

Title	Explanation	Records Retention Class	Legal Requirement
Agendas/Agenda Packets	Agendas of the meetings of the Board. May include agendas, notices, communications and actions.	Permanent	Gov't Code 60201
Agreements/Contracts	Original contracts and agreements approved by the Board for the conduct of District business.	Closed +5 years	
Archival Records	Relates to formation, change of organization, or reorganization of the district.	Permanent	
General Correspondence	Communications to and from the Board on any subject relating to the District	2 Years	
Financial Records	Originals are retained at the Auditor-Controller's Office. District copy can be destroyed after CU + 2 YRS.	Current Year +2 (Copies)	
FPPC Form 700s	Statements of Economic Interest maintained by District Filing Officer/Secretary.	7 Years	7 Years-Gov't Code 81009
Ordinances	Original ordinances of the District adopted by the Board.	Permanent	Gov't Code 60201
Resolutions	Resolutions are evidence of the formal opinion or determination of the Board. Contains date passed, number and subject of resolutions, names of members voting, and nature of action.	Permanent	Gov't Code 60201
Policies	Policies, rulings, and bylaws established or approved by the BOD.	Keep Current	
Napa San Reports	Reports and updates received from NSD staff regarding recycled water operations.	2 Years	
PRA Requested Materials	Correspondence requesting and responding to requests for access to public records.	Current Year + 2	
Minutes	Minutes of the proceedings of the BOD. Generally contains date, time, and place of meeting, names of members present and absent, nature of business, actions taken, and recorded vote of directors.	Permanent	Gov't Code 60201

\* For Litigation Hold records, suspend normal retention periods (retention begins after final action-settlement).

\* Destruction of duplicate copies is authorized pursuant to Government Code Section 60200.

\* Any reference to retention periods for copies in the remarks sections are not legally binding retention periods, but internal timelines and practices to ensure efficiency in County operations.