



RURAL WATER DISTRICT #10

POLICY & PROCEDURE

SUBJECT: Records Retention Schedule		
NUMBER: 202	ISSUE DATE: August 10, 2018	EFFECTIVE DATE: August 10, 2018
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RECORDS RETENTION SCHEDULE

PURPOSE

The purpose of this document retention policy is for Jefferson County Rural Water District #10 to be compliant with the Kansas Open Records Act.

Records should not be kept if they are no longer needed for the operation of the business as required by law. The cost of maintaining records is an expense which can grow unreasonably if records are not managed.

POLICY

The Board of Directors and employees of Jefferson County Rural Water District #10 are all expected to comply fully with any published records retention or destruction policies and schedules.

Retention Period and Specific Category

Tax Records:

Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the organizations revenues. Tax records should be maintained for at least seven years from the date of filing the applicable return.

Employment Records/Personnel Records:

State and federal statutes require the organization to keep certain recruitment, employment and personnel information. The organization should also keep personnel files that reflect performance reviews and any complaints brought against the organization or individual employees under applicable state and federal statutes. The organization should also keep in the employee’s personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Other employment and personnel records should be retained for seven years.

Board and Board Committee Materials:

Agenda of business to be considered at regular and special sessions, minutes from last meeting and any pertinent documents regarding items and issues on the agenda should be retained permanently. Taped recordings and notes should be retained until the minutes are approved and can then be deleted and/or destroyed.

Press Releases/Public Filings:

The organization should retain permanent copies of all press releases and publicly filed documents.

Legal Files (see violations and investigations files):

Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

Contracts:

Final, execution copies of all contracts entered into by the organization should be retained for at least three years beyond the life of the agreement.

Banking and Accounting:

Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks should be kept for seven years. Any inventories of products, materials and supplies and any invoices should be kept for seven years.

Insurance:

Expired insurance policies, insurance records, accidents reports, claims, etc. should be kept permanently.

Audit Records:

External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Electronic Mail:

E-mail that needs to be saved should be either:

- Printed in hard copy and kept in the appropriate file or
- Downloaded to a computer file and kept electronically or on a disk as a separate file

The retention period depends upon the subject matter of the e-mail, as covered in this policy.

Chemical Level Analysis:

Daily or monthly log sheets and summaries of chemical presence in water should be retained ten years.

Maps and Blueprints:

Maps and blueprints which might include information on utilities, water supplies, water mains, sewer lines, sewer line connections, fire hydrants, valve locations and boundaries should be permanently.

Water Permits:

Records of permits to install water meters, connections to water mains showing date of issue, permit number, name and address of property owner, person making the connection, addition, lot and district numbers, amount of fee, length and size of connections, location of connection, person laying the drain, dates completed and inspected, and diagram of the installation should be retained three calendar years after final approval.

Water Line Inspections:

Inspection reports for water lines and hydrants showing dates of report and inspection, number and location of improvement, addition, property owner, inspector, permit number and findings should be retained three years.

Water Customer Billing Records:

Water customer billing records showing name and address of the property owner, account number, current and previous reading, date and amount due, amount delinquent, total due and paid should be retained seven years.

Water Customer Service Orders:

Water customer service orders including name and address, account number, instructions concerning repair, meter reading at the time of the repair, date of repair and notes should be retained three years.

Violations and Investigations Files:

Documents related to the alleged or real misuse of water, abandoned or improperly kept wells, and water quality complaints, including actions taken should be retained permanently.

Tax Records	7 Years
Employment Records	3/7 Years see above
Board and Committee Materials	See above
Press Releases	Permanent
Legal Files	See above
Contracts	See above
Banking & Accounting	7 Years
Insurance	Permanent
Audit Records	Permanent
Electronic Email	Based on subject
Chemical Analysis	10 Years
Maps & Blueprints	Permanently
Water Permits	3 Years
Water Line Inspections	3 years
Water Customer Billing Records	7 Years
Water Customer Service Orders	3 Years
Violations and Investigations Files	Permanently