

## **SECTION 10: Records Retention & Electronic Storage Policy**

### **10.1 RECORDS STORAGE**

Record Type	Retention Period (Electronic)
Signed Contracts	10 years from contract end or per contract requirements
Grant Applications, Scoring Materials, Intent to Award Letters	3 years after audit completion
Audit Reports	Permanently
Financial Records (transaction records, monthly reports)	10 years
Grantee Contract Management Files	10 years from contract end or per contract
Funder Contract Management Files	10 years from contract end or per contract
Commission Agendas & Attachments	4 years after audit completion
Commission Meeting Minutes	8 years
Official Compliance Documents (e.g., COI code, appointments)	8 years

### **10.2 MEETING AUDIO RECORDINGS**

Meeting Audio Recordings (if created) shall be retained solely for the purpose of preparing official meeting minutes. Recordings are not considered the official record of the meeting and will be deleted upon Commission approval of the corresponding minutes. Audio recordings will not be retained beyond this period unless otherwise specified by law or Commission action.

### **10.3 EMERGENCY ACCESS AND STAFF TURNOVER CONTINGENCY**

1. All Commission documents, including administrative records, financial records, meeting materials, and program data, are stored digitally in a secure, cloud-based environment accessible to authorized individuals.
2. Digital files are regularly backed up, and secure login credentials are shared with the Tuolumne County Superintendent of Schools administration.
3. In the event of a sudden or unplanned absence of the Executive Director, the Commission Chair or designee shall contact the Superintendent of Schools Office to retrieve the necessary documents to maintain operational continuity.
4. This contingency plan will be as necessary to ensure that Commission operations and records access remain uninterrupted.

### **10.2 ELECTRONIC RECORDKEEPING POLICY**

In accordance with California Government Code §12168.7 and §34090.5, and consistent with guidance provided by the California Secretary of State's California Records and

Information Management (CalRIM) Program, the First 5 Tuolumne County Commission adopts the following policy regarding digital records:

#### 5. Digital Format Acceptance

All records, including but not limited to contracts, financial documents, agendas, meeting minutes, and grant materials, may be stored in electronic format as the official record.

#### 6. Retention Standards

Electronic records must be retained for the same minimum periods as required for physical records under the Commission's previous Records Retention Schedule. These electronic records must:

- Be accurate reproductions of original documents.
- Remain accessible, searchable, and readable for the full duration of their retention period.
- Be stored in durable, non-proprietary formats such as PDF/A, TIFF, or CSV, as appropriate.
- Be protected against unauthorized alteration or deletion.

#### 7. Imaging Standards

Scanned documents must be captured at a resolution of at least 300 DPI and maintained in a system that meets CalRIM's imaging guidelines.

#### 8. System Requirements

The Commission's electronic records shall be stored in a secure and reliable digital system with the following features:

- Regular data backups.
- Metadata preservation (e.g., creation date, file author).
- Controlled access to sensitive materials.
- A disaster recovery plan.

#### 9. Destruction of Paper Originals

Once scanned and verified for accuracy and completeness, paper originals may be destroyed, unless a law, contract, or audit requirement stipulates the need for hard copy retention.

#### 10. Legal Compliance

This policy is compliant with:

- Government Code §12168.7: Authorizes the use of "trustworthy electronic document or record preservation systems."

- Government Code §34090.5: Permits the destruction of paper originals once copied and stored electronically in accordance with State guidelines.
- California Evidence Code §1550–1553: Provides that electronic records maintained in accordance with these statutes are admissible as evidence.