



**SACRAMENTO GROUNDWATER AUTHORITY  
MEETING OF THE BOARD OF DIRECTORS**

**Thursday, February 13, 2025  
at 9:00 a.m.**

**2295 Gateway Oaks, Suite 100  
Sacramento, CA 95833  
(916) 967-7692**

The Board will discuss all items on this agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on this agenda but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.

**IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:**

The Sacramento Groundwater Authority currently provides in person as well as virtual public participation via the Zoom link below until further notice. The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker.

Join Zoom Meeting

<https://us06web.zoom.us/j/86234537375>

Meeting ID: 862 3453 7375 Passcode: 955951

Dial by your location

+1 669 444 9171 US or +1 669 900 6833 US (San Jose)

**If we experience technical difficulties and the Zoom link drops and you are no longer able to connect to the Board meeting, please dial 1-877-654-0338 – Guest Code 198**

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection on SGA's website. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact [jpeifer@rwah2o.org](mailto:jpeifer@rwah2o.org). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

## **AGENDA**

### **1. CALL TO ORDER AND ROLL CALL**

**2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.

### **3. ADMINISTRATIVE: 2025 BOARD MEETING DISCUSSION TOPICS**

Presenter: Jim Peifer, Executive Director

### **4. CONSENT CALENDAR:**

All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request an item be removed for separate consideration.

**4.1** Approve the draft meeting minutes of December 12, 2024, SGA Board Meeting

**4.2** Authorize the Executive Director to execute Monitoring Well Installation, Operation, Maintenance, and Inspection Agreements

**Action: Approve Consent Calendar items as presented**

### **5. SGA 2025 STRATEGIC PRIORITIES**

Presenter: Trevor Joseph, Manager of Technical Services

**Action: Approve the SGA 2025 Strategic Priorities**

### **6. INFORMATION: SUSTAINABLE GROUNDWATER MANAGEMENT ACT IMPLEMENTATION**

Presenter: Trevor Joseph, Manager of Technical Services

### **7. DEVELOPMENT OF SGA FISCAL YEAR 2025 – 2026 BUDGET**

Presenter: Tom Hoffart, Finance and Administrative Services Manager

**Action: Chair to Appoint Budget Subcommittee for FY 2025-26**

### **8. REVISION TO SGA RECORDS INSPECTION, RETENTION, DISPOSAL, AND STORAGE POLICY**

Presenter: Ashley Flores, Clerk of the Board and Chris Sanders, General Counsel

**Action: Review and Approve SGA Policy Records Inspection, Retention, Disposal and Storage; and Adopt by Resolution 2025-01**

### **9. EXECUTIVE DIRECTOR'S REPORT**

### **10. DIRECTORS' COMMENTS**

**ADJOURNMENT**

**Next SGA Board of Director's Meetings:**

April 10, 2025 9:00 a.m. at the RWA/SGA office, 2295 Gateway Oaks, Suite 100, Sacramento, CA 95833. The location is subject to change.

Notification will be emailed when the SGA electronic packet is complete and posted on the SGA website at <https://www.sgah2o.org/meetings/board-meetings/>

Posted on: February 7, 2025

*Ashley Flores*  
\_\_\_\_\_  
Ashley Flores, CMC, Secretary

## 2025 SGA BOARD MEMBERS

Organization	Representative/Alternate	Appointing Authority	Term Ends
California American Water	S. Audie Foster Terry Coleman (Alternate)	Sacramento City Council	August 2028
Carmichael Water District	Paul Selsky Jeff Nelson (Alternate)	Sacramento County	August 2026
Citrus Heights Water District	Caryl Sheehan Raymond Riehle (Alternate)	Citrus Heights City Council	February 2028
City of Folsom	Marcus Yasutake Barbara Leary (Alternate) Todd Eising (Alternate)	Folsom City Council	Jan 2027
City of Sacramento	Lisa Kaplan Brett Ewart (Alternate)	Sacramento City Council	April 2028 (Annual Review)
County of Sacramento	Rosario Rodriguez Chris Hunley <b>Chair</b> Kerry Schmitz (Alternate) Matt Satow (Alternate)	Sacramento County	July 17, 2026
Del Paso Manor Water District	Gwynne Pratt	Sacramento City Council	August 2028
Fair Oaks Water District	Randy Marx Christian Petersen (Alternate)	Sacramento County	August 2026
Golden State Water Company	Paul Schubert Sean Twilla (Alternate)	Sacramento City Council	August 2028
Natomas Central MWC	Matt Lauppe Brett Gray (Alternate)	Sacramento City Council	August 2028
Orange Vale Water Company	John Wingerter Craig Davis (Alternate)	Sacramento County	August 2026
Rio Linda/Elverta CWD	Maria Liverett Anthony Cline (Alternate)	Sacramento County	August 2026
Sacramento Suburban Water District	Jay Boatwright <b>Vice Chair</b> Robert Wichert (Alternate) Kevin Thomas (Alternate)	Sacramento City Council	July 2026 <i>(Updated 4/4/23)</i>
San Juan Water District	Ted Costa Dan Rich (Alternate)	Sacramento County	August 2026
Agriculture	Mike DeWit Nathan Doyel (Alternate)	Sacramento County	August 2026
Self-Supplied Industry	Clint Luedtke Del Paso Country Club	Sacramento City Council	August 2028

Topic: Public Comment  
Type: New Business  
Item For: Information/Discussion  
Purpose: Routine

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SUBMITTED BY:	Ashley Flores, CMC Secretary	PRESENTER:	Jim Peifer Executive Director
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**EXECUTIVE SUMMARY**

This is an information item to provide an opportunity for the Sacramento Groundwater Authority Board of Directors to recognize or hear from visitors that may be attending the meeting or to allow members of the public to address the Board of Directors on matters that are not on the agenda.

As noted on the agenda, members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.

**STAFF RECOMMENDED ACTION**

None. This item is for information only.

**BACKGROUND**

Public agencies are required by law to provide an opportunity for the public to address the SGA Board of Directors matters that are not on the agenda.

Topic: Board Meeting Discussion Topics  
Type: New Business  
Item For: Information/Discussion  
Purpose: Routine

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SUBMITTED BY:	Ashley Flores, CMC Secretary	PRESENTER:	Jim Peifer Executive Director
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**EXECUTIVE SUMMARY**

This is an information item for the SGA Board of Directors to review the upcoming Board Meeting Discussion Topics. Please see the attached table.

**STAFF RECOMMENDED ACTION**

None. This item is for information/discussion only.

**BACKGROUND**

The attached support is included to update the Board of Directors of upcoming discussion topics. The calendar of discussion topics listed in Attachment 1 will be updated as the Board provides staff with directions on potential initiatives. The calendar of discussion topics assumes the meeting schedule prescribed in the Joint Powers Agreement.

**FINDINGS/CONCLUSIONS**

This item is being presented for informational purposes only.

**ATTACHMENTS**

Attachment 1- Calendar of Discussion Topics

## 2025 SGA Board of Directors Meeting Schedule

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Committee Meeting	Tentative Agenda Items
February 13	<ul style="list-style-type: none"> <li>• SGA Annual Strategic Priorities</li> <li>• Review of Records Retention Policy</li> <li>• Budget Overview and subcommittee appointment</li> <li>• Technical Updates</li> </ul>
April 10	<ul style="list-style-type: none"> <li>• Budget Approval – Weighted Vote</li> <li>• Annual Report (Post Filing)</li> <li>• Review of Conflict of Interest Policy</li> <li>• Technical Updates</li> <li>• Legislative Report</li> </ul>
June 12	<ul style="list-style-type: none"> <li>• Technical Updates</li> <li>• Legislative Report</li> </ul>
August 14	<ul style="list-style-type: none"> <li>• Technical Updates</li> <li>• Legislative Report</li> </ul>
October 9	<ul style="list-style-type: none"> <li>• Selection of SGA Officers and RWA EC Representative – Chair appointed Ad Hoc Committee</li> <li>• Review of Investment Policy</li> <li>• Technical Updates</li> <li>• Legislative Report</li> </ul>
December 11	<ul style="list-style-type: none"> <li>• Audit Report</li> <li>• Election of SGA Officers</li> <li>• Technical Updates</li> <li>• Legislative Report</li> </ul>

## 4.0 CONSENT CALENDAR



Topic: Meeting Minutes  
Type: Consent Calendar  
Item For: Action; Motion to Approve  
Purpose: [SGA Policy 200.1, Chapter 3.15](#)

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SUBMITTED BY:	Ashley Flores, CMC Secretary	PRESENTER:	Jim Peifer Executive Director
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**EXECUTIVE SUMMARY**

This is an action item for the Sacramento Groundwater Authority Board of Directors to review and consider approving the draft minutes of the regular Sacramento Groundwater Authority Board of Directors Meeting of December 12, 2024.

**STAFF RECOMMENDED ACTION**

A motion to approve the draft minutes, as presented or amended.

**BACKGROUND**

The draft minutes of the above referenced meetings are included with this Agenda. The minutes reflect the SGA Policy 200.1, § 3.15 to document specific details on items discussed at the meetings.

The Executive Director may list on the agenda a "consent calendar", which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent calendar items might include approval of minutes, financial reports and routine resolutions. Any matter may be removed from the consent calendar and placed on the regular calendar at the request of any member of the Board. The entire consent calendar may be approved by a single motion made, seconded and approved by the Board.

**FINDING/CONCLUSION**

Staff believes the draft of the presented minutes correctly reflect the information shared and actions taken by the Board of Directors.

**ATTACHMENTS**

Attachment 1- Draft meeting minutes of the Sacramento Groundwater Authority Board of Directors Meeting of December 12, 2024

**Attachment 1**

**Draft meeting minutes of the Sacramento Groundwater Authority**

**Board of Directors Meeting of December 12, 2024**



**SACRAMENTO GROUNDWATER AUTHORITY**

**Board Meeting**

**Draft Minutes**

**December 12, 2024**

**1. CALL TO ORDER**

Chair Selsky called the regular meeting of the SGA Board of Directors to order on December 12, 2024 at 9:01 a.m. at the RWA conference room located at 2295 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833.

A quorum was established of 9 participating members. Individuals in attendance are listed below:

**Board Members**

S. Audie Foster, California American Water  
Paul Selsky, Carmichael Water District, Chair  
Caryl Sheehan, Citrus Heights Water District  
Brett Ewart, City of Sacramento  
Chris Hunley, County of Sacramento, Vice Chair  
Gwynne Pratt, Del Paso Manor Water District  
Randy Marx, Fair Oaks Water District  
John Wingerter, Orange Vale Water Company  
Jay Boatwright, Sacramento Suburban Water District  
Ted Costa, San Juan Water District

**Staff Members**

Jim Peifer, Trevor Joseph, Tom Hoffart, Ryan Ojakian, Raiyna Villasenor, Monica Garcia, Ashley Flores and Chris Sanders, legal counsel

**Others in Attendance**

Chris Shepard, Orange Vale Water Company; Brett Grey, Natomas Central MWC; Kevin Thomas, Sacramento Suburban Water District; Greg Zlotnick, San Juan Water District; Rebecca Scott, Citrus Heights Water District; Austin Miller Sacramento County GSA; and Paul Helliker, San Juan Water District

**2. PUBLIC COMMENT**

None

**3. CONSENT CALENDAR**

**3.1** Approve the draft meeting minutes of August 8, 2024 SGA Board meeting.

**A motion was made to approve the Consent Calendar.**

Motion/Second/Carried Director Ewart moved with a second by Director Costa S. Audie Foster, California American Water; Paul Selsky, Carmichael Water District; Caryl Sheehan, Citrus Heights Water District; Brett Ewart, City of Sacramento; Chris Hunley, County of Sacramento; Gwynne Pratt, Del Paso Manor Water District; John Wingerter, Orange Vale Water Company; Jay Boatwright, Sacramento Suburban Water District; and Ted Costa, San Juan Water District. Voted yes.

Ayes- 9  
Noes- 0  
Abstained- 0  
Absent- 7

*Director Marx entered the meeting at 9:06 a.m.*

**4. FISCAL YEAR 2023-24 AUDIT REPORT**

This is an action item for the Board of Directors to receive a presentation from Ingrid Sheipline of Richardson & Company, LLP and accept the Fiscal Year 2023-24 Audit Report.

**A motion was made to accept the Fiscal Year 2023-24 Audit Report**

Motion/Second/Carried: Director Costa moved with a second by Director Sheehan

S. Audie Foster, California American Water; Paul Selsky, Carmichael Water District; Caryl Sheehan, Citrus Heights Water District; Brett Ewart, City of Sacramento; Chris Hunley, County of Sacramento; Gwynne Pratt, Del Paso Manor Water District; Randy Marx, Fair Oaks Water District; John Wingerter, Orange Vale Water Company; Jay Boatwright, Sacramento Suburban Water District; and Ted Costa, San Juan Water District. Voted yes.

Ayes- 10  
Noes- 0  
Abstained- 0  
Absent- 6

*Consultant Ingrid Sheipline exited the meeting at 9:16 a.m.*

**5. ELECTION OF 2025 SGA OFFICERS**

This was an action item presented by Chair Selsky to receive the following nominations from the appointed Nomination Ad Hoc Committee:

SGA Chair Chris Hunley, Sacramento County  
SGA Vice Chair Jay Boatwright, Sacramento Suburban Water District

Public Comment:

Director Yasutake - The City of Folsom supports the nominations made by the ad-hoc committee for Chair and Vice Chair. I also want to thank Director Harris-Garrison and Director Pratt for serving on the Ad Hoc nomination committee.

**A motion was made to accept the committee nomination of SGA Chair - Chris Hunley, Sacramento County and SGA Vice Chair - Jay Boatwright, Sacramento Suburban Water District.**

Motion/Second/Carried: Director Ewart moved with a second by Director Sheehan

S. Audie Foster, California American Water; Paul Selsky, Carmichael Water District; Caryl Sheehan, Citrus Heights Water District; Brett Ewart, City of Sacramento; Chris Hunley, County of Sacramento; Gwynne Pratt, Del Paso Manor Water District; Randy Marx, Fair Oaks Water District; John Wingerter, Orange Vale Water Company; Jay Boatwright, Sacramento Suburban Water District; and Ted Costa, San Juan Water District. Voted yes.

Ayes- 10

Noes- 0

Abstained- 0

Absent- 6

## **6. WATER BANK SGA AD HOC GROUP UPDATE**

This is a standing information/discussion item for the Board of Directors to receive an update by Trevor Joseph, Manager of Technical Services to report on any updates from the SGA Ad Hoc group's activities aiding in the implementation of the Sacramento Regional Water Bank (Water Bank) project. The SGA Ad Hoc group was formed in fall 2024 and is responsible for aiding in the development of the Water Bank, specifically addressing the subject of the Water Bank starting balance while protecting the sustainability of groundwater in the North American Subbasin and supporting SGA's interests.

No action taken this item, information only.

## **7. NASB GROUNDWATER CONDITIONS – CURRENT STATUS OF WATER LEVEL DATA**

This is an information/discussion item for the Board of Directors to receive a presentation by Trevor Joseph, Manager of Technical Services brief update on groundwater conditions in the North American Subbasin. Groundwater conditions, provided through illustration of current water level data will be important as agencies work with SGA to complete ongoing requirements of the Sustainable Groundwater Management Act and contemplate additional conjunctive water management actions in the subbasin including Groundwater Substitution Transfers.

No action taken this item, information only.

## **8. SGMA GRANT UPDATE**

This was an information/discussion item Raiyna Villasenor, Senior presented a brief update on the status of SGA's Sustainable Groundwater Management Act grant with the Department of Water Resources. Ongoing work to implement the components of the grant are critical to SGA and other North American Subbasin Groundwater Sustainability Agencies efforts to meet the ongoing requirements of the Sustainable Groundwater Management Act.

Grant Administration (\$293K) – Ongoing  
Groundwater Recharge Feasibility Study (\$437K) – In progress  
Groundwater Quality Degradation Study (\$242K) – In progress  
Groundwater Monitoring Wells Construction (\$600K) – In progress

- GDE (4) - three of the four sites confirmed
- Lowering of Levels (1)
- SW Depletion (1)

Groundwater Monitoring Well/Emergency Supply Well (\$376K) – In progress

- Domestic and Emergency Supply (1)

GSP Update and Annual Reporting (\$838K) – In progress  
CoSANA Model Upgrade and Enhancements (\$776K) – In progress

No action taken this item, information only.

## **9. SGA 2025 LOOK AHEAD**

This is an information discussion item for the Board of Directors to receive a brief update presented by Trevor Joseph, Manager of Technical Services on SGA's planned activities, projects, and actions for 2025. SGA staff work on multiple activities, projects, and actions to advance SGA's goals and objectives including implementation of Sustainable Groundwater Management Act requirements. Additional workload requirements are planned and anticipated in 2025 and should be discussed in the context of existing SGA staff obligations.

No action taken this item, information only.

## **10. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Peifer reminded everyone that the Holiday Social is this evening at the Delta King. He also reported on the Streamflow Depletion Factor for Water Year 2025 and 2026 – Mr. Joseph and Mr. Peifer are involved in the development of a Sacramento Valley Wide Streamflow Depletion Factor (SDF) for water transfers for Water Year 2025 and 2026. Mr. Joseph is on the Technical Advisory Committee and Mr. Peifer is on a Policy Advisory Committee (PAG).

## **11. DIRECTORS' COMMENTS**

Director Boatwright reported that negotiations between Sacramento Suburban Water District and Del Paso Manor Water District have completed and they are moving forward

with review from LAFCO for approval.

**ADJOURNMENT**

With no further business to come before the Board, Chair Selsky adjourned the meeting at 10:29 a.m.

By:

\_\_\_\_\_  
Chris Hunley, SGA Chair

Attest:

\_\_\_\_\_  
Ashley Flores, CMC, Clerk of the Board

## Agenda Item 4.2

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Topic: Well Monitoring Installation, Operation, Maintenance, and Inspection Agreements  
Type: Consent Calendar  
Item For: Action; Authorize Signing Authority  
Purpose: Grant Management and Administration

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SUBMITTED BY:	Trevor Joseph, P.G., C.Hg. Manager of Technical Services	PRESENTER:	Trevor Joseph, P.G., C.Hg. Manager of Technical Services
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### EXECUTIVE SUMMARY

This is an action item for the Sacramento Groundwater Authority Board of Directors to authorize the Executive Director authority to execute a series of Monitoring Well Installation, Operation, Maintenance, and Inspection agreements with numerous agencies that comprise the Groundwater Sustainability Agencies within the North American Subbasin.

### STAFF RECOMMENDED ACTION

Authorize the Executive Director signing authority for Monitoring Well Installation, Operation, Maintenance, and Inspection agreements with numerous agencies.

### BACKGROUND

SGA was awarded a grant of \$3,560,500 from the Department of Water Resources under their Sustainable Groundwater Management Act (SGMA) Implementation, Round 2 Solicitation, to support the North American Subbasin (NASb) Groundwater Sustainability Plan implementation activities as required under the SGMA. The grant agreement with the Department of Water Resources requires that the SGA complete a number of elements including the construction of monitoring wells and monitoring wells/emergency supply wells. It appears, but is not completely clear that the Executive Director has the authority to execute access agreements with other agencies that would be necessary to access properties for the purposes of installation, operation, maintenance, and inspection. This item is intended to clarify that the Executive Director has been delegated authority by the Board of Directors to execute access agreements for this purpose.

In order to complete the Groundwater Monitoring Wells Construction and Groundwater Monitoring Well/Emergency Supply Well components; a series of Installation, Operation, Maintenance, and Inspection agreements with other GSAs in the NASb must be in place. Staff and counsel are currently negotiating a templated agreement for Installation, Operation, Maintenance, and Inspection agreements (Agreements) with the following Groundwater Sustainability Agencies, or member local agencies that comprise these Groundwater Sustainability Agencies:



## Agenda Item 4.2

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- Natomas Central Mutual Water Company
- Reclamation District 1001
- City of Roseville
- Placer County
- Placer Conservation Authority
- City of Sacramento
- Natomas Basin Conservancy
- South Sutter Water District
- Sutter County
- Sacramento Area Sewer District

Staff anticipates these Agreements will be executed within the first or second quarter of 2025 allowing GEI to complete procurement of a drilling subcontractor and work will begin constructing the monitoring wells later this year.

### FINDING/CONCLUSION

Staff recommends the Board approve the agreement and authorize the Executive Director authority to execute the Installation, Operation, Maintenance, and Inspection agreements with North American Subbasin Groundwater Sustainability Agencies to meet SGA grant requirements and contractual deadlines with the Department of Water Resources and advance SGMA implementation in the North American Subbasin.

## Agenda Item 5

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Topic: Sacramento Groundwater Authority (SGA) 2025 Strategic Priorities  
Type: New Business  
Item For: Action/Discussion  
Purpose: SGA Board Consideration of SGA 2025 Strategic Priorities

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SUBMITTED BY:	Trevor Joseph, P.G., C.Hg. Manager of Technical Services	PRESENTER:	Trevor Joseph, P.G., C.Hg. Manager of Technical Services
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### EXECUTIVE SUMMARY

This is an action item for the Sacramento Groundwater Authority's Board of Directors to review and approve the proposed Strategic Priorities for 2025.

### STAFF RECOMMEND ACTION:

Approve the 2025 SGA Strategic Priorities.

### BACKGROUND

SGA staff have identified the strategic priorities for the Board's consideration and approval. The priorities will guide the work of the SGA during the 2025 calendar year. These strategic priorities were originally established for the 2023 calendar year. SGA staff believes the strategic priorities listed below are still relevant without any changes for the 2025 calendar year.

The 2025 SGA Strategic Priorities are as follows:

#### **1) Manage and implement activities in compliance with the Sustainable Groundwater Management Act (SGMA) within the North American Subbasin (NASb or Subbasin).**

- Manage the North Area Groundwater Basin in compliance with SGMA through the following actions:
  - Continue to manage the use of groundwater in the NASb to support the long-term sustainable groundwater yield of the Subbasin;
  - Continue long-term implementation of the Groundwater Sustainability Plan (GSP) for the Subbasin through management and support of identified project and management actions; and

## Agenda Item 5

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- Continue to manage and implement activities identified in the GSP through the following activities:
  - Monitoring - Groundwater elevation monitoring, groundwater quality monitoring, subsidence monitoring, and other monitoring.
  - Data Management - Upload groundwater elevation and water quality data to applicable State SGMA database and update NASb Data Management System.
  - Data Analysis - Sustainability indicators, annual report, and CoSANA Groundwater Model.
  - Coordination and Outreach - Quarterly North American Subbasin (NASb) Groundwater Sustainability Agency [GSA] meetings, Annual Report updates, 5-year GSP updates; and other management activities such as fill in data gaps noted in the monitoring well network, track implementation of urban area conjunctive use programs, work with the Regional Water Authority in its development of the Sacramento Regional Water Bank, track progress of supplemental projects, technical work on well construction practices, shallow/domestic well analysis and groundwater dependent ecosystem assessment management and annual monitoring.

### **2) Lead and support successful Conjunctive Water Management, as well as assess and respond to impacts on water resources within the SGA area and in partnership with others in the NASb Subbasin.**

- Manage the use of groundwater in the NASb and facilitate implementation of Conjunctive Use program(s) by water purveyors.
- Preserve and protect the water supplies of the NASb for present and future uses in the Sacramento region.
- Devise and implement strategies and projects (e.g., groundwater substitution transfers, water bank project, Natomas Cross Canal, etc) to provide benefits to water users within the Subbasin.

### **3) Promote successful protection and enhancement of the reliability, availability, and quality of groundwater resources by engaging with relevant internal and external agencies, organizations with water interests, members of the public, and other beneficial users of groundwater within the NASb Subbasin.**

- Through education, discussions, and target outreach with stakeholders and interested parties

## Agenda Item 5

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promote the objectives of the SGA. Internal and external interested parties include but are not limited to Association of California Water Agencies, Groundwater Resources Association, Sacramento Central Groundwater Authority, Northern California Water Association, local, state, and federal agencies, the public and other beneficial users of groundwater.

- Continue activities such as the Regional Contamination Issues Committee to promote coordination and engagement throughout the Subbasin.
- Support and protect the most sensitive beneficial uses and users of groundwater in the NASb by collaborating with local permitting agencies on well construction practices.
- Facilitate collaboration between subbasins and adjacent GSAs to support SGMA compliance.

#### **4) Engage relevant Federal, State and Local Agencies that influence or manage resources related to support successful management of the NASb Subbasin.**

- Facilitate and lead State and Federal regulatory agencies, local water agencies, responsible parties and members of the public to support successful management of the Subbasin.

#### **5) Continuously monitor, collect, track, and analyze water levels, quantity, and quality within the Subbasin to comply with SGMA requirements and support the development and implementation of strategies to safeguard groundwater within the NASb Subbasin.**

- Continue to monitor, collect, manage and analyze data such as groundwater elevation, water level, water quality and shallow water quality to comply with SGMA requirements and that benefit other SGA and RWA projects and programs in the Subbasin.
- Continue to lead quarterly Regional Contamination Issues Committee meetings that provide groundwater quality knowledge transfer and information sharing between regulatory and local agencies.

#### **6) Maintain funding solvency through thorough administrative and project management services.**

- Evaluate, support and strategically pursue funding opportunities for members and partner agencies that benefit the NASb and water users within the region.
- Administer funding and financing to implement projects and program activities in accordance with fiscal rules and available budget through industry standard project management processes and adaptive management.

FINDING/CONCLUSION

A set of strategic priorities is a valuable tool for establishing a strategic unified vision, outlining goals and objectives, and for monitoring results. Goals have been established that are specific, measurable, achievable, relevant, time dependent and aligned with our mission. Staff believes the success indicators and goals in the proposed strategic priorities are consistent with the discussions and direction from the Board of Directors.

## Agenda Item 6

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Topic: Sustainable Groundwater Management Act Implementation  
Type: Old Business  
Item For: Information  
Purpose: General

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SUBMITTED BY:	Trevor Joseph, P.G., C.Hg. Manager of Technical Services	PRESENTER:	Trevor Joseph, P.G., C.Hg. Manager of Technical Services
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### EXECUTIVE SUMMARY

This is an information item for the Board of Directors to receive a brief update on SGA's planned activities, projects, and actions for 2025.

### STAFF RECOMMENDED ACTION

None. This item is for information/discussion only.

### BACKGROUND

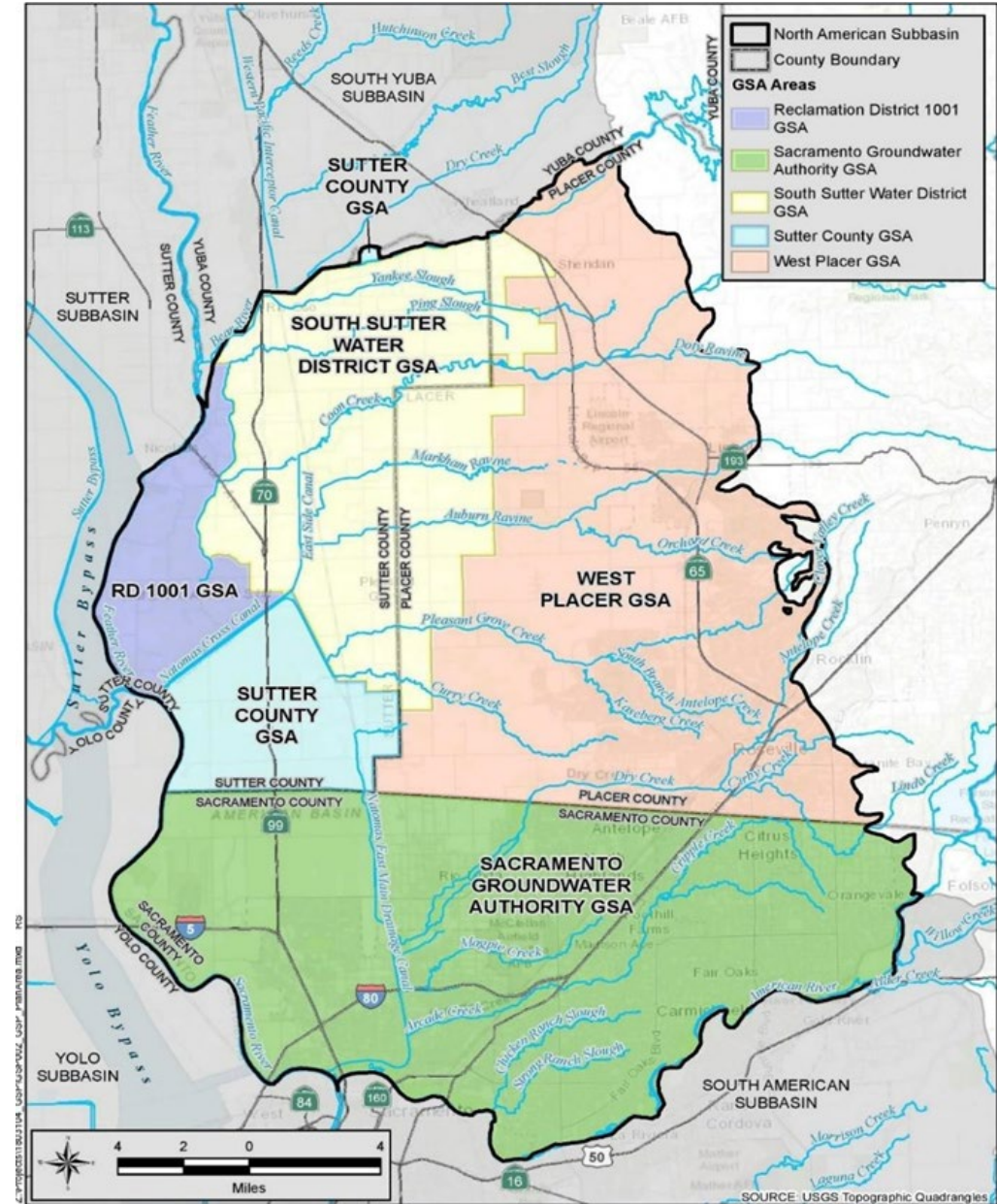
Staff work on multiple activities, projects, and actions to advance SGA's goals and objectives including implementation of Sustainable Groundwater Management Act requirements. Additional workload requirements are planned and anticipated during calendar year 2025 and should be discussed in the context of existing SGA staff obligations.

### ATTACHMENTS

Attachment 1- Presentation on SGMA Implementation

# Agenda Item 6.0 SGMA Implementation

February 13, 2025

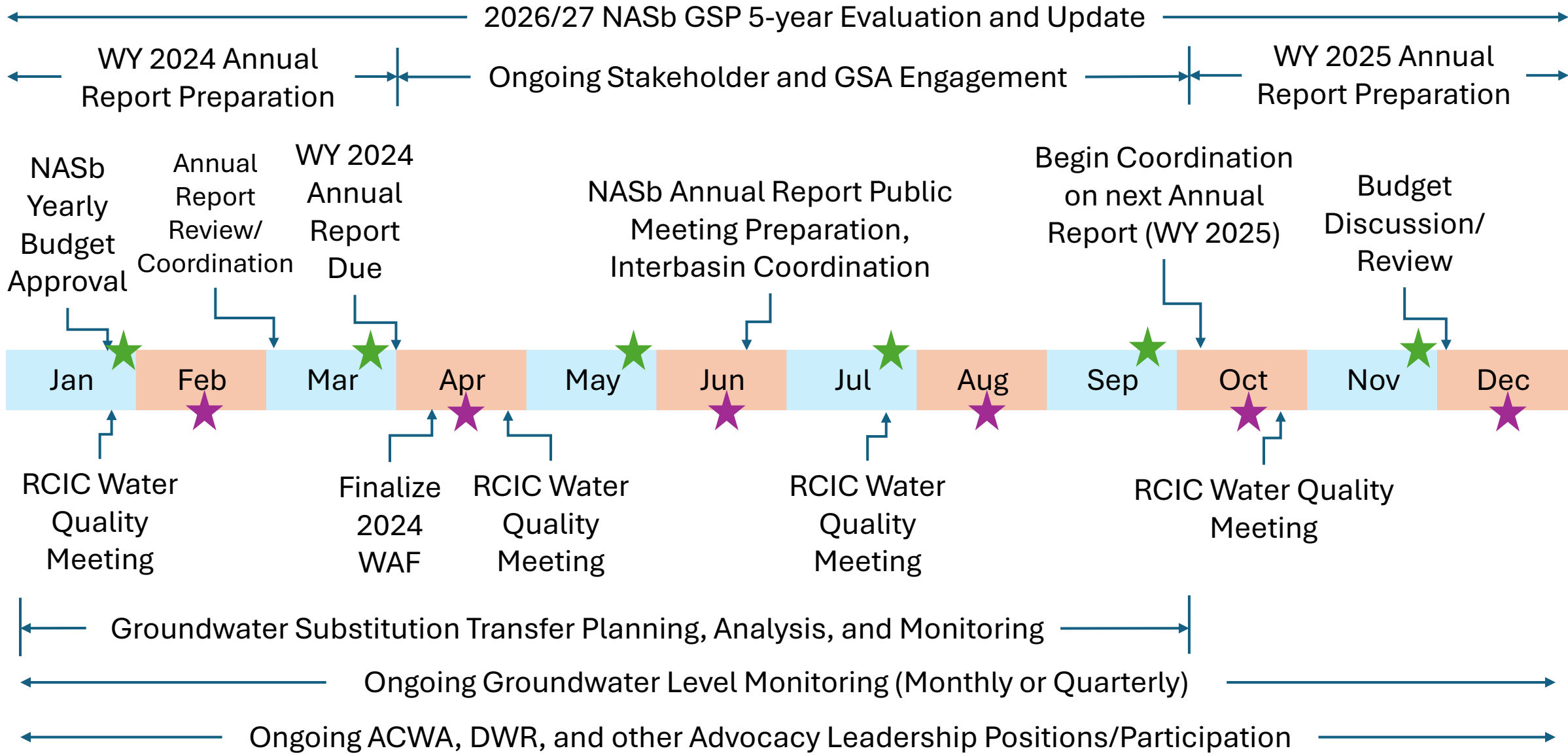


# SGA Ongoing Activities

- ★ NASb GSA Coordination Meetings
- ★ SGA Board Meeting

SGMA – NASb Activities

SGA – Non SGMA Activities





Topic: Development of the Fiscal Year 2025/2026 Budget  
Type: New Business  
Item For: Information  
Purpose: Policy 400.3

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SUBMITTED BY:	Tom Hoffart Finance and Administrative Services Manager	PRESENTER:	Tom Hoffart Finance and Administrative Services Manager
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**EXECUTIVE SUMMARY**

This is an information item to brief the Board of Directors on the policies and considerations in developing the SGA Budget and for the Chair to appoint a budget ad hoc committee.

**STAFF RECOMMENDED ACTION**

Chair to appoint a Budget Ad Hoc Committee for the Fiscal Year 2025/2026 Budget

**BACKGROUND**

Staff are beginning the preparation of the Fiscal Year 2025/2026 SGA budget. The Chair typically appoints a Budget Ad Hoc Committee at the beginning of the year to provide feedback and direction in preparing a draft budget for consideration by the full Board. This item also includes a brief presentation reviewing the fees calculation methodology, SGA budget policies, last year’s budget assumptions, future budget outlook and outlining the budget schedule.

**ATTACHEMENTS**

Attachment 1 – SGA Policy 400.3 – Budget Policy

# SACRAMENTO GROUNDWATER AUTHORITY POLICIES AND PROCEDURES MANUAL

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Policy Type : Fiscal Management  
Policy Title : Budget Policy  
Policy Number : 400.3  
Date Adopted : February 13, 2014  
Date Amended : April 11, 2024

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## BUDGET POLICY

The purpose of the budget process is to help the Board and Executive Director make informed choices about the provision of services and capital assets. It is important for the budget process to link organizational goals and objectives, focus on results and outcomes, and incorporate a long-term perspective. The Board, along with the Executive Director, will determine a proposed plan of action for SGA program objectives and deliverables. These objectives and deliverables are based upon the needs of the SGA members. This plan then drives the proposed expenses for the fiscal year.

### The Budget

The annual operating budget is a summary of proposed expenditures for a particular fiscal year, including allocated costs incurred from the Regional Water Authority (“RWA”)<sup>a</sup> under the Administrative and Management Services Agreement. The budget format summarizes expenditures by major category type, such as allocated administrative staffing costs, direct and allocated office costs, direct and allocated external professional fees, other direct or allocated costs<sup>b</sup>, and special project or program expenses. The operating budget identifies the funding sources to pay for the expenditures, including proposed membership dues and other sources such as grants and investment earnings. The budget also estimates available cash designations/reserves used or contributed to and the estimated remaining balances for the end of the fiscal year.

### Budget Approval

Each fiscal year, the Board will authorize a budget for the ensuing fiscal year. Adoption of the annual budget typically occurs in the April or June Board meeting, and must be approved prior to the beginning of the next fiscal year on July 1. The Board adopts the annual overall budget which summarizes the objectives and the related expenses.

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<sup>a</sup> SGA is managed under an Administrative and Management Services Agreement by RWA. Under this agreement, SGA is managed by the RWA and utilizes RWA employees, including the RWA executive director to execute SGA’s operational objectives.

<sup>b</sup> Examples of these costs include office or field equipment purchases.

Under the Administrative and Management Services Agreement, the Executive Director is responsible for the execution of the budget, including contracting with vendors and operating within the SGA guidelines Policy Number 300.1, Architectural and Engineering Services Selection Policy.

The annual budget also may project up to four future years of expenditures and revenues. This information allows the Board and members to understand the impact of the current year's decisions on future costs and programs. It also allows members to plan for membership expenses in the future. However, approving the annual budget does not approve the projected budget for future years.

Members and Contracting Entities (consistent with the terms of the SGA JPA) will share in the general operating and administrative cost of operating the SGA, as outlined in the annual budget documents.

The Board of Directors may approve, from time to time, an advance or contribution to proposed projects or program specific activities. The reimbursement of these start-up costs or contributions from subscribing Members and/or Contracting Entities will be required once the contemplated project or program is implemented as contained in the Project or Program Agreement. Sometimes the payment of these proposed projects or program specific activities may have some other sources, such as local, state and federal grants.

#### Overall Operating Principles

The overall operating principles that must be followed by the Executive Director in executing the approved budget are as follows:

- 1) Overall annual expenditures and expenses should be at or below budget, unless previously approved by the Board of Directors;
- 2) The Executive Director must follow Policy Number 300.1, Architectural and Engineering Services Selection Policy; and
- 3) Annual expenditures and expenses must meet the organizational objectives and goals outlined for the fiscal year.

In executing the Authority's objectives and goals, the Executive Director may re-allocate budget resources from one major category to another in order to achieve those objectives. For example, in executing necessary staffing to achieve workload, it may be necessary to hire consulting services if an employee is unavailable to execute their duties. Any reallocation of budget resources shall follow the operating principles above, and must not increase any major category type by greater than 25% or \$50,000.

The major category budget line re-allocation authority excludes re-allocation to or from administrative staffing costs. Any changes exceeding this major budget category must be explicitly approved by the RWA Executive Committee and be communicated to the SGA Board of Directors.

### Quarterly Reporting

The Executive Director will provide a quarterly report of budget versus actual results for the current fiscal year. Additionally, the Executive Director will provide the information related to re-allocation of major category budget resources that became necessary to achieve the Authority's objectives.

Topic: Adoption of Policy 200.5 Records Inspection, Retention, Disposal, and Storage  
 Type: New Business  
 Item For: Information/Discussion  
 Purpose: Routine

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SUBMITTED BY: Ashley Flores, CMC Secretary	PRESENTER: Ashley Flores, CMC Secretary
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**EXECUTIVE SUMMARY**

This is an action item for the SGA Board of Directors to review and adopt the proposed SGA Records Inspection, Retention, Disposal, and Storage Policy by resolution and delete the existing records retention rule in section 9.02 of Policy 200.1. This item was brought to the RWA Board of Directors at the November meeting. After a thoughtful discussion with your General Counsel, staff recommends the revisions be brought to this Board of Directors for approval and adoption. Staff has updated the records management program, including its records retention policy. The proposed revisions to the policy will result in efficiency gains and cost savings.

**STAFF RECOMMENDED ACTION**

Adopt Records Inspection, Retention, Disposal, and Storage Policy (Policy 200.5) and delete existing records retention rule in section 9.02 of Policy 200.1 by Resolution 2025-01.

**BACKGROUND**

The Sacramento Groundwater Authority produces and manages many types of records, and staff has determined that reducing the volume of records retained by the Authority is a necessary administrative objective. To assist in this effort, in consultation with BKS Law Firm, RWA contracted with Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. After reviewing the current policy under 200.1 Chapter 9 Records, it was recommended that a new policy should be drafted to cover a broader schedule of documents that the SGA now generates that were not considered under the existing policy. An upgrade in the existing program is necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

**FINDING/CONCLUSION**

The upgrade of the SGA records management system is driven by many factors, including:

- Very limited space in our office
- Escalating records storage expenses
- Staff are filing and storing copies of the same records
- Technology advancements
- Changes in law and policy

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the SGA.

The new retention schedules were written interactively with SGA staff and legal review by Chris Sanders. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Sacramento Groundwater Authority's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, SGA will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

It is standard business practice for California local governments to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, and Executive Director or Designee, which is provided in Section 2 of the resolution. This will reduce costs and improve efficiency for the Authority.

It is also standard business practice for California local governments to authorize updates to the schedule without further action of the Board of Directors, which is provided in Section 2 of the Resolution.

#### FISCAL IMPACT

SGA has and will continue to realize significant savings both in labor and storage expenses, including the avoidance of future storage and/or lease costs.

#### ATTACHMENTS

Attachment 1 – Draft of SGA Policy 200.5 Records Inspection, Retention, Disposal, and Storage  
Attachment 2 – Draft Resolution 2025-01 and Record Retention Schedules (Exhibit A)

# SACRAMENTO GROUNDWATER AUTHORITY POLICIES AND PROCEDURES MANUAL

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Policy Type : Board of Directors  
Policy Title : Records Inspection, Retention, Disposal, and  
Storage Policy  
Policy Number : 200.5  
Date Adopted : November 5, 1998  
Date Amended : February 13, 2025

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## **Records Inspection, Retention, Disposal, and Storage Policy**

### **100.00 Purpose of the Policy**

This document describes the Sacramento Groundwater Authority's ("SGA") policy concerning records inspection, retention, destruction, and storage.

### **200.00 Inspection**

It is SGA's goal and intent to fully comply with the California Public Records Act (CPRA) California Government Code section 79200 et seq. SGA directs all employees, officers and agents of SGA to fully comply with the CPRA.

#### **200.10 Purpose and Scope**

This section provides criteria for the inspection of records.

#### **200.20 General**

Public records of SGA are open to inspection during normal office hours and every person has a right to inspect these records. Employees are directed to ensure the protection of the record and must supervise any inspection to ensure records are not damaged or lost.

#### **200.30 Definitions**

All Definitions are the same as the CPRA, which is incorporated into this policy.

#### **200.40 Exemptions**

All Exemptions are the same as the CPRA, which is incorporated into this policy.

## **200.50 Additional Public Records**

Notwithstanding the foregoing, the following are public records of SGA:

- A. Every employment contract between SGA and a public official or public employee is a public record.
- B. Documents concerning an open session item of a noticed public meeting that are provided to all or a majority of the Board or a committee.

## **200.60 Justification for Withholding of Records**

SGA will justify withholding a record by demonstrating the record is exempt under the express provisions of Government Code section 79200 et seq. (including the records listed above in section 200.40) or by demonstrating that the public interest served by not making the record available clearly outweighs the public interest served by disclosing the record.

Written notice of intent to withhold records, stating the reasons for withholding the records and an estimated time for when SGA will furnish disclosable documents, will be provided to the person requesting the record in a manner that is compliant with the CPRA.

## **200.70 Copies of Records**

- A. Copies will be provided in compliance with the CPRA and federal copyright laws.
- B. The charge for plain paper standard black and white letter or legal-size photocopies will be \$0.10 per page, which reflects SGA's direct copying costs. Large format documents, maps, color copies and similar specialized documents will be charged at cost, which SGA will determine and advise the requestor of and receive approval from the requestor before copying begins. Payment for all services is required at the time copies are provided, although SGA may require a deposit as provided below in subdivision (c) before beginning copying and/or sending the job to an outside copy service. In cases when SGA sends a job to an outside service, the copy service's actual charges for the job will be passed through to the requestor. A certified copy of each requested record will require an additional payment of \$3.00. No charge will be imposed for research.
- C. The SGA Executive Director may require a person who desires to obtain copies of records to deposit an amount equal to the estimated fees for copying prior to receiving the records. The portion of the deposit not required will be refunded. If the deposit



is insufficient, SGA may require the requestor to pay any balance of copying charges due before any records are released.

#### **200.80 Public Counter Records**

- a. Except for related writings exempt from public disclosure, SGA Secretary will maintain a duplicate copy of the last approved Board meeting minutes and the agenda and written materials distributed to the Board for discussion or consideration at the next scheduled Board meeting. These records will be maintained at the public counter located in SGA's administrative office. Public records discussed during a public meeting but not previously available will be made available before the commencement of discussion at such meeting or as soon thereafter as practicable. Public counter records also include those documents, if any, described in subdivision (b) of Section 200.50 of this Policy.
- b. No charge will be imposed for the use or review of the records described in this section. SGA will, however, impose a copy charge if a copy of a public counter record is requested.
- c. SGA shall post on its website copies of Board and Executive Committee meeting agendas and minutes, financial data, and other key Authority documents. Requestors are encouraged to view and obtain copies of available documents by visiting SGA's website at: [www.sgah2o.org](http://www.sgah2o.org).

#### **200.90 Recording-Keeping**

SGA's Finance and Administrative Services Manager will maintain a record of requests for inspection that are denied and the reasons for the denial.

#### **300.00 Retention, Disposal and Storage**

##### **300.10 Purpose and Scope**

This section provides criteria for the retention, destruction, and storage of records.

##### **300.20 Records Retention Schedule**

SGA's Records Retention Schedules are separate documents, and the most recent approved versions are incorporated into this policy.

The Records Retention Schedules shall be reviewed and updated every two years to fully comply with changes in law or business practices.

The Records Retention Schedules include the following documents / files:

- How to Use Retention Schedules
- Retention Legend
- Agency-Wide (used by all Departments)
- Administrative (Executive Director, Board Secretary)
- Finance, Payroll
- Human Resources, Risk Management
- Information Technology
- Regional Water Efficiency Program
- Technical Services
- Government Relations
- Strategic Affairs

#### **300.40 Records Storage**

All of the records referenced in this section will be maintained at SGA's Administrative office located at 2295 Gateway Oaks Drive, Suite 100, Sacramento, California 95833, or such other repository that SGA may designate from time to time. All records requests should be directed to SGA's Executive Director at 2295 Gateway Oaks Drive, Suite 100, Sacramento, California 95833.

#### **300.50 Records Disposal**

SGA's Executive Director, or his or her designee, may destroy and discard, by any permanent method that protects the confidentiality of any privileged or confidential information contained therein, any Authority record after the expiration of the applicable retention period described in the above Records Retention Schedule

Procedure:

- A. The department head completes and signs a "Request for Destruction of Obsolete Records," listing the date and description of each document to be destroyed. The department head submits the form to the Executive Director.
- B. The Executive Director checks the documents listed on the submitted form to confirm that each document is:
  - 1) not required to be permanently retained, or
  - 2) has been retained for the legally required period of time. The Records Coordinator also confirms that any applicable reproduction requirements (i.e., scanning, etc.) for each document are complete.

- C. The Executive Director reviews the form and oversees the destruction of the documents, indicates the method of destruction on the form, signs the form and then files the completed and approved form.
- D. The Executive Director will retain all original signed forms requesting destruction of records for a minimum period of two (2) years.
- E. The Executive Director will retain a permanent record, such as a log or copies of certificates of destruction, in whatever format he/she determines to be convenient for the purpose, to document the destruction of obsolete records of SGA.

#### **400.00 RWA Records**

Generally, records of the Sacramento Groundwater Authority (“SGA”) are not records of the Regional Water Authority (“RWA”). SGA and RWA are separate public agencies that have their own governing body and JPA agreements providing for their purposes, powers, activities and governance. Except for certain documents related to shared administrative services, SGA and RWA records are used, owned and retained only by the agency for which they were originally prepared. The fact that RWA and SGA records are stored in the same space and administered by the same staff does not transform a record created for and used and maintained by one agency into a record of the other agency. As a result, neither agency has the legal right or the obligation to disclose the records of the other agency without the consent of that agency. In cases when a member of the public submits a request for public records to SGA that might include RWA records within the scope of the request, staff will consult with the Executive Director and legal counsel to determine the appropriate response and scope of production.

SGA follows the same Records Retention Policies as RWA.

#### **500.00 Policy Review**

This policy shall be reviewed at least once every two years.

**RESOLUTION NO. 2025-01**

**A RESOLUTION OF THE  
SACRAMENTO GROUNDWATER AUTHORITY  
ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING  
DESTRUCTION OF CERTAIN AUTHORITY RECORDS**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the Sacramento Groundwater Authority (SGA or Authority);

**WHEREAS**, SGA has not updated its records policy, Policy No. 200.1, Chapter 9 since SGA's inception;

**WHEREAS**, staff has determined that it is necessary to adopt a new policy to address changes in the law and to make RWA's records management system more cost- and time-efficient;

**WHEREAS**, it is in the members' best interest to reduce SGA's costs for managing and storing documents while, at the same time ensuring that SGA preserves those records that are required to conduct Authority business; and

**WHEREAS**, the term "records" as used herein shall include all documents, instructions, books, microforms, electronic files, magnetic tape, optical media, and papers as defined by the California Public Records Act, Government Code sections 7920 and following.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SACRAMENTO  
GROUNDWATER AUTHORITY DOES RESOLVE AS FOLLOWS:**

**Section 1.** The records of the Sacramento Groundwater Authority, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Executive Director or Designee without further action by the Board of Directors of the Sacramento Groundwater Authority.

**Section 2.** With the consent of the Executive Director or Designee, updates are hereby authorized to be made to the Records Retention Schedule without further action by the Board of Directors of the Sacramento Groundwater Authority.

**Section 3.** The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**Section 4.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the Board of Directors, at their regular board meeting, on the 13th of February, 2025.

By: \_\_\_\_\_  
Chris Hunley, SGA Chair

By: \_\_\_\_\_  
James Peifer, SGA Executive Director

Attest: \_\_\_\_\_  
Ashley Flores, CMC, Board Secretary

## CERTIFICATION

I, Ashley Flores, Regional Water Authority Board Secretary, do hereby certify that the foregoing Resolution 2025-01 was duly and regularly adopted by the Board of Directors of the Sacramento Groundwater Authority at the regular meeting held on February 13, 2025 by the following vote of the Board:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Ashley Flores, CMC  
Clerk of the Board

## Exhibit A

# HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

## **STRUCTURE: AGENCYWIDE, DEPARTMENTS & DIVISIONS**

The Agency-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the Agency-wide retention schedule. An index will be provided for your reference.

## **BENEFITS**

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the Agency with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the Agency
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the Agency Clerk.

### **• AUTHORIZATION TO DESTROY RECORDS:**

Destruction of an original record that has exceeded its retention period must be authorized according to Agency Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"



# RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for the Board of Directors meeting (then it is the Agency Clerk.)

**Records Description:** The record series (a group of like records).

**Transitory Records** not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

## Retention/Disposition:

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Electronic Document Naming Convention:** The Agency’s standard for naming electronic records

## Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

## RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>Retentions apply to the "Lead Dept"; Use Agency-Wide together with Department schedules</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>					
<b>AGENCY-WIDE (Used by All Departments)</b>					
Lead Dept.	AW-001	Agreements & Contracts - <b>ADMINISTRATIVE RECORDS (All Contracts)</b>  (Correspondence, insurance certificates. RFP, Successful Bid or Proposal, etc.)	Completion + 10 years	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §§336(a), 337 et. seq., No mandated retention	Vendor Name – Project Desc. – yyyy-mm-dd
Executive Director / Board Secretary	AW-002	Agreements & Contracts Amendments, Change Orders, Task Orders (originals) - <b>INFRASTRUCTURE / JPAs, MOUs, WATER</b>	Send all Originals to Executive Director / Board Secretary	Departments should retain copies only; No mandated retention	Vendor Name – Project Desc. – yyyy-mm-dd
Executive Director / Board Secretary	AW-003	Agreements & Contracts Amendments, Change Orders, Task Orders (originals) - <b>PROFESSIONAL SERVICES, CONSULTING</b> (where Errors & Omissions or Professional Liability Insurance required)	Send all Originals to Executive Director / Board Secretary	Departments should retain copies only; No mandated retention	Vendor Name – Project Desc. – yyyy-mm-dd
Executive Director / Board Secretary	AW-004	Agreements & Contracts, Amendments, Change Orders, Task Orders (originals) - <b>CUSTODIAL, LEASES, MAINTENANCE</b> (where Errors & Omissions or Professional Liability Insurance is NOT applicable)	Send all Originals to Executive Director / Board Secretary	Departments should retain copies only; No mandated retention	Vendor Name – Project Desc. – yyyy-mm-dd
Lead Dept.	AW-005	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required	Non-records; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Lead Dept.	AW-006	Bids, Unsuccessful / Proposals, Unsuccessful	2 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Lead Dept.	AW-007	Clippings / Newspaper Clippings	When No Longer Required	Non-records; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>Retentions apply to the "Lead Dept"; Use Agency-Wide together with Department schedules</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>					
Lead Dept.	AW-008	Committees, Task Forces, Associations, Commissions, & Boards: <b>External</b> Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required	Non-records	Main Project – Detailed Topic – yyyy-mm-dd
Lead Dept.	AW-009	Copies or duplicates of any record	Copies - When No Longer Required	No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Dept. that Authors Document or Receives the Agency's Original Document	AW-010	Correspondence - <b>Routine</b> <b>(Content relates in a substantive way to the conduct of the public's business)</b>  (e .g. Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases	Minimum 2 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>Retentions apply to the "Lead Dept"; Use Agency-Wide together with Department schedules</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<b>HOLDS:</b> <i>Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>					
Dept. that Authors Document or Receives the Agency's Original Document	AW-011	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><b>Content NOT Substantive</b>, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail, social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required	<p>Electronic and paper records are filed and retained based upon their <b>CONTENT</b>. E-mails, electronic records, or social media postings where either the <b>Content relates in a substantive way to the conduct of the public's business</b>, or ARE made or retained for the purpose of preserving the informational content for future reference <b>are saved by printing them out and placing them in a file folder, or saving them electronically</b>. If not mentioned here, consult the Attorney to determine if a record is considered transitory / preliminary draft. GC §§60201, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p>	Main Project – Detailed Topic – yyyy-mm-dd
Lead Dept.	AW-012	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required	No mandated retention,	Main Project – Detailed Topic – yyyy-mm-dd
Lead Dept.	AW-013	<p>Grants (<b>SUCCESSFUL</b> - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims)</p> <p>Applications (successful), grant agreement, copies of invoices, program rules, regulations &amp; procedures, reports to grant funding agencies, correspondence, audit records, completion records</p>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>	<p>Agency Preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, &amp; 570.502; OMB Circular A-110 &amp; A-133; GC §8546.7</p>	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>Retentions apply to the "Lead Dept"; Use Agency-Wide together with Department schedules</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>					
Lead Dept.	AW-014	Grants: <b>UNSUCCESSFUL</b> (Applications, Correspondence, etc.)	2 years	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Lead Dept.	AW-015	Photographs, Videos (other than Board Meetings)	When No Longer Required	Preliminary drafts (the document that the photograph is used in is the final); No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Authoring Dept.	AW-016	Reference Materials: Brochures, Manuals, Newsletters, Manuals & Reports: Produced by <b>YOUR</b> Department	Minimum of Superseded + 2 years	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Lead Dept.	AW-017	Reports and Studies / Technical Reports & Studies	P	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Lead Dept.	AW-018	Training: <b>ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES</b>  Human Resources retains all mandated training (Ethics, Harassment Prevention, Safety, etc.)	5 years	Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960,, 53235.2(b), 53237.2(b)	Main Project – Detailed Topic – yyyy-mm-dd

## RECORDS RETENTION SCHEDULE: EXECUTIVE DIRECTOR & BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards.</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
<b>EXECUTIVE DIRECTOR</b>					
Executive Director	ED-001	Policies and Procedures	Minimum 2 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director	ED-002	Projects & Issues - Records with Substantive Content (Issues and/or projects will vary over time)	Minimum 2 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
<b>EXECUTIVE DIRECTOR / BOARD SECRETARY</b>					
Executive Director / Board Secretary	ED-003	Agendas, Agenda Packets, Agenda Staff Reports - <b>Executive Committee</b>	P	Agency preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-004	Agendas, Agenda Packets, Agenda Staff Reports - <b>Subcommittees</b> (Ad-Hoc Subcommittees and Standing Subcommittees - Federal Affairs Committee, Water Quality Committee, etc.)	When No Longer Required	Agency preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-005	Agreements & Contracts, Amendments, Change Orders, Task Orders (originals) - <b>CUSTODIAL, LEASES, MAINTENANCE</b> (where Errors & Omissions or Professional Liability Insurance is NOT applicable)	Completion + 5 years	Department Preference; Errors & Omissions is not applicable; CCP §§336(a), 337 et. seq., No mandated retention	Vendor Name – Project Desc. – yyyy-mm-dd
Executive Director / Board Secretary	ED-006	Agreements & Contracts Amendments, Change Orders, Task Orders (originals) - <b>INFRASTRUCTURE / JPAs, MOUs, WATER</b>	P	Department Preference for emergency response; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., No mandated retention	Vendor Name – Project Desc. – yyyy-mm-dd
Executive Director / Board Secretary	ED-007	Agreements & Contracts Amendments, Change Orders, Task Orders (originals) - <b>PROFESSIONAL SERVICES, CONSULTING</b> (where Errors & Omissions or Professional Liability Insurance required)	Completion + 10 years	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., No mandated retention	Vendor Name – Project Desc. – yyyy-mm-dd

## RECORDS RETENTION SCHEDULE: EXECUTIVE DIRECTOR & BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
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<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
Executive Director / Board Secretary	ED-008	Board of Directors: Appointments (Letters or Resolutions from Member Agencies)	8 years	Agency preference (SGA representatives have 4 year terms); No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-009	Conflict of Interest Code (Adopted by Resolution)	P	No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-010	Elections for Chair & Vice-Chair Ballots, Correspondence, Notifications, Certificate of Election, etc.	4 years	Agency preference (historical purposes); No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-011	Elections: Oath of Office for Board of Directors	Expiration of Term + 4 years	Agency preference; Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507,; PC §§801.5, 803(c); 29 USC 1113	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-012	Ethics Training Certificates for Board of Directors	5 years	GC §53235.2(b)	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-013	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the Agency's Conflict of Interest code)	7 years	Agency maintains original statements; GC §81009(e)&(g)	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-014	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes Agency Board Members, Executive Director)	7 years	Agency preference (only required for 4 years); GC §81009(f)&(g)	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-015	FPPC Form 635 / 602 - Lobbyist Authorization / Reporting	5 years	2 CCR 18615(d),	Main Project – Detailed Topic – yyyy-mm-dd

## RECORDS RETENTION SCHEDULE: EXECUTIVE DIRECTOR & BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
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<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
Executive Director / Board Secretary	ED-016	FPPC Form 801 through FPPC Form 806	7 years	Must post on website; GC §81009(e)	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-017	Minutes: Executive Committee	P	No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-018	Notices: Affidavits of Postings and Publications	2 years	Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-019	Public Records Act Requests	2 years	Agency Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-020	Public Records Act Requests	2 years	Agency Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-021	Real Property: Deeds, Easements, Rights of Way, etc.	P	No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-022	Recordings: Audio or Video Recordings of Executive Committee meetings	30 days, or after minutes are approved, whichever is longer	Legally required for 30 days for audio or video of any public agency; GC §§54953.5(b)	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-023	Records Destruction Authorization Forms and Lists	10 years	Agency Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd



**RECORDS RETENTION SCHEDULE: EXECUTIVE DIRECTOR &  
BOARD SECRETARY**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
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Executive Director / Board Secretary	ED-024	Records Retention Schedules and Amendments	10 years	Agency Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-025	Regulations / Resolutions	P	No mandated retention et. seq.	Main Project – Detailed Topic – yyyy-mm-dd
Executive Director / Board Secretary	ED-026	Secretary of State Statement of Facts / Registry of Public Officials	1 year	Agency preference; No mandated retention et. seq.	Main Project – Detailed Topic – yyyy-mm-dd

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
<b>FINANCE / GENERAL ACCOUNTING</b>					
Finance / General Accounting	FN-001	_Financial System <b>Database</b> / ERP Database (Sage)	Indefinite- Minimum 7 years	To be consistent with Accounts Payable; no mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-002	1099's 1096's, DE542 (Calif. Report of Independent Contractors)	5 years	Meets municipal government auditing standards; IRS: 4 years after tax is due or paid Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, 29 USC 436	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-003	Accounts Payable Source Records / Invoices & Receivers / Check Requests / Employee Credit Card Statements / Travel Expense Reimbursement Reports / Vehicle Mileage Reimbursement / Purchase Orders	7 years	To ensure all Grant Audits are successful passed; Meets municipal government auditing standards; IRS: 4 years after tax is due or paid Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, 29 USC 436	yy-yy#### (auto assigned from Financial Database)
Finance / General Accounting	FN-004	Accounts Receivable / Member Fees, Grant Income, etc.	5 years	Meets municipal government auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-005	Audit Annual Reports / Audited Financial Statements / Annual Comprehensive Financial Report (ACFR) with Audit Management Letters / Audit Reports	P	Meets municipal government auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-006	Audit Work Papers (Finals) Includes Depreciation Schedules, Deferred Compensation Statements	When No Longer Required	Preliminary Drafts; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-007	Audits - Single Audits / Grant Audits / Internal Audits, etc.	5 years	Meets municipal government auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-008	Bank Statements / Checking Account Reconciliation / Fiscal Agent Statements, Trustee Statements, Investment Account Statements, etc.	5 years	Meets municipal government auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-009	Budgets: Adopted	5 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-010	Budgets: Proposed, Work Papers, Drafts, etc.	When No Longer Required	Department Preference; Preliminary drafts; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
Finance / General Accounting	FN-011	Check Copies / Cancelled Checks (retained at bank)	7 years	Statute of Limitations is 4 years; Meets municipal government auditing standards; No mandated retention, CCP § 337	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-012	Financial Reports: Ledgers, General Ledger, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments, Edit Lists, ( <b>MONTHLY OR PERIODIC REPORTS</b> )	When No Longer Required	Draft / Preliminary documents - Financial system can accurately re-create reports; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-013	Fixed Asset Inventory	5 years	Department Preference; Meets municipal government auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-014	Fixed Assets Disposal, Sale, or Auction	5 years	Department Preference; Meets municipal government auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-015	Fund Transfers / Wire Transfers / Adjustments	5 years	Department Preference; Meets municipal government auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-016	Securities / Investment Reports or Statements / Transactions, LAIF (Local Agency Investment Fund)	5 years	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-017	Journal Entries / Journal Vouchers	7 years	Department Preference; Consistent with Accounts Payable; Statute of Limitations is 4 years; No mandated retention, CCP §337	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-018	State Reports: State Controllers Report	5 years	Agency Preference; Meets auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / General Accounting	FN-019	W-9's	Vendor Inactive + 3 years	Meets IRS auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
<b>PAYROLL</b>					
Finance / Payroll	FN-020	_Payroll Database / ERP Database (ADP)	Indefinite- Minimum 5 years	To be consistent with Accounts Payable; no mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / Payroll	FN-021	Check Copies / Cancelled Checks (retained at bank)	5 years	No mandated retention, CCP § 337	Main Project – Detailed Topic – yyyy-mm-dd

## RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Payroll	FN-022	DE-6 & 941 Forms DE-6 & 941 Forms, DE-7, DE-9 DE-43, W-3, & DE-166, IRS 5500 Forms (Employee Benefit Plans) - Quarterly Payroll Tax Returns	5 years	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / Payroll	FN-023	Garnishments	Fully Satisfied or Separated + 2 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / Payroll	FN-024	Leave Slips	When No Longer Required	Preliminary Drafts; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / Payroll	FN-025	Payroll Registers / Bi-Weekly Payroll Reports .	5 years	Department preference to ensure all grant audits are successful (Meets Municipal Government auditing Standards); No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Finance / Payroll	FN-026	Retiree Medical <b>Payments</b> / OPEB (Other Post-Employment Benefits) Accounting Files	Employee No Longer Receiving Benefits + 2 years	Department preference (Human Resources retains Administration Files); GC §§12946, 12960	
Finance / Payroll	FN-027	Timesheets / Timecards / Timekeeping Database	5 years	Department preference to ensure all grant audits are successful 29 CFR 516.5 & 516.6(c); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d)	Main Project – Detailed Topic – yyyy-mm-dd
Finance / Payroll	FN-028	W-2's	5 years	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: GOVERNMENT RELATIONS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
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<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
<b>GOVERNMENT RELATIONS</b>					
Government Relations	GR-001	Correspondence Supporting or Opposing Proposed Legislation	Minimum 5 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Government Relations	GR-002	Meetings with Other Agencies, Tours	2 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Government Relations	GR-003	Monthly Meetings	Minimum 5 years	District Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Government Relations	GR-004	Op Eds (Opinion Pieces, Editorials)	Minimum 5 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Lead Dept.	GR-005	Press Releases	2 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
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<b>HUMAN RESOURCES</b>					
Human Resources	HR-001	Benefit Contracts & Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, Pension, etc.)	Plan Termination + 2 years	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 9 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-002	COVID-19 Notifications to Employees	3 years	LC §6409.6(k); No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-003	Deferred Compensation Reports for the Agency	7 years	Department preference (Meets Municipal Government auditing Standards); No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-004	DMV Pull Notices	When Superseded, or Upon Separation of Employee	Agency preference (DMV record that the Agency considers a non-record used for reference) No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-005	Employment Verifications	When No Longer Required	Not Agency records; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-006	Grievances / Investigations / Affirmative Action Complaints - California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC)	Separation + 3 years	Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960,	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-007	I-9s	Separation + 3 years	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960,	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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Human Resources	HR-008	Job Descriptions	Superseded + 3 years	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-009	Personnel Files - <b>Medical File</b>  (Includes pre-employment physicals, medical leaves, etc.)	Separation + 30 years	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960,; LC §1198.5	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-010	Personnel Files - <b>Official Personnel file</b>  (Includes Application, Awards, Benefit Enrollments, Backgrounds, Disciplinary Actions, Certifications, Commendations, Oaths / Disaster Service Workers Oaths, Evaluations, Grievances, Personnel Action Forms, Policy acknowledgements, Training Certificates (Ethics / Harassment Prevention, JPIA / Safety Required) W-4s, etc. - <b>Excludes</b> Medical Records)	Separation + 6 years	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; IRS Regulation for W-4's 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later; 26 CFR 31.6001-1; 29 CFR 1602.14, 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 53235.2(b), 53237.2(b),; 29 USC 1113; GC §3105, LC §1198.5	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-011	Recruitment Files / Applications for Employment / : <b>Solicited (Not Hired)</b> (Includes Applications (Unsuccessful), Advertisements, Interview Notes, Job Brochures, Test Data, Rating Sheets, Questions, Eligibility Lists, Reference Checks, etc.)	4 years After Hiring Decision	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq., 2 CCR 11013(c); GC §§12946, 12960,	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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Human Resources	HR-012	Retiree Medical <b>Administration</b> / OPEB (Other Post-Employment Benefits) Accounting Files	Employee No Longer Receiving Benefits + 2 years	Department preference; GC §§12946, 12960	
Human Resources	HR-013	Salary Surveys / Classification or Compensation Studies	10 years	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-014	State Reports: Local Government Compensation Report, etc.	5 years	Agency Preference; Meets auditing standards; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-015	Training: <b>ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES</b>  <b>Human Resources retains all mandated training (Ethics, Harassment Prevention, Safety, etc.</b>	5 years	Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960,, 53235.2(b), 53237.2(b)	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-016	Training: <b>ALL HUMAN RESOURCES RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES,</b>  Harassment Prevention training, etc.	7 years	Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946,, 53235.2(b), 53237.2(b)	Main Project – Detailed Topic – yyyy-mm-dd



**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards.</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>					
Human Resources	HR-017	Training: <b>Target Solutions / Vector Solutions Database</b>	Indefinite - Minimum 5 years	Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960,, 53235.2(b), 53237.2(b)	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources	HR-018	Worker's Compensation Claims Files, including Accident Reports, Applicable SDS / MSDS, etc.	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR 5144, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960., CCP §337 et seq.	Main Project – Detailed Topic – yyyy-mm-dd
<b>RISK MANAGEMENT</b>					
Human Resources / Risk Manag.	HR-019	Claims - Public Injury, Property Damage	Final Resolution + 5 years	Department Preference; Meets municipal government auditing standards; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, (d)(4)	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources / Risk Manag.	HR-023	Illness and Injury Prevention Program	Minimum of Superseded + 5 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources / Risk Manag.	HR-025	Insurance Policies - <b>Predecessor Agencies (SNAGMA, SANWA)</b>	Expiration + 2 years	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards.</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>					
Human Resources / Risk Manag.	HR-027	Loss Runs - JPIA, etc.	When No Longer Required	Department Preference (JPIA can provide history when required); No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Human Resources / Risk Manag.	HR-029	OSHA Log 200, 300, 300A, 301, etc.	5 years	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33;No mandated retention; LC §6429c	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards.</i>				
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed</i>				
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (r</i>				
<b>INFORMATION TECHNOLOGY</b>				
Information Technology	IT-001	Backups (Computer Disaster Recovery Backups)	When No Longer Required	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; No mandated retention
Information Technology	IT-002	Network Configuration Maps & Plans	When No Longer Required	Preliminary documents not retained in the ordinary course of business; No mandated retention
Information Technology	IT-003	Software Licenses, Warrantees, etc.	When No Longer Required	No mandated retention

**RECORDS RETENTION SCHEDULE: STRATEGIC AFFAIRS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards.</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
<b>STRATEGIC AFFAIRS</b>					
Technical Services OR Strategic Affairs	SA-001	Analysis / Modeling / Calculations / Forecasting	Minimum 2 years	Department Preference;; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services OR Strategic Affairs	SA-002	CEQA - <b>Correspondence</b> submitted to, or transferred from the Agency, and <b>internal agency communications, including staff notes</b> related to a non-exempt CEQA action  Final CEQA documents (Environmental Impact Reports (EIRs), Categorical Exemptions, Negative Declarations are maintained Permanently	Completion of CEQA Process	Court ruled not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (D076605, D076924, D076993) (4th Dist. 2020); PRC 21167,6;	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services OR Strategic Affairs	SA-003	CEQA / NEPA Documents: <b>Prepared for Agency Projects</b> (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc.) Includes Compliance / Monitoring Reports	P	Department Preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c)	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services OR Strategic Affairs	SA-004	CEQA / NEPA Documents: <b>Prepared for LOCAL NON-Agency Projects</b> (Agency comments on other's Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc.)	When No Longer Required	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Strategic Affairs	SA-005	State and Federal Water Projects (Delta Conveyance, Long Term Central Valley Project / CVP, etc.) - <b>HISTORICALLY SIGNIFICANT DOCUMENTS</b>	P	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Strategic Affairs	SA-006	State and Federal Water Projects (Delta Conveyance, Long Term Central Valley Project / CVP, etc.) - <b>NOT HISTORICALLY SIGNIFICANT</b>	Minimum 2 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: STRATEGIC AFFAIRS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards.</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
Technical Services OR Strategic Affairs	SA-007	Well History	P	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: TECHNICAL SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
<b>TECHNICAL SERVICES</b>					
Technical Services OR Strategic Affairs	TS-001	Analysis / Modeling / Calculations / Forecasting	Minimum 2 years	Department Preference;; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services OR Strategic Affairs	TS-002	CEQA - <b>Correspondence</b> submitted to, or transferred from the Agency, and <b>internal agency communications, including staff notes</b> related to a non-exempt CEQA action  Final CEQA documents (Environmental Impact Reports (EIRs), Categorical Exemptions, Negative Declarations are maintained Permanently	Completion of CEQA Process	Court ruled not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (D076605, D076924, D076993) (4th Dist. 2020); PRC 21167,6;	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services OR Strategic Affairs	TS-003	CEQA / NEPA Documents: <b>Prepared for Agency Projects</b> (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc) Includes Compliance / Monitoring Reports	P	Department Preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c)	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services OR Strategic Affairs	TS-004	CEQA / NEPA Documents: <b>Prepared for LOCAL NON-Agency Projects</b> (Agency comments on other's Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	When No Longer Required	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services	TS-005	Environmental Review Clearance / Survey Form	P	Department Preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c)	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services	TS-006	Field Books, Field Test Sheets	When No Longer Required	District Preference (Preliminary Drafts); No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services	TS-007	Lab Reports & Chains of Custody / Tabular Summaries: <b>Groundwater &amp; Wells</b>	P	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

**RECORDS RETENTION SCHEDULE: TECHNICAL SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
Technical Services	TS-008	Master Plans / Integrated Water Management Plans (IWMP), etc	P	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services	TS-009	Planning / Plans / Advanced Planning / Long-term Planning - <b>Groundwater &amp; Wells</b>	P	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services	TS-010	Sacramento Regional Water Bank ( <b>Final Records with routine administrative Value</b> )	10 years	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services	TS-011	Sacramento Regional Water Bank ( <b>Final Records with Significant Historical Value</b> )	P	Department Preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services	TS-012	Technical Studies & Reports, Investigations	P	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services	TS-013	Water Quality Control Plans (WQCP) Water Quality Management Plans (WQMP), etc.	P	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services	TS-014	Watershed & Mitigation Lands Reports	P	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Technical Services OR Strategic Affairs	TS-015	Well History	P	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd

## RECORDS RETENTION SCHEDULE: WATER EFFICIENCY PROGRAM (Regional Water Efficiency Program - RWEPP)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference	Electronic Document Naming Convention
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards.</i>					
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>					
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>					
<b>WATER EFFICIENCY PROGRAM</b>					
Water Efficiency Program	WE-001	Focus Group Surveys, Conclusions	5 years	Department preference (data outdated after 5 years; No mandated retention)	Main Project – Detailed Topic – yyyy-mm-dd
Water Efficiency Program	WE-002	Regional Water Efficiency Program (RWEPP) / <b>REBATES OR GRANTS</b> (for Toilets, Turf Replacement, Washers, etc.)  Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - <b>Minimum 5 years</b>	Agency Preference; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §8546.7	Main Project – Detailed Topic – yyyy-mm-dd
Water Efficiency Program	WE-003	Technical Water Efficiency Studies (e.g. Landscape Area Measurements, Indoor Saturation of High-Efficiency Toilets, etc.)	5 years	Department preference; No mandated retention	Main Project – Detailed Topic – yyyy-mm-dd
Water Efficiency Program	WE-004	Water Supplier Data / Water Production	P	Department preference (data outdated after 5 years; No mandated retention)	Main Project – Detailed Topic – yyyy-mm-dd



Topic: Executive Directors' Report  
Type: New Business  
Item For: Information  
Purpose: General

SUBMITTED BY: Jim Peifer  
Executive Director

PRESENTER: Jim Peifer  
Executive Director

**EXECUTIVE SUMMARY**

This is an information item for the Executive Director to provide a briefing on important activities, reports, communications, advocacy, and other updates for the Sacramento Groundwater Authority Board of Directors.

**STAFF RECOMMENDED ACTION**

None. This item is for information/discussion only.

**BACKGROUND**

This agenda item is a standing item to provide an opportunity for the Executive Director to report to the Executive Committee on important activities, reports, communications, advocacy, and other updates.

**STATEMENT OF ECONOMIC INTERESTS**

SB 1156 requires members of a Groundwater Sustainability Agency Board of Directors as well as the agency Executive to file their Statement of Economic Interests (SEIs) directly with the Fair Political Practices Commission (FPPC) by using the FPPC's electronic filing system. The FPPC has requested contact information of the members on the Board of Directors, including email addresses.

**ADVOCACY & LEGISLATION**

The legislative bill introduction deadline is February 21. By then, the key legislative threats and opportunities for 2025 will begin to take shape. Staff will review and analyze the expected 2,000 to 3,000 bills immediately after the deadline. For more information about introduced legislation, contact Ryan Ojakian at [rojakian@rwah2o.org](mailto:rojakian@rwah2o.org).

**WATER BANK**

Sacramento Regional Water Bank's fourth Stakeholder Forum was held on February 4 at 6 p.m. During this session, staff highlighted Sacramento Regional Water Bank activities from this past year and detail what's ahead for 2025.

The next meeting of the Water Bank Program Committee meeting is scheduled for Wednesday, February 19, from 11 a.m. to 1 p.m. For more information about the Water Bank, contact Trevor Joseph at [tjoseph@rwah2o.org](mailto:tjoseph@rwah2o.org).

### **OUTREACH & NETWORKING**

General Managers, Operations Managers and agency staff are encouraged to join the FBI and RWA workshop titled "You Operate It, You Break It: Discovering vulnerabilities in water systems." This is an interactive workshop for water system professionals, focusing on risk identification and mitigation. The event will take place on February 21, 8:30 a.m. to 12:30 p.m. at the City of Roseville Corporation Yard 2005 Hilltop Circle, Roseville, CA 95747. Register at: [FBI Workshop Registration](#).

Wednesday, February 26, at 9 a.m. or RWA's first *Coffee & Conversation* of the year with climate scientist [Dr. Daniel Swain](#). Explore his insights on extreme weather and how they connect to RWA's initiatives, particularly the impacts of climate change on California's water management strategies. Register today [here](#).

### **FINANCIAL REPORTS**

Financial reports for the first quarter of the fiscal year are attached.

### **ATTACHMENTS**

Attachment 1 – Financial Reports

# SACRAMENTO GROUNDWATER AUTH.

## Income Statement

Year-to-Date Performance, December 2024 - 1 month back, Consolidated  
by account

	<i>6 Months Ended December 31, 2024</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
REVENUES				
Annual Assessments	933,236	933,236	0	100.0 %
NASB SGMA Grant Revenue	173,288	1,624,134	1,450,846	10.7 %
NASB SGMA Grant Revenue - PT	38,732	0	(38,732)	
Holiday Social	1,512	0	(1,512)	
Cash Discount	357	0	(357)	
Interest Income	38,200	35,000	(3,200)	109.1 %
TOTAL REVENUES	1,185,325	2,592,370	1,407,045	45.7 %
Total REVENUE	1,185,325	2,592,370	1,407,045	45.7 %
GROSS PROFIT	1,185,325	2,592,370	1,407,045	45.7 %
OPERATING EXPENDITURES				
Staff Expenses				
General Salaries	279,148	583,255	304,107	47.9 %
Benefits/Taxes	97,186	305,401	208,215	31.8 %
Travel / Meals	4,422	20,000	15,578	22.1 %
Professional Development	190	6,000	5,810	3.2 %
TOTAL Staff Expenses	380,946	914,656	533,710	41.6 %
Office Expenses				
Rent & Utilities	21,600	37,500	15,900	57.6 %
Insurance	37,694	26,000	(11,694)	145.0 %
Office Maintenance	495	1,100	605	45.0 %
Telephone	246	5,000	4,754	4.9 %
Dues and Subscription	3,772	11,500	7,728	32.8 %
Printing & Supplies	852	12,500	11,648	6.8 %
Postage	305	2,100	1,795	14.5 %
Meetings	117	3,000	2,883	3.9 %
Events	500	12,000	11,500	4.2 %
Computer Equipment/Support	8,859	21,000	12,141	42.2 %
TOTAL Office Expenses	74,440	131,700	57,260	56.5 %
Professional Fees				
ADP / Banking Charges	993	1,800	807	55.2 %
Audit Fees	15,450	17,500	2,050	88.3 %

	<i>6 Months Ended December 31, 2024</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Legal Fees	23,491	50,000	26,509	47.0 %
GASB 68 reporting fee	700	0	(700)	
Consulting Expenses	2,500	27,000	24,500	9.3 %
TOTAL Professional Fees	43,134	96,300	53,166	44.8 %
Consulting - Program Management				
NASB SGMA Grant Expenses	306,399	1,462,047	1,155,648	21.0 %
TOTAL Consulting Program Management	306,399	1,462,047	1,155,648	21.0 %
Special Projects Expenses				
2022 GSP Imp - Consulting	5,932	0	(5,932)	
TOTAL Special Projects Expenses	5,932	0	(5,932)	
TOTAL OPERATING EXPENDITURES	810,852	2,604,703	1,793,851	31.1 %
OPERATING INCOME (LOSS)	374,473	(12,333)	(386,806)	-3036.3 %
NET OPERATING INCOME (LOSS)	374,473	(12,333)	(386,806)	-3036.3 %
NET INCOME (LOSS) OF PROGRAM	374,473	(12,333)	(386,806)	-3036.3 %



Per California Government Code 6505.5 (e), SGA reports the following unaudited information:

For the period ending December 31, 2024

Cash in checking account:	\$	45,919
LAIF Balance:	\$	1,891,482

For the period of October 1 to December 31, 2024

Total cash receipts for the period:	\$	412,040
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Total cash disbursements for the period:	\$	403,759
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# California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

January 24, 2025

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

## SACRAMENTO GROUNDWATER AUTHORITY

FINANCE MANAGER  
2295 GATEWAY OAKS DRIVE  
SACRAMENTO, CA 95833

[Tran Type Definitions](#)

**Account Number:** 90-34-020

December 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/17/2024	12/16/2024	RD	1764459	1725003	THOMAS HOFFART	100,000.00

### Account Summary

Total Deposit:	100,000.00	Beginning Balance:	1,791,481.53
Total Withdrawal:	0.00	Ending Balance:	1,891,481.53

Topic: Board Directors' Comments  
Type: New Business  
Item For: Information  
Purpose: Routine

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SUBMITTED BY:	Jim Peifer Executive Director	PRESENTER:	Paul Selsky Chair
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**EXECUTIVE SUMMARY**

This is an information item to provide an opportunity for the Sacramento Groundwater Authority Board of Directors to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.

**STAFF RECOMMENDED ACTION**

None. This item is for information only.

**BACKGROUND**

This agenda item is a standing item to provide an opportunity to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.