

EXHIBIT "A" RETENTION SCHEDULE

PROGRAM: NAPA VALLEJO WASTE MANAGEMENT AUTHORITY (NVWMA)								
<u>CODE</u>	<u>TITLE</u>	<u>DESCRIPTION</u>	<u>RECORDS RENTENTION CLASSIFICATION</u>	<u>TOTAL RETENTION TIME ELECT/HARD COPIES</u>	<u>ON- SITE</u>	<u>RECORDS CENTER OR APPROVED ALTERNATE</u>	<u>AVAILABLE ON EXTERNAL WEBSITE</u>	<u>REMARKS</u>
NVWMA 01	AFFADAVITS OF POSTING/LEGAL ADVERTISING/AFFADAVITS OF PUBLICATION		P	PERM	3 YRS	PERM	NO	Retention period is based on Authority Policy.
NVWMA 02	AGENDAS AND AGENDA PACKETS	Agendas of the meetings and hearings of the Authority. May include special meeting notices, certificates of posting, original summaries, original communications and action agendas.	P	PERM	3 YRS			Retention period is based on Authority Policy. Agenda information is included in the minutes which are a permanent record. In addition, the agendas are online and included in the agenda packets which are permanent.
NVWMA 03	AGREEMENTS. CONTRACTS (EXCLUDING CAPITAL PROJECTS)	All Original contracts and agreements for the conduct of Authority business which may include plans and specifications, accepted bids, reports and studies, correspondence, maps, memorandums and printed materials. Basic contract or agreements contain name of contractor, contract number, effective date, description of work or service to be provided and signature of Chair of the Authority, Executive Director, Secretary and contractor. Approved as to Form Authority Counsel.	CL	CL + 10 YRS	CL + 3 YRS	7 YRS	NO	Retention period is based on Authority Policy.
NVWMA 04	AGREEMENTS: CAPITAL PROJECT OR IMAGED	Construction: includes bids and successful proposals. Can include Plans & Specs	P	PERM	3 YRS	PERM	NO	Retention period is based on Authority Policy.
NVWMA 05	ARTICLES OF FORMATION DOCUMENTS	All JPA Agreements and Amendments and Resolutions/Ordinances and any other documents directly related to the formation of the Authority	P	PERM	PERM ON SITE	KEPT ON SITE AT A UTHORITY OFFICE	NO	Retention period is based on Authority Policy.

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NVWMA 06	AUDIO TAPE RECORDINGS	Audio tape recordings of meetings of the Authority.	A	60 DAYS	60 DAYS	NONE	NO	Retention period is based on Authority Policy. Audio Tapes are saved until after the minutes are approved. GC sec 54953.5(b) states that 30 days are required
NVWMA 07	AUDIT REPORTS	Audits filed with the Board	P	PERM	3 YRS	PERM	NO	Retention Policy is based on Authority Policy. Becomes part of the Agenda Packet.
NVWMA 08	BIDS & PROPOSAL DOCUMENTS – UNACCEPTED	May include proposal statements, noticed cost allocations, bidders forms, schedules for bids received, data sheets, bond and insurance checklist, bonds, proof of insurance, certification of affirmative action request, list of subcontractors.	CU + X	5 YRS	5 YRS	NONE	NO	Retention period is based on Authority Policy. Successful Bids & Proposals are filed with the Agreement or Contract.
NVWMA 09	BONDS AND TAX ANTICIPATION NOTES	Records pertaining to bonds, apportionments and tax anticipation notes. May include receipt for bonds, evidence of payment, prospectuses, orders to sell bonds, correspondence, reports, schedules, notices of filings.	CL + X	10 YRS	CL + 1 YR	10 YRS	NO	Retention period is based on CCP Sec. 337.5. Statute of Limitations for municipal bonds are maturity, cancellation or redemption + 10 years for political subdivisions of the State of California.
NVWMA 10	BUDGETS FINAL	Annual Authority budgets are prepared by the Executive Director and Auditor and presented to the Board for review and approval. Should contain budget totals, amount of funds requested and proposed, budget history information, estimated revenues.	P	PERM	CU + 2 YRS	PERM	NO	Retention period is based on Authority Policy. Final Budget documents are included in the final adoption Agenda Packet.
NVWMA 11	BUILDING PLANS	Construction Plans, Specifications, Final Bid Award, Submittals/RFI's.	P	LIFE OF BUILDING	LIFE OF BLDG	NONE	NO	Plans should be Retained in hard copy at Authority Offices for the life of the building.

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NVWMA 12	CONFLICT OF INTEREST CODES	Conflict of Interest Codes. May include resolution, Conflict of Interest Code and miscellaneous addenda	CU + X	7 YRS	CU + 2 YRS	5 YRS	NO	Retention period is based on Authority Policy.
NVWMA 13	FINANCIAL RECORDS Accounts Payable and Receivable and Journal Entries	May include records related to the procurement of and payment for goods and services, purchasing records, claims, invoices, petty cash records, travel expenses and JE's created as approved by the Board. May also include deposit authorization, receipts, and outside billings for services provided by Napa County offices.	CU + X	6 YRS	CU + 2 YRS	4 YRS	NO	Retention period is based on Authority Policy. Copies: current year plus 2 years for Audit records. Records Center: 4 years from time of storage. Napa County Auditor/Controller retains originals per County Retention Policy.
NVWMA 14	GENERAL CORRESPONDENCE not related to agenda items	Communications to and from the Board on a wide range of subjects relating to Authority business	B	2 YRS	2 YRS	NONE	NO	Retention period is based on Authority Policy.
NVWMA 15	EASEMENTS	Easements approved by the Board	P	PERM	3 YRS	PERM	NO	Retention period is based on Authority Policy. Certified copies are on file with the County Recorder.
NVWMA 16	INDEXES – Agreements, , Resolution and Ordinances	Indexes may contain the title, assigned number, dollar amount and subject of the agreement and date approved.	P	PERM	10 YRS	PERM	NO	Retention period is based on Authority Policy.
NVWMA 17	MINUTES	Minutes of the proceedings of the Board including ordinances and resolutions, appointments and budget information. Generally contains date, time and place of meeting, names of members present and absent, nature of business, actions taken and recorded vote of members.	P	PERM	10 YRS	PERM	NO	Retention period is based on Authority Policy.
NVWMA 18	ORDINANCES	Original ordinances adopted by the Board. May include date adopted, title, text ordinance number and the vote of the Board.	P	PERM	10 YRS	PERM	NO	Retention period is based Authority Policy.
NVWMA 19	PAYROLL TAX RECORDS	Records used to report Federal and State quarterly and annual earnings and taxes withheld.	CU + X	10 YRS	3 YRS	10 YRS	NO	CAL + 15 Y Napa County Auditor-Controller Records

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NVWMA 20	PERMITS AND LICENSES	Records pertaining to the permits, licenses and waivers.	CL + X	6 YRS	CL + 2 YRS	4 YRS	NO	Retention period is based on Authority Policy.
NVWMA 21	POLICIES AND PROCEDURES	Policies, rulings and bylaws established or approved by the Board. May include bylaws, statements, clippings, correspondence, report guidelines, rules and regulations, standards, or orders amending policies	P	PERM	3 YRS	PERM	NO	Retention period is based Authority Policy.
NVWMA 22	PUBLIC RECORDS ACT REQUESTS	Correspondence requesting and responding to requests for access to public records	B	2 YRS	2 YRS	NONE	NO	Retention period is based on Authority Policy.
NVWMA 23	PURCHASE ORDERS	Purchase orders issued by the Departments per Purchasing Policy or per delegated authority	CL + X	5 YRS	2 YRS	3 YRS	NO	All requisitions and related procurement documents shall be retained for a period of not less than three (3) years in house; 2 years record retention facility – Total of 5 years.
NVWMA 24	REPORTS – MANDATED COMPLIANCE & TESTING	Mandatory Reporting/Monitoring documents supplied to Regulatory Agencies.	CU + X	5 YRS	2 YRS	3 YRS	NO	Retention periods vary as required by the Regulatory Agency. Five years is standard practice.
NVWMA 25	RESOLUTIONS	Resolutions are evidence of the formal opinion of determination of the Board. Contains date passed, number and subject of resolutions, names of interested parties, and names of members voting and nature of action.	P	PERM	3 YRS	PERM	NO	Retention period is based on Authority Policy.
NVWMA 26	WORKERS COMPENSATION	Files used to maintain records of payments from the payment system.	CL + X	15 YRS	15 YRS	NONE	NO	Destroy Records 15 years after last transaction