

**BOARD POLICY 10  
APPENDIX B  
RECORDS RETENTION & STORAGE SUMMARY**

OP = Original or Photographic copy  
ES = May be destroyed if stored in electronic media

Group #	Title/Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or destroy
1	Records affecting property or titles thereof	X		2 years	OP	ES
2	Records required to be kept permanently by statute	X		2 years	OP	ES
3	Minutes, Ordinances and Resolutions of Board	X		2 years	OP	ES
4	Documents with lasting Historic, Administrative, Legal, Fiscal or Research Value	X		2 years	OP	ES
5	Correspondence, Operational Reports, and information upon which District Policy has been established	X		2 years	10 years	12 years
6	Duplicates of #5 above when retention is necessary for reference	X		2 years		2 years
7	Records requiring retention for more than 5 years, but no more than 15 years by statute or administrative value	X		2 years	13 years	15 years
8	Duplicates needed for Administrative purposes for 5 to 10 years		X	2 years	13 years	15 years
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 years	1 year	3 years
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 years	3 years	5 years

Group #	Title/Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or destroy
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 years		3 years
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 year		1 year
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, and other duplicate copies no longer needed.	X	X	3 months		3 months
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation	X		2 years	3 years	5 years
15	Policy files and reference sets of publications		X	Indefinite		Indefinite
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action		X	Indefinite		Indefinite