

**OLIVENHAIN MUNICIPAL WATER DISTRICT  
RECORDS RETENTION SCHEDULE 2026**

RECORD SERIES TITLE	ORIGINATING DEPARTMENT	WORK GROUP	PRIMARY LOCATION	MEDIA	DEPARTMENT	OFFSITE STORAGE	TOTAL RETENTION
<b>Agreements</b> – Non-Professional Services -This record series includes documents which have a different retention period than other agreements (e.g. facilities maintenance agreement). Must comply with PREVAILING WAGE LAW Dept. of Industrial Relations (DIR) effective August 1, 2016.	ALL DEPARTMENTS	Admin		Electronic in EDMS		N/A	End of Agreement + 10 yrs
<b>Agreements - Other - MOU's, Leases, Fully Executed Agreements</b> - This record series includes agreements between the District and others. Grant agreements are included unless longer term specified in grant documentation. Must comply with PREVAILING WAGE LAW Dept. of Industrial Relations (DIR) effective August 1, 2016. It does not include construction or project agreements, which have a longer retention period, and are listed separately.	ALL DEPARTMENTS	Admin		Electronic in EDMS		N/A	End of Agreement + 12 yrs
<b>Agreements - Professional Services (Non-Project Specific)</b> – Includes annual agreements and studies; no on-call service agreements. Must comply with PREVAILING WAGE LAW Dept. of Industrial Relations (DIR) effective August 1, 2016.	ALL DEPARTMENTS	Admin		Electronic in EDMS		N/A	End of Agreement + 12 yrs
<b>Agreements – Developer and Professional Services (Project Specific)</b> – Agreements for work associated with capital projects and Work for others projects scanned into EDMS. Must comply with PREVAILING WAGE LAW Dept. of Industrial Relations (DIR) effective August 1, 2016.	ALL DEPARTMENTS	Admin		Electronic in EDMS		N/A	End of Agreement + 20 yrs
<b>Agreements – Public Works Projects</b> - Agreements for work associated with public works projects scanned into EDMS. Must comply with PREVAILING WAGE LAW Dept. of Industrial Relations (DIR) effective August 1, 2016.	ALL DEPARTMENTS	Admin		Electronic in EDMS		N/A	End of Warranty + 20 Yrs
<b>Agreements - Recorded</b> – This record series includes documents that have been recorded by the San Diego County Recorder's Office, and bears that information on the first page of the document.	ALL DEPARTMENTS	Admin	Admin	Paper	Completion + 10 yrs	Permanent	Permanent
<b>Email Retention Policy</b> – The retention of all emails are reflected in the Board approved Email Retention Policy.	ALL DEPARTMENTS	ALL EMPLOYEES	OMWD Intranet	Electronic	See Email Retention Policy	N/A	See Email Retention Policy

\*EDMS (Electronic Document Management System)

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<b>ENTERPRISE ASSET MANAGEMENT (EAM)</b> – Records maintained in the EAM system are considered to be a viable source of information related to preventive and corrective maintenance of District infrastructure. All records in EAM are interlinked and without proper destruction will corrupt the system.	ALL DEPARTMENTS	MANAGERS	EAM	Electronic	N/A	N/A	Permanent
<b>Record Drawings (As-Builts)</b> – Revised set of drawings submitted by a contractor upon completion of a project or a particular job. Reflects all changes made in the specifications and working drawings during the construction process, and show the exact dimensions, geometry, and location of all elements of the work completed under the contract. Includes plans for potable, sewer, recycled, and raw (water), related facilities, and District buildings.	ALL DEPARTMENTS	All Work Groups	Department	Electronic/ Paper and/or Mylar	Permanent	N/A	Permanent
<b>Voicemails Converted to an APP File</b> - Changing the audio message to an email or to a text on your cell phone. Retain in accordance with 'record value' as listed in the Email Retention Policy.	ALL DEPARTMENTS	ALL EMPLOYEES	Department	Electronic	See Email Retention Policy	N/A	See Email Retention Policy
<b>ACH/DPP Application</b> – Signed application for direct deposit service for payment of water bill. Includes a void check or deposit slip scanned into the EDMS; hard copy destroyed.	CUSTOMER SERVICES	Customer Service	Admin	EDMS/CIS Infinity	Until closed + 2 fys	N/A	Closed + 2 fys
<b>Application for Water Service</b> – Completed and signed applications for water service for either a new or transfer of water service. Original is scanned to electronic document management system upon receipt and paper original is destroyed.	CUSTOMER SERVICES	Customer Service	Admin	Electronic in EDMS	0	N/A	Permanent
<b>Cash Receipts Book</b> – For any payment not recorded elsewhere. Most usual occurrence is payment of water bill at the front counter.	CUSTOMER SERVICES	Customer Service	Admin	Paper	Audit + 4 fys	N/A	Audit + 4 fys
<b>Consumer Confidence Report (CCR)</b> – This report is prepared for OMWD water customers and includes information related to water quality including testing data. The report is distributed to all customers annually. This report was formerly titled Annual Water Quality Report.	CUSTOMER SERVICES	Public Affairs	Admin	Electronic	Permanent	N/A	Permanent
<b>Customer Accounts</b> – Information is stored in CIS Infinity. This includes meter reads, transaction data, bills, past due notices, final closed accounts and service orders generated to request work at a property.	CUSTOMER SERVICES	Customer Service / Field Services	Admin	Electronic CIS Infinity	Permanent	N/A	Permanent

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<b>Insurance Files</b> – All records related to the purchase of District liability insurance. Original policies are maintained in GM agreements files.	CUSTOMER SERVICES	Admin	Admin	Electronic	Active phase or no longer needed	Active phase or no longer needed	Active phase or no longer needed
<b>Legislation Files</b> – These files contain correspondence, and legislative bulletins related to District activities.	CUSTOMER SERVICES	Public Affairs	Admin	Electronic	2 yrs	N/A	2 yrs
<b>Parks Operations</b> - CCC records, trail closure information.	CUSTOMER SERVICES	Park	Park	Electronic	1 yr	N/A	1 yr
<b>Parks Operations</b> - CDF contracts, Volunteer Release Waivers.	CUSTOMER SERVICES	Park	Park	Electronic/ Paper	3 yrs	N/A	3 yrs
<b>Parks Operations</b> - Escondido Creek Conservancy/ Interpretive Center Agreements.	CUSTOMER SERVICES	Park	Park	Electronic	Life of Agreement + 1 yr	N/A	Life of Agreement + 1 yr
<b>Parks Operations</b> - CADF&W Permits.	CUSTOMER SERVICES	Park	Park	Electronic	5 yrs	N/A	5 yrs
<b>Parks Operations</b> – Volunteer docent applications and waivers.	CUSTOMER SERVICES	Park	Park	Electronic	Termination + 4 yrs	N/A	Termination + 4 yrs
<b>Parks Operations</b> - Trail Maintenance Log, Incident Reports, and Special Event Permits.	CUSTOMER SERVICES	Park	Park	Electronic/ Paper	20 yrs	N/A	20 yrs
<b>Press Releases</b> – These files consist of articles created by OMWD staff to report significant District events. They are sent to various publications.	CUSTOMER SERVICES	Public Affairs	Admin	Electronic	2 yrs	N/A	2 yrs
<b>Social Media Posts/Comments</b> – OMWD posts to social media services and public comments not subject to deletion shall be hosted exclusively by the respective social media service.	CUSTOMER SERVICES	Public Affairs	Admin	Electronic	0	N/A	Current
<b>Social Media Comments (Removed)</b> – Local copies shall be maintained of public comments removed from OMWD social media accounts due to violation(s) of Social Media and Outreach Policy.	CUSTOMER SERVICES	Public Affairs	Admin	Electronic	3 yrs	N/A	3 yrs
<b>Urban Water Management Plan</b> – This report details the District's future plan of operation. It is published every five years and is submitted to the Department of Water Resources.	CUSTOMER SERVICES	Public Affairs	Admin	Electronic	0	N/A	Permanent
<b>Website</b> – District website – hosted off site.	CUSTOMER SERVICES	Public Affairs	Admin	Electronic	0	Current	Current
<b>Annexations and Detachments</b> – These files contain LAFCO pending and final property modifications.	ENGINEERING	Eng Admin	Department	Electronic	Permanent	N/A	Permanent

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<b>Architectural</b> – Renderings and other drawings of significant historical value. Transitioning to electronic beginning 2014.	ENGINEERING	Eng Admin	Department	Paper Electronic	Active or no longer needed Permanent	Permanent N/A	Permanent Permanent
<b>Assessment Apportionment Report</b> – Reports showing reapportioned assessments required when parcels split or undergo lot line adjustments. Electronic only after June 2010.	ENGINEERING	Eng Admin	Department	Electronic	0	N/A	Permanent
<b>Assessment Apportionment Maps</b> – Mylar or paper maps and diagram maps showing reapportioned parcels or lot line adjustments. Maps received after Jan 1, 2013 will be stored in EDMS only.	ENGINEERING	Eng Admin	Department	Electronic	Permanent	N/A	Permanent
<b>Construction Bids – Unsuccessful</b> – Bids only – no contracts executed.	ENGINEERING	Eng Admin	Department	Paper	Bid closing + 2 yrs	N/A	Bid closing + 2 yrs
<b>Daily Inspection Reports</b> – Reports prepared by <b>both District inspectors AND outside consultants</b> from November 01, 2010 through December 31, 2011 are scanned into the EDMS. Beginning January 2012 both District Inspectors and Outside Consultants will be retained electronically in EDMS, or in EAM when feasible. The electronic report is the official record.	ENGINEERING	Inspector	Department	Electronic	End of Warranty + 20 yrs	N/A	End of Warranty + 20 yrs
<b>Environmental Documents Before 2012</b> – Includes EIRs, permits, and reports prepared for projects. Originals are scanned into the EDMS* and a hard copy is filed in RECORDS. Does not include Notices of Exemption – see Projects.	ENGINEERING	Eng Admin	Department	Paper Electronic	Duration of project including mitigation phase + 5 yrs	20 yrs N/A	25 yrs Permanent
<b>Environmental Documents 2012 and After</b> – Includes EIRs, permits, and reports prepared for projects. Originals are scanned into the EDMS* and a hard copy is filed in RECORDS. Does not include Notices of Exemption – see Projects.	ENGINEERING	Eng Admin	Department	Paper Electronic	Duration of project including mitigation phase + 5 yrs Permanent	0 N/A	Duration of project including mitigation phase + 5 yrs Permanent
<b>Escrow Bid Documents – Successful</b> – Documents submitted by bidders on construction projects. These documents are submitted in lieu of holding 5% on monthly progress payments.	ENGINEERING	Eng Admin	Department	Paper Electronic	End of Warranty	N/A N/A	End of Warranty End of Warranty + 20 yrs

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<b>Hydraulic Reports/Water System Analysis (Minor/Master/Major Subdivisions)</b> – Technical reports including WSAs, feasibility studies or related engineering subjects, as required, for District engineering projects. Paper offsite through CY 2004; electronically in EDMS began 2005.	ENGINEERING	Eng Admin	Department	Paper	End of Warranty	Permanent Prior to 2005	Permanent
				Electronic	Permanent	N/A	Permanent
<b>Hydraulic Reports Non District Engineering Projects</b> – Technical reports including feasibility studies, and related engineering subjects not directly related to a specific District engineering project. Electronically in EDMS began January 01, 2013.	ENGINEERING	Eng Admin	Department	Paper	End of Warranty	Permanent Prior to 2013	Permanent
				Electronic	Permanent	N/A	Permanent
<b>Plans: Mylars-Original Mylars:</b> includes as-built/record plans, plans for potable water, sewer, recycled water, raw water, related facilities, and District buildings.	ENGINEERING	Eng Admin	Department	Mylar	Permanent	N/A	Permanent
<b>Project Files</b> – A separate file is kept for each project and may contain as-built drawings, approved materials list (AML), correspondence, receipts, bond information, insurance, contract information, estimate and payment forms, <b>submittals</b> and inspection reports and focus group document files. For CIP projects, the file will include mitigation and all phases of design and construction scanned into EDMS*. Beginning 2019 No Offsite Storage; Electronic Storage ONLY. <b>See Agreements (Project Specific)</b>	ENGINEERING	Eng Admin	Department	Paper	End of Agreement	0	End of Agreement
				Electronic	End of Agreement + 20 yrs	N/A	End of Agreement + 20 yrs
<b>Proposals for professional Services – Unsuccessful</b> – Proposals only – no contracts executed.	ENGINEERING	Eng Admin	Department	Electronic	Proposal Closing Date + 2 yrs	N/A	Proposal Closing Date + 2 yrs
<b>Resident Negotiations Files</b> – Includes correspondence, releases and related documentation. Signed agreement between resident and OMWD filed in GM agreements files.	ENGINEERING	Eng Admin	Records	Paper	End of Warranty Period	0	End of Warranty Period
				Electronic		N/A	Permanent
<b>Right of Way (ROW) Files – Includes Easements, Grant Deeds, Encroachment Permits, Quitclaims and Joint Use Agreements</b> – Files contain correspondence, deeds, recorded documents related to the activities of obtaining such permissions. Only recorded documents are in GIS; backup is in ROW file.	ENGINEERING	Eng Admin	Department	Paper	Permanent	N/A	Permanent
				Electronic in GIS		N/A	Permanent
<b>Specification Books (Current)</b> – OMWD Standard Specification and Drawings for the construction of water, recycled water, and sewer facilities.	ENGINEERING	Eng Admin	Department	Electronic	Current	N/A	Current

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<b>Technical Reports</b> – Reports related to the Capital Improvement Projects Program of the District. Environmental documents are considered part of the Project file and scanned into the EDMS*.	ENGINEERING	Eng Admin	Department	Paper Electronic	Active or no longer needed	N/A N/A	Active or no longer needed Permanent
<b>Underground Service Alert Files</b> – Include notification (tickets) of activity near pipelines within District boundary. Notification is sent electronically by Dig Alert and routed through Nobel, which sends and stores the tickets on their servers.	ENGINEERING	Line Locator	Department	Electronic at USA Electronic GIS	14 days 2 yrs GIS	Remote Site N/A	14 days 2 yrs
<b>Accounts Payable &amp; Expense Reimbursement - Vendor Files</b> – Consist of expense reimbursement to District Officers or employees or use of District paid credit cards or any travel compensation, paid vendor invoices and backup information, such as packing slips, vendor invoices, and copy of District check.	FINANCE	Accounting	Finance Storage Room – AP Shelf	Paper	2 fys	5 fys	7 fys
<b>Accounts Receivable Reports (Misc)</b> – Includes invoice journals and account aging for activities related to amounts owed to the District for other than water related services and work for others.	FINANCE	Accounting	Dynamics GP	Electronic in Microsoft Dynamics GP	0	0	5 fys
<b>Account Reconciliations</b> – Year-End Audit Boxes – These files consist of staff prepared general ledger account reconciliation and documents prepared for use by auditor and working papers used to produce audit documents. Includes the Inventory Master List and year-end inventory count files.	FINANCE	Accounting	Finance Storage Room - Counter	Paper	Audit + 2 fys	2 fys	Audit + 4 fys
<b>Agricultural Credit Certification Records</b> – These records support claims for monthly agricultural credits.	FINANCE	Accounting	Admin – Finance Storage Room	Paper	Audit + 2 fys	Permanent	Permanent
<b>Apportionment Statement Files</b> – These files consist of monthly statements from San Diego County related to monies collected by County Assessor on tax rolls and remitted to the District. PDF in Finance Directory starting with fiscal year 2019.	FINANCE	Accounting	Admin – Finance Storage Room	Paper PDF in Finance Directory	N/A Permanent	Permanent N/A	Permanent Permanent
<b>Assessment or Improvement District Records</b> – Documents related to Prop. 218 ballots; original property assessment documentation and collections information.	FINANCE	Accounting	Admin	Paper	10 yrs	Permanent	Permanent

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<b>Audit Working Files</b> – Includes accounting schedules, correspondence, and reports. These documents are used for the preparation of the Annual Comprehensive Financial Report (ACFR)	FINANCE	Accounting	Finance Directory	Electronic in Finance Directory	Audit + 4 fys	N/A	Audit + 4 fys
<b>Bank Statement Reconciliation</b> – Monthly bank statement and reconciliation of cash accounts including General Accounts, Payroll Accounts (payroll checks). These files are stored in the Account Reconciliations – Year-End Audit Boxes (see above).	FINANCE	Accounting	Finance Storage Room – Bank Recons	Paper	3 yrs	2 fys	5 yrs
<b>Bond Report Files</b> – These files consist of annual reports and Continuing Disclosure reports.	FINANCE	Accounting	Finance Storage Room – Debt Service Binders	Paper	Through expiration of Bond	Permanent	Permanent
<b>Budget – Official Budget</b> – As approved by the Board of Directors. Created and published each fiscal year. This report is available for viewing in the EDMS.	FINANCE	Finance	Finance Storage Room – OMWD Budget/AC FR Books	Paper Electronic in Finance Directory	Audit + 2 fys Permanent	Permanent N/A	Permanent Permanent
<b>ACFR (Annual Comprehensive Financial Report)</b> – This report is prepared for and submitted to the Government Finance Officers Association as required by this organization for certification. This report includes the District's audited financial statements and notes, which are audited by the District's independent CPA firm. Copies in EDMS began FY 2014-15.	FINANCE	Finance	Finance Storage Room – OMWD Budget/AC FR Books	Paper PDF in Finance Directory	Audit + 9 fys Permanent	Permanent N/A	Permanent Permanent
<b>Capacity Fee Studies</b> – These studies summarize the analyses for development of impact fees and may be used to make recommendations to the Board of Directors for establishing impact fees for capital projects.	FINANCE	Finance	Finance Storage Room – Finance Manager Files	Paper Electronic	Audit + 2 fys Audit + 9 fys	7 fys N/A	Audit +9 fys Audit +9 fys
<b>Capital Project Invoice Files</b> – These files consist of invoices (and related backup) sent to outside parties for cost sharing on capital projects.	FINANCE	Accounting	Finance Storage Room – Capital Project Files	Paper	1 fy	Project completion + 6 fys	Project completion + 7 fys

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<b>Cash Receipts</b> – This file consists of reconciled cash deposits for payments received by the District. Covers customer payments and miscellaneous payments that are received daily. Cash receipts are organized by day, and a folder is created for each month of the fiscal year. Details on customer payments are kept in electronic form in CIS Infinity and in the RoseASP Finance Drive.	FINANCE	Accounting	Admin	Paper	1 fy	2 fys	3 fys
				Electronic	Audit + 4 fys	N/A	Audit + 4 fys
<b>Verizon</b> –Cell Phone bills (business & personal)	FINANCE	Accounting	Admin – AP shelf	Paper	Current fy	Audit + 4 fys	Audit + 4 fys
				Electronic	Current fy	N/A	Audit + 4 fys
<b>CIP Projects Asset Detail</b> – When District projects are capitalized annually, the detail of costs is printed and kept by Fiscal Year along with relevant supporting documentation.	FINANCE	Accounting	Dynamics GP	Electronic	Audit +7 yrs	N/A	Audit +7
<b>Cost Allocation Plan</b> – A report prepared by Finance to calculate the District's indirect rate.	FINANCE	Finance	Finance Directory	PDF	10 fys	N/A	10 fys
<b>CWA Capacity/Connection Fee Summary</b> – Summary of capacity fee receipts for CWA fees collected by OMWD and forwarded to CWA quarterly; used for support for CWA audit.	FINANCE	Accounting	Dynamics GP	Electronic	Audit + 4 fys	N/A	Audit + 4 fys
<b>Cash Activity</b> – Sources and uses of cash, and beginning and ending cash balances, for various district bank and investment accounts.	FINANCE	Finance	Dynamics GP	Electronic	Permanent	N/A	Permanent
<b>Debt Issuance Files</b> – These documents are related to the issuance of debt by the District. Such documents may include official statements, bond indentures, installment purchase agreements, and legal opinions.	FINANCE	Accounting	Finance Storage – Debt Service Binders and Finance Directory	Paper and Electronic	Expiration of the bond	7 fys	Expiration of bond + 7 fys

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<b>Delinquency Management Files</b> – These files consist of annual reports of delinquent installments of Assessment District levies prepared by NBS.	FINANCE	Accounting	Finance Storage Room – Debt Service Binders and Finance Directory	Paper and PDF	2 fys	0	2 fys
<b>Direct Payment Program Reports (ACH)</b> – This report is generated by the bank twice per month in electronic format and is received by Finance staff. It details payments that are debited directly from customer bank accounts.	FINANCE	Accounting	Admin	Electronic in CIS Infinity and CB&T	4 fys	N/A	4 fys
<b>Employees Recreation Club (ERC)</b> – These files contain annual financial statements, records and receipts for employee planned events, movie tickets, charities, etc.	FINANCE	Accounting	Finance Directory	Paper Electronic	3 yrs 3 yrs	0 N/A	3 yrs 3 yrs
<b>Fixed Assets Subsidiary Ledger</b> – A list of fixed assets, maintained in electronic format PDF. This list is printed periodically.	FINANCE	Accounting	Dynamics GP	Electronic	Audit + 4 fys	N/A	Audit + 4 fys
<b>General Ledger Journal Entries</b> – A hard copy journal that is prepared manually, and not a print out from another media source. Any recurring journal entries and adjustments made to the General Ledger that are done manually.	FINANCE	Accounting	Finance Storage Room – FYE Journal Entries	Paper	Audit + 1 fy	3 fys	Audit + 4 fys
<b>General Ledger Posting Journals</b> – Journal entries for Accounts Payable/Transactions, Capacity Fee postings, Checking Account Disbursements, Daily Deposits.	FINANCE	Accounting/Supervisor	Dynamics GP	Electronic	Audit + 4 yrs	N/A	Audit + 4 yrs
<b>General Ledger Trial Balance</b> – A monthly report that shows beginning general ledger account balances, monthly activity and ending balances. The information for this report is maintained in electronic format.	FINANCE	Accounting/Supervisor	Finance Directory Audit Folders and GP	Electronic	Permanent	N/A	Permanent
<b>General Ledger Detailed Trial Balance Report</b> – A separate printed detailed Trial Balance is created at the end of the fiscal year, after the year-end audit is completed.	FINANCE	Accounting/Supervisor	Dynamics GP	Electronic	Permanent	N/A	Permanent

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<b>Hand Bills Files</b> – This file contains lists of parcels direct-billed for AD 96-1 levies and sewer bills because the parcels don't receive property tax bills from the County Assessor.	FINANCE	Accounting	Admin – Finance Storage Room	Paper	Audit + 2 fys	4 fys	Audit + 6 fys
<b>Investment Report</b> – Report prepared monthly for Board of Directors that reflects investment balances, securities held and compliance with investment policy (included in the monthly Board Package).	FINANCE	Finance	Finance Directory	PDF in Finance Directory	Audit + 4 fys	N/A	Audit + 4 fys
<b>Investment Files</b> – These files consist of periodic statements from financial institutions or investment pools with which the District holds investments. Records also include investment approvals and confirmations.	FINANCE	Finance	Finance Directory and Finance Storage Room – Investment Files	Paper and Electronic	Audit + 2 fys	2 fys	Audit + 4 fys
<b>Inventory Issuance Data</b> – This information contains the items taken from District inventory for use. This information is entered electronically to reflect charges to a project/work order account and is used to update the Inventory Master List.	FINANCE	Inventory Control	Admin	Electronic in Dynamics GP	Audit + 4 yrs	N/A	Audit + 4 yrs
<b>Metropolitan Water District Local Resource Program Records</b> – These records support claims for recycled water rebates for Southeast Quadrant Recycled Water. Agreement is filed in GM Agreements files. Annual reconciliations are kept in Finance.	FINANCE	Accounting	Admin – Finance Storage Room	Paper	2 fys	Permanent	Permanent
<b>Notices of Public Hearing</b> – Notices of Public Hearing for rate changes returned as undeliverable by the post office.	FINANCE	Finance	Finance	Paper	Until close of public hearing	4 yrs	Close + 4 yrs
<b>Ordinance 280 Calculation of Charges Due – Collection of payments on properties made necessary by increased water demands in excess of those assessed in Assessment District (AD 96-1)</b>	FINANCE	Accounting	Admin	Paper	5 fys	Permanent	Permanent
<b>Payments (Checks) Received</b> – Electronically Deposited	FINANCE	Accounting	Admin	Paper Electronic	1 fy 2 fys	0 N/A	1 fy 2 fys
<b>Payment Stubs</b> – Portion of customer water bill returned to District with payment.	FINANCE	Accounting	Admin	Paper	1 fy	0	1 fy

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<b>Payroll Register</b> – This register is created and maintained in electronic format in GP and documents hours and amounts paid to employees each pay period. Information for this register is input from Employee time cards. Register is filed by calendar year.	FINANCE	Accounting	Admin	Electronic in GP	Audit + 7 yrs	N/A	Audit + 7 yrs
<b>Payroll Deduction Reports</b> – These reports are created and maintained in electronic format and printed out periodically. Each report lists the employee name and the deducted or contributed amount. They include Employee Computer Purchased Program, LTD and Colonial Insurance, day care/medical, gift certificates for safety awards, direct deposit, insurance, vehicle allowance, employee recreation club and United Way, union dues, credit union dues and 457 election forms.	FINANCE	Accounting	Admin	PDF on Server	Audit + 7 yrs	N/A	Audit + 7 yrs
<b>Payroll Direct Deposits &amp; Checks</b> – A list of direct deposits and payroll checks to employees.	FINANCE	Accounting	Admin	PDF on Server	Audit + 7 yrs	N/A	Audit + 7 yrs
<b>Payroll Employee Leave Balances</b> – A list of accrued leave balances.	FINANCE	Accounting	Admin	PDF on Server	Audit + 7 yrs	N/A	Audit + 7 yrs
<b>Payroll Month, Quarter, Year to Date Register</b> – A summary of MQY payroll Information.	FINANCE	Accounting	Admin	PDF on Server	Audit + 7 yrs	N/A	Audit + 7 yrs
<b>Payroll Tax Returns (Quarterly/Yearly)</b> – Sent to <b>EDD</b> via online and maintained on their website; hard copies are sent to the <b>IRS</b> as required by law. This file contains information on payments made to directors and employees and processed through payroll module. Copies are kept in confidential file.	FINANCE	Accounting	Admin	Paper	Audit + 2 yrs	5 yrs	Audit + 7 yrs
<b>Payroll Time Card Audit List</b> – A list of employee time sheet allocation amounts, by account number/name, sorted by account number or employee name, and filed by calendar year.	FINANCE	Accounting	Admin	Electronic in Dynamics GP	Audit + 7 yrs	N/A	Audit + 7 yrs
<b>PERS Reporting Copies</b> – A list of employer contributions to PERS.	FINANCE	Accounting	Admin – Finance Storage Room	Paper Electronic	1 fy Permanent	Permanent N/A	Permanent Permanent
<b>Project Agreement Working Files</b> – These contain copies of contracts, agreements, and related change orders authorizing payment, along with schedules tracking invoices received.	FINANCE	Accounting	Admin	Paper	Project Completion +1 yr	6 yrs	Project Completion + 7 yrs

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<b>Project/Subdivision Meter Log and General Services Receipts Files [Subdivision Files]</b> – A separate file is kept for each account and contains correspondence, receipts, and a log of meters already set in a sub-division. At project completion it is added to project file in Engineering.	FINANCE	Finance	Admin	Paper	Active phase or no longer needed	20 yrs	End of Project
		Eng Admin			End of Project Warranty Period		End of Project Warranty period + 20 yrs
<b>Property Tax Assessment Valuation Reports</b> – These reports are received annually from the San Diego County Tax Assessor's Office and provide a summary and detail information regarding the assessed values of land parcels located within the District.	FINANCE	Accounting	Admin	Paper	Audit + 2 fys	Permanent	Permanent
<b>Purchase Orders</b> – A completed District form used to purchase items more than \$5,000. Must comply with PREVAILING WAGE LAW Dept. of Industrial Relations (DIR) effective August 1, 2016. Purchase Orders are requested/approved via Paramount/Rose.	FINANCE	Accounting	Admin	Electronic in Paramount	5 yrs	N/A	5 yrs
<b>State Controller's Report</b> – This report is prepared annually for submission to the State Controller's office. File includes working papers developed to support preparation of the report. Report is submitted electronically to the State Controller's office.	FINANCE	Accounting	Finance Storage Room – State Controller's Report	Paper	Audit + 2 fys	Permanent	Permanent
<b>Tax Return Files</b> – Includes 1099s, W2s, use tax returns, A/P related tax return files, benefit payment information, and payments made to vendors and District's contractors.	FINANCE	Accounting	Finance Storage Room – Fire Cabinet	Paper	Audit + 2 yrs	5 yrs	Audit + 7 yrs
				Electronic	Audit + 7 yrs	N/A	Audit + 7 yrs
<b>Time Cards</b> – A form completed by employees and signed by supervisors for each pay period to track hours assigned to various general ledger/work order/job numbers. The completed form is filed by employee name alphabetically and calendar year there under. Business Portal began Jan 2014.	FINANCE	Accounting	Finance Storage Room – Fire Cabinet	Paper	Audit + 2 fys	4 fys	Audit + 6 fys
				Electronic	Audit +6 fys	N/A	Audit +6 fys
<b>Trustee Statement Files</b> – These consist of monthly fund statements from trustee and requests for disbursement of funds.	FINANCE	Accounting	Finance Storage Room – Debt Service Binders	Paper	Expiration of Bond	7 fys	Expiration of bond issue + 7 fys

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**OLIVENHAIN MUNICIPAL WATER DISTRICT  
RECORDS RETENTION SCHEDULE 2026**

RECORD SERIES TITLE	ORIGINATING DEPARTMENT	WORK GROUP	PRIMARY LOCATION	MEDIA	DEPARTMENT	OFFSITE STORAGE	TOTAL RETENTION
<b>Water Meter Application</b> – This file contains completed application for water meter installation. Information on this application includes connection fees and other monies collected related to water meter services.	FINANCE	Accounting	Admin	Paper	4 yrs from date submitted, or removal – whichever is longer	Permanent	Permanent
<b>Water/Sewer Rate Study</b> – A report usually prepared by an outside consultant to document the District's methodology with respect to water and sewer rates charted. Completed every 5 years.	FINANCE	Finance	Finance Storage Room – Finance Manager Files	Electronic in Finance Directory	10 fys	N/A	10 fys
<b>Wire Transfers and ACH Payments</b> – Copies of wire and ACH requests sent to our bank.	FINANCE	Accounting	Admin – Finance Storage Room	Paper	2 fys	5 fys	7 fys
<b>Work Order Log</b> – Used to record the assignment of installation of a permanent or temporary construction meter or work for others. The assigned number follows the work order document through its processes.	FINANCE	Accounting	Admin	Paper	2 yrs	0	2 yrs
<b>Workers Compensation Audit Report</b> – May include actual gross wages, earnings for workers compensation, calculation for the previous year and workers compensation gross wages earnings based on estimated payroll expenses in the current year.	FINANCE	Accounting	Admin	Paper	Audit + 2 fys	5 fys	Audit + 7 fys
<b>Administrative Code</b> – This document constitutes the Board-approved policies for operating the District. The master document changes each time new policies are adopted by the Board.	GENERAL MANAGER	Admin	Admin	Electronic in PDF	Current	N/A	Current
<b>Appraisals / Appraisal Reports (Owned Land)</b> - Record of land appraisals including all elements used to determine property value. Paper originals discarded after scan.	GENERAL MANAGER	Admin	Admin	Electronic	Full term of ownership	N/A	Full term of ownership
<b>Appraisals / Appraisal Reports (Non-Owned Land; e.g. Schoen wells)</b> - Record of land appraisals including all elements used to determine property value.	GENERAL MANAGER	Admin	Admin	Paper Electronic	5 yrs N/A	0 N/A	5 yrs
<b>Association Files</b> – These files contain correspondence, payment records for associations that the District has membership in. Published material in this file is considered a non-record and may be destroyed when no longer needed.	GENERAL MANAGER	Admin	Admin	Paper	Until membership ceases + 2 yrs	0	Until membership ceases + 2 yrs
<b>Audio and/or Video Recordings</b> – Recordings of Board of Director meetings.	GENERAL MANAGER	Admin	Admin	Electronic	30 days	N/A	30 days

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**OLIVENHAIN MUNICIPAL WATER DISTRICT  
RECORDS RETENTION SCHEDULE 2026**

RECORD SERIES TITLE	ORIGINATING DEPARTMENT	WORK GROUP	PRIMARY LOCATION	MEDIA	DEPARTMENT	OFFSITE STORAGE	TOTAL RETENTION
<b>Board Member Meeting Attendance and Travel Arrangements</b> – These files contain documentation that relates to meeting attendance and travel arrangements for all Board members.	GENERAL MANAGER	Admin	Admin	Paper	5 yrs	0	5 yrs
<b>Board Packet (Electronic)</b> – Files contain monthly financial reports, the full Board packet for Board workshops and meetings. Copies of these files are distributed to Directors. Agenda items with very large reports may be provided in paper, separately. These files also contain the records of District Board Meetings and include Adjournment of Board meeting posted notices, agenda items, agenda, board meeting notes, board member correspondence.	GENERAL MANAGER	Admin	Admin	Electronic	30 yrs	N/A	30 yrs
<b>Correspondence</b> – Related to legal matters	GENERAL MANAGER	Admin	Admin	Paper	5 yrs or until resolved	Permanent	Permanent
				Electronic	Permanent	N/A	Permanent
<b>Correspondence</b> – Customer Issues	GENERAL MANAGER	Admin	Admin	Paper	2 yrs	18 yrs	20 yrs
				Electronic	20 yrs	N/A	20 yrs
<b>Correspondence</b> – Project related	GENERAL MANAGER	Admin	Admin	Paper	Project Complete + 1 yr warranty	20 years	Warranty + 20 yrs
				Electronic	20 yrs	N/A	Warranty + 20 yrs
<b>General Counsel Opinions</b> – input on board items, agreements, and case studies.	GENERAL MANAGER	All Employees	Admin	Paper	10 yrs	10 yrs	20 yrs
				Electronic	20 yrs	N/A	20 yrs
<b>Minutes</b> – Approved and signed Minutes of Board of Directors meetings are scanned into the EDMS.	GENERAL MANAGER	GM	Admin	Paper	5 yrs	Permanent	Permanent
				Electronic	Permanent	N/A	Permanent
<b>Ordinances &amp; Resolutions</b> – Approved by District Board of Directors.	GENERAL MANAGER	Admin	Admin	Paper	5 yrs	Permanent	Permanent
				Electronic	Permanent	N/A	Permanent
<b>Risk Management</b> – Subpoenas served on the District, litigation, claims exceeding \$5,000, releases and public records requests.	GENERAL MANAGER	Admin	Admin	Paper	Active phase or no longer needed	Permanent	Permanent

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**OLIVENHAIN MUNICIPAL WATER DISTRICT  
RECORDS RETENTION SCHEDULE 2026**

RECORD SERIES TITLE	ORIGINATING DEPARTMENT	WORK GROUP	PRIMARY LOCATION	MEDIA	DEPARTMENT	OFFSITE STORAGE	TOTAL RETENTION
<b>Benefit Plan Files</b> – Includes plan summaries and renewal information (not including add/delete enrollments, change forms – these are kept in employee files), and workers' compensation general information documents. Contracts/agreements are held in GM Agreements Files.	HUMAN RESOURCES	Admin	Admin	Electronic	No longer in force + 5 yrs	N/A	No longer in force + 5 yrs
<b>Benefit Plan Claims</b> are to be permanently maintained by the District ONLY if the claim is filed against the District (not the carrier).	HUMAN RESOURCES	Admin	Records	Paper	Permanent ONLY if received by District	Permanent	Permanent
				Electronic	Permanent ONLY if received by District	N/A	Permanent
<b>Employee Programs Files</b> – These files contain records related to the District Wellness Program, Recognition and Awards Programs.	HUMAN RESOURCES	Admin	Admin	Electronic	5 yrs	0	5 yrs
<b>Ethics Training</b> – All documents verifying the completion of required ethics training.	HUMAN RESOURCES	Admin	Admin	Electronic	5 yrs	N/A	5 yrs
<b>Fair Political Practices Commission / Conflict of Interest Files</b> – Consist of completed forms, correspondence related to FPPC and COI forms/filings such as, but not limited to, 470/700/801, Registrar of Voters, required of District Board members and certain employees.	HUMAN RESOURCES	Admin	Admin	Paper	Termination of employment	7 yrs	Termination of employment + 7 yrs
				Electronic	Termination of employment + 7 yrs	N/A	Termination of employment + 7 yrs
<b>Grievance &amp; Claim Files</b> – These files include documents related to hearings and investigations conducted, based on employee claims.	HUMAN RESOURCES	Admin	Admin	Paper	Termination of employment	6 yrs	Termination of employment + 6 yrs
				Electronic	Termination of employment + 6 yrs	N/A	Termination of employment + 6 yrs
<b>I-9 File</b> – includes completed I-9 form and applicable backup documents.	HUMAN RESOURCES	Admin	Admin	Paper	Termination of employment + 3 yrs	0	Termination of employment + 3 yrs
				Electronic	Termination of employment + 3 yrs	N/A	Termination of employment + 3 yrs

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**OLIVENHAIN MUNICIPAL WATER DISTRICT  
RECORDS RETENTION SCHEDULE 2026**

RECORD SERIES TITLE	ORIGINATING DEPARTMENT	WORK GROUP	PRIMARY LOCATION	MEDIA	DEPARTMENT	OFFSITE STORAGE	TOTAL RETENTION
<b>Labor Relations Files</b> –These files include documents related to employee associations, labor/management records, negotiation information, regulatory information, unit recognition and membership. (MOUs in GM files)	HUMAN RESOURCES	Admin	Admin	Paper Electronic	6 yrs Permanent	Permanent N/A	Permanent Permanent
<b>Medical Files</b> – May include FMLA, medical clearance, DMV medicals, workers' compensation claims; results from hearing, respiratory fit, drug and alcohol testing performed as required.	HUMAN RESOURCES	Admin	Admin	Paper	Termination of employment	30 yrs	Termination of employment + 30 yrs
<b>Medical Records Files</b> – (self-insured) are held separately. They contain records of employees during a period when the District was self-insured.	HUMAN RESOURCES	Admin	Admin	Paper	0	Termination of employment + 30 yrs	Termination of employment + 30 yrs
<b>CalPERS Files</b> – These files contain reports, procedures manual, and other employer information files related to CalPERS activities. (Agreements in GM files)	HUMAN RESOURCES	Admin	Admin	Electronic	5 yrs	N/A	5 yrs
<b>Personnel Files Employee/Director</b> – These files include periodic evaluations, training certificates/seminar/class attendance records, disciplinary records and awards, completed action and benefit forms, performance appraisals, personnel and payroll recommendations, including pay increases and decreases, promotions and demotions (**medical records held separately).	HUMAN RESOURCES	Admin	Admin	Paper Electronic **Paper Only	Termination of employment Termination of employment + 7 yrs	7 yrs N/A	Termination of employment + 7 yrs Termination of employment + 7 yrs
<b>Records Management (RM) Annual Updates</b> – These files contain records management program documents and retention schedules (**destruction notices and audits filed separately).	HUMAN RESOURCES	Records Mgt	Admin	Paper Electronic **Electronic Only	Current 20 yrs 20 yrs	0	Current 20 yrs 20 yrs
<b>Recruitment Files</b> – These files include job announcements, applications, resumes, interview questions/rating sheets, notes, and skills assessment tests. Files may include internal promotional documents.	HUMAN RESOURCES	Admin	Admin	Paper Electronic	2 yrs 6 yrs	4 yrs N/A	6 yrs 6 yrs
<b>Salary Administration Files</b> – Includes salary survey(s), reclassification studies, performance planning, job descriptions and salary administration reference documentation.	HUMAN RESOURCES	Admin	Admin	Electronic	6 yrs	N/A	6 yrs
<b>CAL-OSHA Forms</b> – Tracks on-the-job injury and illness incidents in electronic format for all CAL-OSHA forms that include, but are not limited to Form 300, 300A summary, and the 301 Injury form.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper Electronic	5 yrs 10 yrs	5 yrs N/A	10 yrs 10 yrs

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**OLIVENHAIN MUNICIPAL WATER DISTRICT  
RECORDS RETENTION SCHEDULE 2026**

RECORD SERIES TITLE	ORIGINATING DEPARTMENT	WORK GROUP	PRIMARY LOCATION	MEDIA	DEPARTMENT	OFFSITE STORAGE	TOTAL RETENTION
<b>Confined Space Permits</b> - Per CAL-OSHA Rule 5157 (e)(b)(6).	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper	3 years after cancellation of permit	0	3 years after cancellation of permit
<b>Emergency Management</b> – Files consist of EM Disaster Manuals, disaster plans, table top exercises, equipment, facilities resources, and Member Agency communications.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper Electronic	Current Current	2 yrs N/A	Current + 2 yrs Current + 2 yrs
<b>Employee Exposure Records</b> – Includes hazard materials, chemicals, hearing audiometric tests, and other CAL-OSHA required information.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper	Termination of employment + 1 year	29 years	Termination of employment +30 years
<b>Employee and Facility Exposure Measurements</b> – This includes measurements completed at the worksite.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper	3 yrs	N/A	3 yrs
<b>Employee Pull Notices</b> – DMV program to alert employer of employee driving activity and license status. On-line monitoring via SambaSafety.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	EDMS (Disciplined DMV Violations Only) SambaSafety Website (ALL Pull Reports)	Termination of employment + 7 yrs N/A	N/A Samba	Termination of employment + 7 yrs 7 yrs
<b>Environmental Files</b> – These files consist of hazardous materials control documents, including regulation of storage tanks, handling; hazardous waste regulations; programs related to Proposition 65, water quality control, safe drinking water and industrial waste pretreatment; air quality control including air pollution inspections, generator inspections.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper	Current program info and inspections +3 yrs	7 yrs	Current + 10 yrs
<b>Fit Test Records</b> – Certifications of test results from employee respirator fitment.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper	Permanent	0	Permanent
<b>Hazardous Waste Manifest</b> – Records of hazardous waste removal.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper Electronic	3 yrs Permanent	0 N/A	3 yrs Permanent
<b>Inspection Files (equipment)</b> – Consists of bi-annual inspection of terminals (BIT), cranes, periodic facility inspections, forklift, first aid supplies certification, safety equipment.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper	10 yrs	0	10 yrs

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RECORDS RETENTION SCHEDULE 2026**

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<b>Permits</b> – This file consists of permits issued to OMWD from the County of San Diego and State of California related to plant operations and water quality.	HUMAN RESOURCES / SAFETY	Health and Safety	Safety Office	Paper Electronic	Permanent Permanent	0 N/A	Permanent Permanent
<b>Permits and Logs Files</b> – These files contain atmospheric logs, equipment calibration records, Storm Water Pollution Prevention Permit, Hazmat Business Plans, APCD, elevator permit.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper Electronic	Current + 5 yrs Current + 5 yrs	0 N/A	Current + 5 yrs Current + 5 yrs
<b>Plan Files</b> – These files contain plans for regulated activities and include Risk Management Plans (RMP), Response Program plans, New Employee Orientation Program, Policies and Procedures for Health & Safety Program, Fire Extinguisher Maintenance Program, Hazardous Materials Business Plan, Storm Water Pollution Prevention Plan, Hazardous Communication Plan, and Lockout/Tagout Program.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper Electronic	Current + 3 yrs Current + 3 yrs	0 N/A	Current + 3 yrs Current + 3 yrs
<b>Risk Management Files</b> – Consists of claims under \$5,000, documents related to accidents, vehicle insurance, Workers' Comp Medical Clinic insurance certificates.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper	Until closed	10 yrs	Closed + 10 yrs
<b>Safety Committee Meeting Files</b> – These files contain the agenda and full meeting packet for monthly meetings of the Safety Committee.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Electronic	3 yrs	N/A	3 yrs
<b>Safety Committee Meeting Minutes</b> - Approved and signed Minutes of the Safety Committee are scanned into the EDMS.	HUMAN RESOURCES/ SAFETY	Health and Safety	Records	Paper Electronic	Permanent Permanent	0 N/A	Permanent Permanent
<b>Audio and/or Video Recordings</b> – Recordings of Safety Committee meetings.	HUMAN RESOURCES/ SAFETY	Health and Safety	OMWD Server	Electronic	60 Days	N/A	60 Days
<b>Safety Data Sheets (SDS)</b> – These reports describe chemicals in the work place and are posted in District work area. A report listing chemicals and years of exposure may be substituted for sheets.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper Electronic in MSDSonline.com	From date of use + 3 yrs From date of use + 30 yrs	27 yrs N/A	From date of use + 30 yrs From date of use + 30 yrs
<b>Safety Manual</b> – Includes procedures for employees.	HUMAN RESOURCES/ SAFETY	Health and Safety	OMWD Server	Electronic	Current + 2 yrs	N/A	Current + 2 yrs
<b>Training Files</b> – Tests may be given in paper format or via the internet in a program provided for this purpose (*VectorSolutions.com).	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper Electronic	Current + 5 yrs Current + 30 yrs	0 N/A	Current + 5 yrs Current + 30 yrs

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**OLIVENHAIN MUNICIPAL WATER DISTRICT  
RECORDS RETENTION SCHEDULE 2026**

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<b>Training Records – Employee</b> – Consists of records of attendance at mandated classes, tailgate and monthly training meetings, off-site and on-line classes completed, and asbestos cement (AC) pipe.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper	Employment	30 yrs	Termination + 30 yrs
<b>Training Rosters</b> – Includes General & Safety Training and Technical Required Safety Training Rosters.	HUMAN RESOURCES/ SAFETY	Health and Safety	Safety Office	Paper	5 yrs	0	5 yrs
<b>Visitor Log</b> – Daily sign-in logbook maintained at the District's front desk for guests visiting the District.	HUMAN RESOURCES/ SAFETY	Health and Safety	Front Desk	Paper Electronic	1 yr 3 yrs	0 N/A	1 yrs 3 yrs
<b>4S Ranch Water Reclamation Facility Self-Monitoring Reports for Regional Water Quality Control Board</b> – Self-monitoring reports for the 4S Ranch Water Reclamation Facility. Electronic version becomes official record after scanning.	OPERATIONS	Water Reclamation Facility	4S WRF Server	Paper Electronic	0 10 yrs	10 yrs N/A	10 yrs 10 yrs
<b>4S Ranch Water Reclamation Facility Status Reports</b> – include various water testing reports, including reports submitted to the Regional Water Quality Control Board.	OPERATIONS	Water Reclamation Facility	4S WRF Server	Paper Electronic	10 yrs	Permanent N/A	Permanent Permanent
<b>Backflow Records</b> – Consist of installation, annual test, inspection, and enforcement records.	OPERATIONS	Backflow / Cross Connection	4SWRF Server	Paper Electronic	3 yrs 3 yrs	0 N/A	3 yrs 3 yrs
<b>City of San Diego Industrial Self-Monitoring</b> – This report is due the 15 <sup>th</sup> of each month for WTP waste discharge permit.	OPERATIONS	DCMWTP	Server	Electronic	10 yrs	N/A	10 yrs
<b>System Infrastructure Repair Records</b> – consist of pipelines and other underground infrastructure.	OPERATIONS	Construction	Server	Electronic	2 yrs	N/A	2 yrs
<b>Industrial Pretreatment Program (IPP)</b> – Files include inspection reports, industrial waste permits, self-monitoring reports and correspondence. Filed by business name.	OPERATIONS	Water Reclamation Facility	4S WRF	Paper	Active phase or no longer needed	10 yrs	End of active phase + 10 yrs
<b>IT: Software Installation Disks /CDs</b> – For software purchased for District uses.	OPERATIONS	Information Technology	Server	Electronic	Current	N/A	Life of the product
<b>IT: Software Licenses</b> – Purchased for use with software purchased for District uses.	OPERATIONS	Information Technology	Server	Electronic	Current	N/A	Life of the product
<b>IT: System Backup (servers hosting important files, databases, and records)</b> – One previous calendar year for system and one previous fiscal year backup for fiscal records. Daily backups are stored locally and at remote sites.	OPERATIONS	Information Technology	Server	Electronic	Remote Sites	Previous year	Current + 2 previous yrs

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RECORDS RETENTION SCHEDULE 2026**

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<b>IT: System Backup (systems and servers for device management, network infrastructure, and network security)</b> – Previous six months for systems used for managing PC and mobile devices, name resolution, IP addressing, authentication, certificate services, network policy, network topology, network security, and reporting. Daily backups are stored locally and at remote sites.	OPERATIONS	Information Technology	Server	Electronic	Remote Sites	Previous 6 months	Previous 6 months
<b>IT: Systems Backup (SCADA operations systems)</b> –For systems used for managing water distribution, water treatment, wastewater treatment, and recycled water. Daily backups are stored locally and at remote sites.	OPERATIONS	Information Technology	Server	Electronic	Remote Sites	Previous 6 months	Previous 6 months
<b>IT: Systems Backup (SCADA historical systems)</b> –For systems that store historical records of SCADA operations. Daily backups are stored locally and at remote sites.	OPERATIONS	Information Technology	Server	Electronic	Remote Sites	Current + 2 previous years	Current +2 previous years
<b>IT: Email Backup</b> – The retention of all emails, including backup of email systems, is reflected in the Board approved Email Retention Policy.	OPERATIONS	Information Technology	Server	Electronic	Remote Sites	Previous 6 months	See Email Retention Policy
<b>Prequalification Documents</b> - Valve replacement excavation and paving support services prequalification submittal documents.	OPERATIONS	Construction	Admin	Paper	End of Prequalification period + 2 yrs	N/A	End of Prequalification period + 2 yrs
			Server	Electronic	End of Prequalification period + 2 yrs	N/A	End of Prequalification period + 2 yrs
<b>Proposals for Construction Bids – Successful</b> – Once signed this document becomes part of the contract documents.	OPERATIONS	All Work Groups	Admin	Paper	End of Warranty Period	End of Warranty +20 yrs	End of Warranty Period + 20 yrs
			Server	Electronic			
<b>Proposals for Professional Services – Successful</b>	OPERATIONS	All Work Groups	Admin	Paper	Proposal Closing Date + 2 yrs	0	Duration of Agreement + 12 yrs. If related to a CIP, then Duration of Agreement + 20 yrs
			Server	Electronic		N/A	
<b>Proposals for Construction Bids – Unsuccessful</b> – Bids Only – No contracts executed.	OPERATIONS	All Work Groups	Admin	Paper	Bid opening +2 yrs	0	Bid opening +2 yrs
<b>Proposals for Professional Services – Unsuccessful – Proposals Only – No agreements executed</b>	OPERATIONS	All Work Groups	Admin	Paper	Proposal Closing Date + 2 yrs	N/A	Proposal Closing Date + 2 yrs

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**OLIVENHAIN MUNICIPAL WATER DISTRICT  
RECORDS RETENTION SCHEDULE 2026**

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<b>Recycled Water Certification Reports</b> – Dept. of Environmental Health Certifications; Annual Site Inspections; Cross connection testing as required.	OPERATIONS	Cross Connection	4S WRF Server	Paper Electronic	10 yrs 10 yrs	Permanent N/A	Permanent Permanent
<b>Recycled Water Program</b> – Files related to the development and administration of the District's recycled water distribution program. These files may include correspondence related to regulatory reporting, site use approval and permitting, and District infrastructure maintenance.	OPERATIONS	Water Reclamation Facility	4S WRF Server	Paper Electronic	Active or no longer needed 5 yrs	Permanent N/A	Permanent Permanent
<b>SCADA Historical Data Base</b> – Automated system that records pressures, levels, flows and other parameters for District water distribution, treatment and reclamation facilities. (Information is stored in historical data bases.)	OPERATIONS	System Operations, 4S WRF, DCMWTP	Server	Electronic	10 yrs	Remote Sites	10 yrs
<b>Sanitation District Files (4S Ranch &amp; Rancho Cielo)</b> – These files are related to the District's operation and maintenance of the sewer collection system and water reclamation facilities. Files may include correspondence relating to the operation and maintenance of these Sanitation Districts, periodic regulatory agency reports (85-40 Waster Discharge Requirement, sewer overflow, stormwater, etc.) and contract operator correspondence.	OPERATIONS	Water Reclamation Facility	4S WRF Server	Paper Electronic	10 yrs <u>10 yrs</u>	0 N/A	10 yrs 10 yrs
<b>Security System Logs</b> – Created by application to identify entry and exit from secured areas in administration and operations buildings yard and remote sites.	OPERATIONS	Information Technology	Server	Electronic in security program	1 yr	N/A	1 yr
<b>Surveillance Cameras</b> – District facilities have cameras for the protection and observation of District property through a software agreement that mandates retention.	OPERATIONS	Information Technology	Server	Electronic	1 yr	N/A	1 yr
<b>System Operations Records</b> – Consists of PR station maintenance, telemetry, CP station maintenance and system performance records, hydro generation, fire flow, chlorine and water watch duty documents.	OPERATIONS	System Operations	Server	Electronic	2 yrs	N/A	2 yrs
<b>Underground Service Alert Files</b> – These files track activity related to repair of main leaks and new service installations. Staff places phone call to Dig Alert for request of service and keeps track of this activity in these files.	OPERATIONS	Construction	Construction	Electronic	2 yrs	0	2 yrs
<b>Vehicle Purchase Records</b> – These records contain pink slips only for District owned vehicles.	OPERATIONS	Construction	Construction	Paper	Until Sold	0	Until Sold
<b>Vehicle and Equipment Repair Records</b> – This file consists of Biennial Inspection Terminals (BIT), repair records, and other documents related to District owned vehicles and equipment.	OPERATIONS	Construction	Mechanics Bay Server	Paper Electronic	Until Sold	0 N/A	Until Sold

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RECORDS RETENTION SCHEDULE 2026**

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<b>Vehicle Maintenance</b> – Files include vehicle inventory, fuel records, repair records and waste oil/emulsion disposal reports.	OPERATIONS	Vehicle Maintenance	Mechanics Bay	Paper Electronic	Until Sold Until Sold	0 N/A	Until Sold Until Sold
<b>Waterboards DDW (Division of Drinking Water) Routine Monthly Monitoring</b> –Includes all water quality monitoring data, lab reports and complaint/response information to support total coliform rule (TCR), nitrate (NIT) and general physical (GP) reports due the 10 <sup>th</sup> of each month.	OPERATIONS	System Operations	Server	Electronic	10 yrs	N/A	10 yrs
<b>Waterboards DDW (Division of Drinking Water) DBP and MRDL</b> - Quarterly reports due the 10 <sup>th</sup> of each completed quarter, dependent upon the date laboratory results are obtained.	OPERATIONS	System Operations	Server	Electronic	10 yrs	N/A	10 yrs
<b>Waterboards DDW (Division of Drinking Water) SWTR and Fluoride Monitoring</b> – Monthly report for DCMWTP raw and treated water quality (SWTR) and fluoride (FL) due the 10 <sup>th</sup> of each month.	OPERATIONS	DCMWTP	Server	Electronic	10 yrs	N/A	10 yrs
<b>DCMWTP District Files</b> – These files are related to the District's operation and maintenance of the water treatment plant facilities.	OPERATIONS	DCMWTP	DCMWTP Server	Paper Electronic	10 yrs 10 yrs	0 N/A	10 yrs 10 yrs
<b>Waterboards DDW (Division of Drinking Water) eARDWP</b> –Annual report submitted electronically via the DRINC web portal. It is a required report compiled from data provided by several work groups.	OPERATIONS	Operations	Server	Electronic	10 yrs	N/A	10 yrs

\*EDMS (Electronic Document Management System)