Workers Compensation Insurance Administration Records: Loss analysis; and Statements	CU+5	-	CU+5	H	Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period. Given their historical value, the Department may consider retaining for a minimum of 2 years once an item is superseded or no longer needed.

WASTE SERVICES

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	AB 939 (Solid Waste Disposal) Files: Agreements; Permits; Reports and studies; Rules and procedures; and Correspondence and backup data	C+5	-	C+5	V,H	Note: For this record series, C represents completion of all program requirements set by the State. Authority: No specific retention period noted, however see CCR 14 and 17 for specific waste management programs. District may consider retaining for 2 yrs per GC 34090.
	Collection Schedule	CU+2	-	CU+2	-	Authority: GC 34090
	Daily records/usage	CU+2	-	CU+2	-	Authority: GC 34090
	Franchise Files Agreements; Bonds/Certificates of insurance; Statements & reports	C	P	P	H	Note: For this record series, C (Closed/Completed) represents completion of all terms of the franchise agreement. Authority: There is no specific statutory authority for the retention of this item; however, the Secretary of State has recommended this retention period under GC34090 which does not authorize the destruction of records affecting title to property or liens thereon.
	Grant Programs	CU+2	-	CU+2	V,H	Authority: GC 34090
	Hazardous Waste Disposal	CU+10	-	CU+10	V, H	Note: Documentation re: the handling and disposal of hazardous waste.

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						Authority: The Secretary of State recommends this retention period per Cal Osha 40 CFR 122.21(p); however that section only provides for a 3 yr retention. The District may consider retaining this item for three years.
	History, Sanitation	CU+2	-	CU+2	-	Authority: GC 34090
	Maintenance and Operations	CU+2	-	CU+2	-	Note: Includes work orders, inspection, repairs, cleaning, reports, complaints Authority: Secretary of State recommends this retention period per GC 34090 prohibits the destruction of records less than 2 years old.
	Recycling Programs	C+2	-	C+2	-	Authority: Secretary of State recommends this retention period per GC 34090 which prohibits the destruction of records less than 2 years old.
	Rates	C+2	-	C+2	-	Authority: Secretary of State recommends this retention period per authority of GC 34090 which prohibits the destruction of records less than 2 years old.
	Reports	CU+2	-	CU+2	-	Note: Includes studies and information relating to tonnage, daily records and usage Authority: Secretary of State recommends this retention period per GC 34090 which prohibits the destruction of records less than 2 years old.
	Riverside County	S+2	-	S+2	V,H	Authority: There is no specific statutory authority for

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	Board of Supervisors; Flood Control; Health Department/AQMD; and Planning					retention of this item; however, given its historical value, the District may consider retaining for minimum of 2 years per Section 34090(d) once superseded.
	Sanitary regulations/pertinent codes	S +2	-	S+2	-	Authority: Secretary of State recommends this retention period under the authority of GC34090 which prohibits the destruction of records less than 2 years olds. The District may consider retaining this item 2 years before its scheduled destruction.

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