

208. Record retention schedule

Includes portions of old policy #2006-1, 2007-1

Clearwater River Watershed District Records Retention Schedule

All CRWD records are created and retained in electronic forms, except that record series shaded below may be created and/or retained in hard copy form.

Administration				
Record Type	Retention Period	Data Practices Act Classification(s)	Final Disposition	Notes
Advisory Committee agenda, minutes, reports & related final documents	10 years	Public	Transfer to state archives	
Affidavits of publication - general notices (including capital projects)	6 years	Public	Destroy	
Agenda packets - Board of Managers meetings and workshops	10 years	Public	Transfer to state archives	
Agendas - Board of Managers meetings and workshops	10 years	Public	Transfer to state archives	
Agreements/Contracts not otherwise listed	10 years after paid and audited	Public	Destroy	
Annual Reports - final	10 years	Public	Transfer to state archives	
Audio recordings - open meetings	1 year after approval of minutes	Public	Destroy	Tape or other electronic recording cannot be the permanent record.

Administration				
Record Type	Retention Period	Data Practices Act Classification(s)	Final Disposition	Notes
Audio recordings - closed sessions	3 years for labor negotiations and personnel reviews; 4 years for security information; 8 years for purchase or sale of real property	Not Public; MS 13D.05, 13.37	Destroy	Sessions closed under attorney-client privilege are not recorded.
Authority to dispose of records	Permanent	Public	Retain	
Bids & Quotations - accepted; non-capital projects	10 years after completion of project	Public/Nonpublic MS 13.37	Destroy	
Bids & Quotations - rejected; non-capital projects	6 years	Public/Protected Nonpublic until all bids are opened MS 13.37	Destroy	
Bylaws, Policies, Governance Manual	Retain until superseded	Public	Retain current; destroy obsolete	
Correspondence - Constituents	6 years	Public/Private MS 13.601	Transfer to state archives	
Correspondence - Email that does not support any transaction of the District or fit into any other Correspondence category	Delete after read	Public		Only if email does not fall into separate category
Correspondence - Engineer	10 years	Public	Transfer to state archives	

Administration				
Record Type	Retention Period	Data Practices Act Classification(s)	Final Disposition	Notes
Correspondence - Financial	5 years	Public	Transfer to state archives	
Correspondence - Municipalities/agencies	6 years	Public	Transfer to state archives, if historical	
Correspondence (Routine and non-essential)	3 years	Public	Destroy	
Easements - perpetual	Permanent	Public	Retain	
Easements - temporary	Discard after project completion or when no longer needed, whichever is later.	Public	Destroy	
Equipment manuals (instructions or maintenance manuals)	Until removed or superseded	Public	Destroy	
Grants	6 years after grant agreement expires	Public	Destroy	
Inventory records	Until superseded	Public	Destroy	
Attorney's opinions - official interpretation regarding questions of legal rights or liabilities.	10 years	Public/Private/Nonpublic MS 13.393, 13.39	Transfer to state archives	
Lawsuits - Civil Litigation	20 years after last activity	Public/Private/Confidential/Protected nonpublic MS 13.39	Destroy	
Lawsuits - Criminal Lawsuits	2 years after last activity	Public/Private/Confidential/Protected nonpublic MS 13.393, 13.82	Destroy	

Administration				
Record Type	Retention Period	Data Practices Act Classification(s)	Final Disposition	Notes
Membership Association Documentation (MAWD)	3 years		Destroy	
Minutes - approved	Permanent	Public	Retain	
Minutes, other public bodies	Discard when no longer needed	Public	Destroy	
Newsletters - WD Generated	Permanent or transfer to archive	Public	Retain or transfer to state archives	
Newsletters - Not WD Generated	Discard when no longer needed	Public	Destroy	
Notice of meetings - WD Generated	6 years	Public	Destroy	
Notice of meetings - Not WD Generated	Discard when no longer needed	Public	Destroy	
Oath of Office	10 years after service of appointed position	Public	Destroy	
Resolutions - Adopted	Permanent, has historical value	Public	Transfer to state archives	
Work Plan (annual)	Permanent	Public	Transfer to state archives	
Drafts, duplicates, notes and other documents that are not and have not become part of an official transaction, not otherwise scheduled herein	2 years	Public	Destroy	This series is a catchall for transient materials other than email.

Financial/Accounting Statements				
Record Class Title and Description	Retention Period	Document Type	Final Disposition	Notes
Annual audit reports-final	Permanent	Public	Retain	
Appraisers' Reports	Permanent	Public	Retain	
Assessments- originals	Permanent	Public	Retain	
Assessments - operation & maintenance	6 years after final payment	Public	Destroy	
Bank Statements, Deposit Slips	6 years	Public	Destroy	
Budget - record copy	Permanent	Public	Transfer to state archives	
Budget - support/ working papers	2 years	Public	Destroy	
Budget Expenditure Reports	Permanent	Public	Retain	
Cancelled checks	6 years	Public	Destroy	
General Ledgers	Permanent	Public	Destroy	
Investment documents -- Record of investments made.	4 years after maturity	Public	Destroy	
Invoices & charge slips -- Record of payment & request for payment of accounts	6 years	Public	Destroy	
Levy (tax) files	Permanent	Public	Retain	
Receipts & receipt books	6 years	Public	Destroy	

Insurance				
Record Series Description	Retention Period	Document Type	Final Disposition	Notes
Application for Insurance	3 years	Public	Destroy	
Certificates of Insurance	6 years after expiration	Public	Destroy	
Claims filed by or against CRWD	6 years after final settlement	Public/Private	Destroy	
Policies - All insurance: General Liability, Life, Property, Public Officials Liability, and Umbrella Liability	6 years after expiration	Public	Destroy	
Property Certificates	6 years after expiration	Public	Destroy	

Bonds				
Record Series Description	Retention Period	Document Type	Final Disposition	Notes
Fidelity Bonds and/or Faithful Performance Bonds	6 years after completion of service	Public	Destroy	Applies to managers' service.
Performance and Payment Bonds	6 years after completion of contract	Public	Destroy	

Management Plan Activities				
Record Series Description	Retention Period	Document Type	Final Disposition	Notes
Watershed Management Plan - final	Permanent	Public	Transfer to state archives	
Project files (includes reports, correspondence, special meeting minutes and related papers)	Permanent	Public	Retain	
Rules & Regulations	Retain until superseded	Public	Retain current; destroy obsolete	
Monitoring Data - WD Generated	Permanent	Public	Transfer to state archives	
Technical Reports - WD Generated - Final	Permanent	Public	Transfer to state archives	
Technical Reports - Not WD Generated	Discard when no longer needed	Public	Destroy	
Photographs - WD Generated	Permanent	Public	Transfer to state archives	
Boundary Documentation - Final approved	Permanent	Public	Transfer to state archives	

Capital Projects				
Record Series Description	Retention Period	Document Type	Final Disposition	Notes
Board Documents - including resolutions, findings and conclusions	Permanent	Public	Transfer to state archives	
Contracts	10 years	Public	Transfer to state archives	
Correspondence	10 years	Public	Transfer to state archives	
Engineers' final reports, final plans, slides, photos	10 years	Public	Transfer to state archives	Hard copies should be maintained
Hazardous materials reports (e.g., phase I & II reports, leaking underground tank reports)	Permanent	Public	Retain	
Related Public Hearing Documents	10 years	Public	Transfer to state archives	
Bids & Specifications for capital Improvement - Accepted: Bid documents, specifications, contracts, agreements & supporting papers.	Permanent	Public	Retain	
Claims, Vouchers, Purchase Orders	6 years	Public	Destroy	