

REDWOOD COAST ENERGY AUTHORITY RECORDS RETENTION POLICY

1. Purpose

The Redwood Coast Energy Authority (RCEA) agrees with the principles of record management set forth in the California Secretary of State's *Local Government Records Management Guidelines*. These principles are that effective records management ensures that records are kept only as long as they serve the immediate administrative, legal, and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be promptly disposed of.

2. Statement of Policy

State law requires all public records to be retained for a minimum of two years with retention time periods of variable lengths thereafter, depending on the record. RCEA has chosen to follow the schedule of typical retention periods for administrative records as detailed in Attachment A of the *Local Government Records Management Guidelines* (a copy of which is attached). This schedule reflects the needs of RCEA as best as possible. This policy is subject to additions and updates as deemed necessary by RCEA staff, approved by the board, and in compliance with local and state law. This policy has been adopted by resolution of the Board of Directors of the Redwood Coast Energy Authority.

3. Procedure for Scheduling Records Retention

For purposes of scheduling records retention, and disposing of records as scheduled, RCEA requires the approval and signature of the Director of the associated department, the Executive Director, and RCEA General Counsel.

Reference to retention periods, unless otherwise stated, is in years. This includes the current year in which the item is created. Therefore, during the year 2017 a retention period of "3" for any item means that only the 2017, 2016, and 2015 versions of the item should still be on file with RCEA. Unless otherwise stated, files without a "permanent" retention period may be destroyed after two years.