

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
RECORDS POLICY AND PROCEDURES - RECORDS RETENTION AND DESTRUCTION	05-A	2/3/10	

I. PURPOSE

To ensure that necessary records and documents of the Otay Water District are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding District employees in understanding their obligations in retaining electronic documents, including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

II. SCOPE

This policy is applicable to all District departments and offices directly responsible to the General Manager.

III. POLICY

This Policy represents the District's policy regarding the retention and disposal of records, including electronic documents. Attached as **Appendix 1** is a Record Retention Schedule that is approved as the District's maintenance, retention and disposal schedule for physical records and the retention and disposal of electronic documents.

IV. ADMINISTRATION

A. General

1. The District's Chief Information Officer (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed.

2. The Administrator is also authorized to, in consultation with the General Manager: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the District; work with the District's General Counsel to monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

B. Suspension of Record Disposal due to Litigation or Claims

In the event the District is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit or the commencement of any litigation against or

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concerning the District, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take steps to promptly inform all staff of any suspension in the further disposal of documents.

C. Records Retention Schedule Organization

The Record Retention Schedule is organized by type of records and reflects each department's responsibility.

D. Records Management, Filing and Destruction

If deemed necessary by the Administrator and the General Manager, a person, firm or service may be retained to assist the District with the management, filing, retention and destruction of records. If the aggregate payments under the contract do not exceed the General Manager's contracting authority, the General Manager is authorized to determine the terms and conditions of such contract in consultation with the General Counsel.