
Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Records Management
POLICY NUMBER: 3080

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Greater Vallejo Recreation District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records as specified in Government Code §60200-60204.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: 3080 Records Management
Rules and Regulations: RR 3080

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The Greater Vallejo Recreation District will implement and consistently use the Records Management and Retention Schedule (RMRS) created following the Secretary of State approved Local Government Records Management Guidelines. This RMRS will be reviewed every 5 years.

1. Each year immediately after the District's financial audit GVRD shall maintain the current year + two year on-site of the listed document below and send archive records to the offsite storage facility, designated by the district. Records are shredded on-site at the District Main Office. For other specific types of record retention or shredding dates, please contact the Administrative Support Supervisor.
 - a. Signed completed Facility Permits: Fields, Park, Buildings- Three years plus the current year to be maintained, total of four years. Older than four years are destroyed
 - b. Completed employment applications- not hired within two years
 - c. Signed Activity Registration forms- Current plus two years, total of three years, older than three years can be destroyed

Each year, following the archiving of new District records to an off-site facility, complete a work order to have the old records removed from the off-site storage facility and transported to the District Main Office for shredding. On the work order should be the box number with the destroy date of each box to be transported.

2. Archive records shall be boxed in the proper size box: Letter/Legal, Binder or Drawing Box
3. An inventory of each box shall be created at the time the box is packed, and a detail description report created and attached to the Browser Contents Report in the Paper Tiger Software. Destruction dates must be listed for contents and a unique box number shall be assigned. The assigned box number shall be registered on the inventory sheet in the paper Tiger Software. All staff who are responsible for

storing documents are to forward the listing of items in each box to front office for entry into the Paper Tiger Software before boxes are delivered to the off-site storage facility.

4. Only one type of record or one project shall be in each box, if practical.
5. Only records with the same destruction date shall be stored in each box. The destruction date shall be marked on the outside of the box. Each year after the audit, the appropriate records in off-site storage will be pulled and brought to the main office for shredding.
6. The General Manager or designee shall maintain the records inventorying the records in storage and the dates of the actual destruction.
7. Any type of writings that have names, addresses, birthdays, telephone numbers or any other personal information on them are shredded, do not discard into regular office trash receptacles. Some items but not all, in this category are; Registration Confirmations, facility Reservation forms, and credit card receipts when in doubt shred it.