

Authority Delegated by the Board of Trustees to the General Manager

Adopted: September 21, 2021

Revised: October 4, 2022

April 4, 2023

~~September 17~~ January 20, 2024

INTRODUCTION

Since 1983 the Clark County Water Reclamation District Board of Trustees (Board) has delegated specific authorities to the General Manager which included purchasing of goods and services, sale of property, advertising for bids, approving interlocal agreements, approving work modifications, records retention, renewal of leases, and reservation of sewer capacity. The purpose of the “Authority Delegated by the Board of Trustees to the General Manager” (“GM Authority”) is to consolidate, augment, clarify, and fill identified gaps in these outdated resolutions. This single source document will be easier to reference and administer and supersedes all previous resolutions which delegated Board authority to the General Manager.

By this resolution, the Board has delegated authority to the General Manager in this “Authority Delegated by the Board of Trustees to the General Manager” (“GM Authority”). Along with the specific delegated authority, the General Manager is vested with all authority necessary or incidental to or implied from the specific authority granted by this resolution. The grant of any specific authority in this resolution shall not be considered as a limitation upon any authority necessary or appropriate to carry out the purposes and intent of these specific authorities in the management of the District’s business affairs. The General Manager may delegate to a designee, in writing, any authority delegated to the General Manager by this resolution. Notwithstanding this grant of authority, the General Manager retains the discretion to present any matter covered herein to the Board for approval, or otherwise refrain from exercising such authority.

TABLE OF CONTENTS

Article I: Purchasing and Public Works Projects

- A. Sale of surplus District personal property up to and including \$25,000, but not exceeding \$100,000 in any fiscal year
- B. Establishing the authority of the Authorized Representative of the governing body as provided in NRS 332 and NRS 338

Article II: Construction Project Modifications

Article III: Recreation and Public Purposes (RP&P) Act renewal leases

Article IV: Vacation and Abandonment of a Public Sewer Easement

Article V: Interlocal Contracts

Article VI: Defend and Resolve Indemnified Claims

Article VII: Records Retention Schedule

Article VIII: Emergency Declaration

Article IX: Management of Operations and Employees

Article X: Federal/State Grants and Awards

Article XI: Capital Improvement Program

Article XII: Water/Wastewater Research; Sustainability, Conservation, Climate-Change Initiatives; and Membership/Service on Committees, Boards, Societies, and/or Trade Associations in Professional and Water/Wastewater Industries

Article XIII: Federal, State and Local Wastewater and Environmental Permits

Appendix Index

- A - FORM: Interlocal Contract – Clark County connection to City of Las Vegas
- B – FORM: Interlocal Contract – City of Las Vegas connection to Clark County
- C – FORM: Acknowledgement of Wastewater Services (City of Henderson and City of North Las Vegas)
- D – FORM: Wastewater Service and Industrial Pretreatment (City of Henderson and City of North Las Vegas)
- E – Records Retention Schedule

Article I: Purchasing and Public Works Projects

A. The ~~sale-disposition~~ of surplus District personal property.

1. District personal property may be sold or provided to a vendor for a credit under the following conditions:
 - a. The value of the property to be sold is ~~\$50~~100,000 or less; and
 - b. The total value of sales in any given fiscal year under this authorization is ~~\$4~~500,000 or less; and
 - c. The property is surplus in that, either the property is:
 - i. No longer economically feasible to maintain,
 - ii. No longer needed for the District's operations, or
 - iii. The property is being replaced.
2. District personal property may be placed in the trash under the following conditions:
 - a. There is no reasonable value for the property that can be realized by the District;
 - b. The District takes reasonable precautions to limit any risk to the District in disposing of the property; and
 - c. The District utilizes any cost-neutral or cost-effective option for recycling the property, if any.
3. District personal property may be loaned to a third-party under the following conditions:
 - a. The property is offered to all similarly situated entities that have been identified as able to make beneficial use of the property;
 - b. The District adopts an application process for determining the most beneficial use of the property by an entity, to which the equipment will be loaned; and
 - c. The entity to which the equipment is loaned enters a loan agreement with the District.

~~iii.~~

B. The purchasing authority of the General Manager as Authorized Representative of the governing body as provided in NRS 332 and NRS 338.

1. The administrative adoption, at the General Manager's discretion and without seeking further Board approval, any Fiscal Directive (or portion thereof) issued by the Clark County ("County") Manager.
2. The General Manager performance of the duties provided for in NRS Chapter 332, as amended, as follows:
 - a. Determine information that is considered proprietary.
 - b. Advertise all contracts over \$100,000 annually unless otherwise exempt from competitive bidding; enter into contracts without advertising when the contract is \$100,000 annually or less; and maintain a record of all requests for bids and bids received.
 - c. Utilize on-line bidding to receive bids submitted in response to a request for bids, and establish procedures therefore.
 - d. Award a contract, for a bid that has been advertised or requested, to the lowest responsive and responsible bidder; give preference for recycled products; and terminate and re-award contracts.
 - e. Establish procedures for protest of award of contract, period of filing, contents, posting and dispositions of bond or security, stay of action and immunity of governing body from liability to bidder.
 - f. Reject any or all bids received in response to a request for bids.

- g. Determine the responsibility of any bidder.
 - h. Approve the assignment of contracts.
 - i. Determine requirements for bid bonds, performance bonds, payment bonds, or any combination thereof.
 - j. Issue a contract or contracts necessary to contend with emergency situations affecting the public health, safety or welfare; and report back to the Board on actions taken.
 - k. Award contracts not adapted to competitive bidding to include banking, financial institutions, cellular and/or telecommunication and internet providers whereby accounts are established or credit, procurement and/or fuel cards are issued, except awards for professional services contracts.
 - l. Award a contract to an organization or agency whose primary purpose in the training and employment of persons with mental or physical disabilities.
 - m. Enter into contracts with a certified common carrier for interstate or intrastate carriage of persons or property or solicit informal rate quotations for those services.
 - n. Purchase supplies, materials or equipment at any public auction, closeout sale, bankruptcy sale, sale of merchandise left after an exhibition, or other similar sale without competitive bidding.
 - o. Enter into a contract without competitive bidding if, after advertising for bids, no bids were received.
 - p. Solicit and accept advantageous trade-in allowances for personal property determined to be no longer required for public use.
 - q. Join or use the contracts and/or include any renewal periods exercised by the lead agency of other local and state governments, including, but not limited to the State of Nevada.
3. The execution of purchasing and contracts functions as provided for in NRS Chapter 332 as long as the guidelines listed below are followed:
- a. The requirements of applicable fiscal directives are complied with; and
 - b. The requirements of the Local Government Purchasing Act have been met; and
 - c. The money to fund the contract is appropriated for that purpose in the budget and approved by the Board; and
 - d. The total value of award for the procurements of goods and non-professional services is not more than \$1,000,000; and
 - e. The total value of award for professional services is not more than \$1,000,000; and
 - f. Only the no-cost time extensions and no-cost changes to the scope of work on all contracts are approved unless the Board has previously authorized the annual spending authority and any applicable percentage increases; and
 - g. A formal protest has not been received or if received, the protest has been resolved; and
 - h. Awards and amendments are reviewed by either the District Attorney's office or the District General Counsel; and
 - i. Only contracts awarded in accordance with NRS Chapter 332 are applicable; and
 - j. A quarterly report is provided to the Board, through the County Manager's Office, that defines all purchases over \$100,000 annually awarded in accordance with this resolution for the given quarter.
4. The performance of the duties provided for in NRS Chapter 338, as amended from time to time, as follows:
- a. Determine the contractor to be responsible and responsive and/or best bidder.

- b. Award public work contracts, which cost is \$50,000 or less, and solicit a bid from at least one properly licensed contractor.
 - c. Award public work contracts, for which the cost is more than \$50,000 but not more than \$100,000 to the lowest responsive and responsible bidder.
 - d. Advertise a contract for a public work for which the estimated cost exceeds \$100,000, unless an emergency has been declared; and award a contract for which the estimated cost is over \$100,000 up to \$1,000,000 to the lowest responsive and responsible bidder.
 - e. Advertise a contract for a public work for which the estimated cost exceeds \$100,000, unless an emergency has been declared; and if the estimated cost exceeds \$2,000,000, submit the proposed contract to the Board to award the contract to the contractor that submits the lowest responsive and responsible bid or best bid.
 - f. Award a contract to a specialty contractor; and, when required, terminate contract for cause or convenience.
 - g. Award a contract or contracts necessary to contend with emergency situations affecting the public health, safety or welfare; and report back to the Board on actions taken.
 - h. Reject any bids received in response to a request for bids; and, when required, terminate contracts for cause or convenience.
 - i. Rescind the award of a contract, before the commencement of work, if it is discovered that the person to whom the contract was awarded is not licensed or that the contract would exceed his license limit; and accept the next lowest bid from a responsive and responsible bidder without requiring that new bids be submitted.
 - j. Require the posting of a bond from a person filing a notice of protest.
 - k. Object to and/or approve the substitution of subcontractors listed in an awarded bid.
 - l. Approve contracts with, or reimbursements to, utility companies in any amount, when required to complete a public works project.
5. The execution of public work purchasing functions as provided for in NRS Chapter 338 as long as the guidelines listed below are followed:
- a. The requirements of NRS Chapter 338 for Public Works have been met; and
 - b. The requirements of applicable fiscal directives are complied with; and
 - c. The money to fund the contract is appropriated for that purpose in the budget and approved by the Board; and
 - d. The total value of award for the procurements of PUBLIC WORKS is not more than \$2,000,000; and
 - e. Only the no-cost time extensions and no-cost changes to the scope of work on all contracts are approved; and
 - f. A formal protest has not been received or if received, the protest was withdrawn by the protesting bidder in writing; and
 - g. Awards are reviewed by either the County's District Attorney's office or the District General Counsel; and
 - h. A quarterly report is provided to the Board, through the County Manager's Office, that defines all public work contracts over \$100,000 awarded in accordance with this resolution for the given quarter.

Article II: Construction Project Modifications

- A. Approval of work modifications for District-owned construction projects and work
1. To approve and order additions, deletions, or revisions of work elements in any future or existing contract for project management, architectural, or engineering or other professional service, or construction, erection, installation, demolition, remodeling, or hazardous material abatement for any project that provides for the development, expansion, or remodeling of District property, provided that such additions, deletions, or revisions are necessary to the proper functioning of the facilities or the protection and preservation of District property, and that each addition, deletion, or revision comes within some exception to competitive bidding requirements. The cumulative amount of all such authorizations for each contract shall not exceed ten percent (10%) of the original contract price or the original estimated compensation to the contract.
 2. Such additions, deletions, or revisions must be reasonable in keeping with the intent, purpose, and scope of the affected contract.
 3. The funds, if any, needed to pay for the authorized additions, deletions, or revisions must be available for that purpose in the budget approved by the Board for development, expansion, or remodeling of District property.
 4. If possible, written commitment to a lump sum price or credit for the addition, deletion, or revision, prior to granting authorization, will be obtained from the contractor.
 5. In the event the General Manager is unable to agree as to the extent of an adjustment in the contract sum or contract time, in order to avoid causing delay in, or disruption of, the contractor's schedule for the completion of the project, or increase in the cost for rework, the General Manager is authorized to issue an order for change for the addition, deletion, or revision to proceed on an extra work basis, subject to the following:
 - a. The estimated cost of the addition, deletion, or revision does not exceed the authorization limits set forth in this Resolution; and
 - b. When change order work is done pursuant to this subsection 5, reports of all labor, equipment, materials, and supplies utilized shall be completed and certified by the contractor and agreed upon by the General Manager. The frequency of the report submittal shall be determined by the General Manager.
 6. All work modifications issued pursuant to this Article II will be reported to the Board in writing prior to or as part of project closeout.

Article III: Renewal of Recreation and Public Purposes (RP&P) Act Leases

- A. To sign any renewals for RP&P leases for land leased by the District and to file all necessary documents with, and pay all rental fees to, the Bureau of Land Management, provided the following conditions are met:
1. The total rent over the life of the lease is less than \$50,000.
 2. Funds are appropriated for that general purpose in the budget approved by the Board.
 3. The Board authorized the initial lease and the Board Chairman executed the initial lease.
 4. Use of the property is in the furtherance of the lawful objectives of the District.

Article IV: Granting of Land Use Rights; Vacation and Abandonment of a Public Sewer Easement and Associated Sewer Improvements

A. The granting of land use rights on District-owned and/or controlled property to a third party, provided that the following conditions are met:

1. The requested use will not in any way impede District operations; and
2. The granted rights include only what is reasonably necessary; and
3. Except for any granted rights needed for District operations or to benefit the District, any rights granted to a private party for the benefit of a private party must include the payment of fair market value to the District for those rights, as determined by a duly licensed appraiser.

A.B. The vacation and abandonment of a public sewer easement, provided the following conditions are met:

1. The easement is being vacated and/or abandoned as a result of sewer improvements being relocated, and a new easement is being granted for the new location of the sewer improvements; or
2. No more than \$50,000 in District funds were expended to construct the sanitary sewer improvements or to acquire the public sewer easement; and
 - a. For any sanitary sewer improvements installed within the area of the easement that will continue to be utilized and have not been abandoned and/or will be relocated, all owners of property served or burdened by the sanitary sewer improvements and public sewer easement have:
 - i. Requested the District transfer ownership of the sewer improvements and relinquish the public sewer easement; and
 - ii. Agreed to assume all responsibility for the operation and maintenance of the sewer improvements, including responsibility for any necessary remediation and any regulatory compliance; and
 - iii. Agreed to defend, indemnify, and hold the District harmless from and against any and all claims, losses, liabilities, damages, fines and penalties arising out of or resulting from the sanitary sewer improvements, including but not limited to fines and penalties issued by the Southern Nevada Health District or the Nevada Division of Environmental Protection.
 - b. If the sanitary sewer improvements cross multiple parcels of property owned by different entities or individuals, then conveyance of an adequate replacement private sewer easement providing for the operation, maintenance, and repair of the sanitary sewer improvements; and
 - c. If no sanitary sewer improvement was ever constructed in the area encumbered by the public sewer easement or if a sanitary sewer improvement was constructed and has been permanently abandoned, all owners of property served or burdened by the public sewer easement have requested or agreed that the District relinquish the public sewer easement; and
 - d. The public sewer easement is of no further benefit to the District and no person has notified the District of any objection to the relinquishment.

Article V: Interlocal Contracts

A. Sign an interlocal contract, pursuant to NRS Chapter 277, with any other political subdivision of the State of Nevada, where the District is not responsible for expenditures above \$100,000 to carry out such contract.

A.B. Sign any standard interlocal contract for sewer service in a form substantially similar to those in Appendix A and B, for the City of Las Vegas, and Appendix C and D, for the Cities of Henderson and North Las Vegas, provided the following conditions are met:

1. For County property connecting to a non-District sewer system:
 - a. The District has no sewer lines located within 400 feet of the property to be served and within 3 months the District does not intend to construct or acquire a sewer line within 400 feet of the County property to be served; or
 - b. A District sewer line is located within 400 feet of the County property to be served, but has insufficient capacity to serve the County property and the District does not intend to expand the sewer line's capacity within 3 months; or
 - c. Connection to the District sewer system would require installation of a lift station and connection to the non-District sewer system would be by gravity flow and the Southern Nevada Health District has given the property owner a notice requiring connection to a public sewer; or
 - d. Connection to the District sewer system is physically impossible as demonstrated to the satisfaction of the General Manager or designee; and
 - e. The municipality owning the non-District sewer system to which the County property will connect has agreed to provide sewer service to the County property.
2. For non-County properties connecting to the District sewer system:
 - a. The District sewer system has sufficient capacity to serve the non-County property;
 - b. Connection to the District sewer system will be by gravity flow; and
 - c. The connection does not leave inadequate capacity within the District sewer system to ensure capacity availability for County property.

Article VI: Defend and/or Resolve Disputes and Claims

- A. Participate in the defense and/or resolution of claims asserted against the District in relation to capital improvement projects, where the District is indemnified by the contractor(s) engaged to perform the work, the resolution includes the District receiving funds or the District expending funds less than \$100,000, and the resolution otherwise requires the District to agree to other non-monetary terms and conditions.
- B. To participate in the resolution of disputes with vendors of goods and/or services, where litigation has not commenced, and the terms and conditions of the resolution are generally within the scope of the vendor's contract and include (a) payment by the District for goods or services received, (b) one or more reimbursements to the District of amounts paid to the vendor, (c) a waiver of amounts the vendor claims to be due and owing by the District, and/or (d) other non-monetary terms and conditions.
- C. Resolve all liability claims asserted against the District where the District expends funds less than \$100,000 and the resolution otherwise requires the District to agree to other non-monetary terms and conditions.
- D. Take all actions deemed necessary or desirable to protect, defend, and/or preserve -the ~~District's~~-legal interests of the District and its officers and employees including: (a) in pending legal, administrative, and appellate proceedings; (including but not limited to, responses, answers, cross claims, motions, discovery, hearings, and the like); (b) litigation, arbitrations, administrative proceedings, and other such proceedings the initiation of a legal proceeding, until such time as the Board may adequately consider such action(s) (which such action will be reported to the Board at the next regularly scheduled meeting); and (c) the initiation of an administrative proceeding or the perfection of an appeal or related appellate rights (which such action will be promptly reported to the Board).

Article VII: Records Retention Schedule

- A. Amend the Records Retention Schedule (Appendix E) so long as such amendment is consistent with Nevada law.
- B. Approve, implement, manage, and amend a records management policy to govern the retention and disposition of records pursuant to the records retention schedule.

Article VIII: Emergency Declaration

- A. To declare an emergency consisting of an occurrence or impending occurrence that is, or likely to be, harmful to life, health, District property, District critical infrastructure or the environment, or District resources are requested to assist public agencies or political subdivisions to save lives or protect property or the health and safety of persons in this state. Upon the declaration of an emergency, the General Manager may exercise the following powers to prevent, mitigate, and/or respond to the declared emergency:
1. Suspend all agreements and contracts during the declaration time period; and,
 2. In coordination with the Multi-Agency Coordination Center, if applicable, utilize and remain in operational control of District employees and/or equipment; and,
 3. Temporarily reassign and direct District personnel and resources; and
 4. In the event of a cybersecurity emergency, spend authority in the amount of \$1 Million to engage third-party expert services to assist in a quick response and to issue any necessary and appropriate payments required for the release of electronic information or to obtain access to District information technology systems and/or equipment; and
 5. Exercise any such powers granted to Clark County, pursuant to NRS Chapter 414 and Clark County Code Chapter 3.04, to the extent those powers may appropriately apply to the District's operations and business activity; and
 6. Exercise any other power granted to the District (expressly or implicitly) by federal, state, or local law, Clark County emergency declarations, and/or the Board of Trustees.

Article IX: Management of Operations and Employees

- A. To manage, control and supervise all the business and affairs of the District.
- B. To acquire, improve, equip, operate and maintain any District project.
- ~~C. Subject to any applicable collective bargaining agreement:~~
- ~~1.C.~~ To hire, fire, discipline, promote, and retain (as may be applicable) contractors, officers, agents, and employees and any other persons necessary or desirable to affect the purposes of this authority delegation; ~~and~~
- ~~2.D.~~ To prescribe the duties of contractors, officers, agents, and employees, and fix their compensation; ~~and~~
- ~~E. To write-off as uncollectible up to \$100,000 in account receivables per fiscal year.~~
- ~~F. To adopt and modify a merit personnel system, inclusive of a job classification system and compensation schedule, effective 14 days following notice of same to the County Manager for Clark County, adjusted every three (3) years based on an updated job market analysis.~~
- ~~G. To negotiate and administer a collective bargaining agreement with any union or employee organization for any bargaining unit(s) representing District employees, including the extension of benefits within any collective bargaining agreement to employees not covered by that collective bargaining agreement.~~
- ~~H. To participate in any labor management process, including but not limited to, mediations, arbitrations, and matters before the Nevada Employee Management Relations Board.~~
- ~~D.I.~~ Develop and implement an employee recognition program for management and confidential employees to reward extraordinary performance and/or service to District customers and the community. The program may include, but is not limited to, the granting of certificates, awards, gift cards, flex-time, and bonuses, not to exceed a monetary value of \$5,000 as to any single employee in one instance or 10% of base salary annually.

Article X: Federal/State Grants and Awards

- A. To submit grant applications for federal and state funding, with yearly notice to the Board of all such applications, and to receive corresponding awards of grants, with notice of same to the Board at least once per year.

Article XI: Capital Improvement Program

- A. Prepare, modify, and execute a five (5) year construction program and a 10-to-15-year facility infrastructure plan, complete with an associated funding plan as necessary to maintain an appropriate prioritization of District capital improvement needs, to be reviewed and approved by the Board no less than once every five (5) years

Article XII: Water/Wastewater Research; Sustainability, Conservation, Climate-Change Initiatives; and Membership/Service on Committees, Boards, Societies, and/or Trade Associations in Professional and Water/Wastewater Industries; Media Access

- A. Approve and execute agreements for participation with outside agencies, laboratories, or federal, state, and public-private partnerships in water/wastewater research, surveillance (including but not limited to pathogens, contaminants, compounds, and illicit drugs), and monitoring programs, as well as sustainability, conservation, and climate-change initiatives.
- B. Approve the District's membership in, and designate members of the District's leadership team to serve on, local, state, national and/or international committees, boards, societies, and/or trade associations within their profession or the water/wastewater industry. To approve District payment of reasonable incidental costs for travel, hotel accommodations, and a daily per diem for attendance at meetings by any designated leadership team member, but no salaries or stipends may be received by any designated leadership team member relating to their service.
- ~~B.~~C. Approve the District's participation in responding to media inquiries, press conferences, and/or media interviews. Approve and execute materials releases for filming rights to be used in advancing public awareness of District related issues and/or advancing District interests.

Article XIII: Federal, State and Local Wastewater and Environmental Permits

- A. Apply for and negotiate permits issued to the District by local, state, and federal regulatory agencies, with notification to the Board of any changes to a new permit issued to the District that has a material impact to the community or the District's operations.
- A.B. Respond, negotiate, and resolve any permit violations issued by federal, state, or regulatory authorities, including but not limited to penalties or settlement payments of up to \$100,000.

Appendix Index:

A - FORM: Interlocal Contract - County connection to City of Las Vegas

B – FORM: Interlocal Contract – City of Las Vegas connection to County

C – FORM: Acknowledgement of Wastewater Services (City of Henderson and City of North Las Vegas)

D – FORM: Wastewater Service and Industrial Pretreatment (City of Henderson and City of North Las Vegas)

E – Records Retention Schedule

**APPENDIX A: Interlocal Contract –
County connection to City of Las Vegas**

INTERLOCAL CONTRACT

THIS CONTRACT is entered into as of the _____ day of _____, 20____ by and between the CLARK COUNTY SANITATION DISTRICT ("DISTRICT") and the CITY OF _____ ("CITY"), both political subdivisions of the State of Nevada, located within Clark County, Nevada.

WITNESSETH:

WHEREAS, NRS 277.060 provides that one or more public agencies may enter into contracts for the performance of sewer service activity or undertaking which the agency is authorized by law to perform; and

WHEREAS, the CITY provides sewage treatment at its own facilities; and

WHEREAS, DISTRICT sewer lines are not accessible to provide service to the area as shown in Exhibit "A," owned by _____ (approximately _____ acres - _____ land; parcel# _____ - _____ - _____ - _____) which is within the boundaries of the DISTRICT and beyond the corporate limits of the CITY but which is more accessible to sewer service by the CITY; and

WHEREAS, DISTRICT and CITY are willing to enter into a CONTRACT whereby CITY will provide sewer service to that area as shown on the attached Exhibit "A."

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, the parties agree as follows:

1. CITY, at its established rates and in accordance with all CITY resolutions and policies, shall allow connection to CITY sewage collection system by, and will provide sewer service to, that area as shown on attached Exhibit "A" which is located within Clark County.
2. Upon adoption of this CONTRACT, DISTRICT will require all customers/applicants who are located within the boundaries of Exhibit "A" to pay sewer service and System Development Approval (SDA) charges directly to the CITY. CITY will issue a receipt of payment to each customer/applicant; each customer/applicant shall submit this paid receipt and copy of approved application to the DISTRICT and obtain a DISTRICT system development approval for issuance of a Clark County building permit(s).
3. This agreement shall be for a term of fifty (50) years or when DISTRICT sewer service becomes available, whichever should first occur. "Available" is defined to mean a sewer service line within 400 feet of the Customer's location with capacity to handle the Customer's discharge.
4. No joint venture is contemplated or established hereby, and neither of the parties shall be deemed to be the agent of the other for any purpose by virtue of this CONTRACT.
5. This CONTRACT shall not be deemed to be for the benefit of any entity of person who is not a party hereto, and neither this CONTRACT, nor any interest therein, may be assigned without the prior written consent of the nonassigning party.
6. Each party warrants to the other that they have the authority and capacity to perform the provisions hereof.

WITNESS OUR HANDS the day and year first above written.

CLARK COUNTY SANITATION DISTRICT

By _____

CITY OF _____

ATTEST:

By _____

APPROVED AS TO FORM:

By _____

Deputy City Attorney

**APPENDIX B: Interlocal Contract –
City of Las Vegas connection to County**

INTERLOCAL CONTRACT

THIS CONTRACT is entered into as of the _____ day of _____, 20____ by and between the CLARK COUNTY SANITATION DISTRICT ("DISTRICT") and the CITY OF _____ ("CITY"), both political subdivisions of the State of Nevada, located within Clark County, Nevada.

WITNESSETH:

WHEREAS, NRS 277.060 provides that one or more public agencies may enter into contracts for the performance of sewer service activity or undertaking which the agency is authorized by law to perform; and

WHEREAS, the DISTRICT provides sewage treatment at its own facilities; and

WHEREAS, CITY sewer lines are not accessible to provide service to the area as shown in Exhibit "A," owned by _____ (approximately _____ acres - _____ land; parcel# _____ - _____ - _____) which is within the corporate limits of the CITY and beyond the boundaries of the DISTRICT but which is more accessible to sewer service by the DISTRICT; and

WHEREAS, DISTRICT and CITY are willing to enter into a CONTRACT whereby DISTRICT will provide sewer service to that area as shown on the attached Exhibit "A."

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, the parties agree as follows:

7. DISTRICT, at its established rates and in accordance with all DISTRICT resolutions and policies, shall allow connection to DISTRICT sewage collection system by, and will provide sewer service to, that area as shown on attached Exhibit "A" which is located within Clark County.
8. Upon adoption of this CONTRACT, CITY will require all customers/applicants who are located within the boundaries of Exhibit "A" to pay sewer service and System Development Approval (SDA) charges directly to the DISTRICT. DISTRICT will issue a receipt of payment to each customer/applicant; each customer/applicant shall submit this paid receipt and copy of approved application to the CITY.
9. This agreement shall be for a term of fifty (50) years or when CITY sewer service becomes available, whichever should first occur. "Available" is defined to mean a sewer service line within 400 feet of the Customer's location with capacity to handle the Customer's discharge.
10. No joint venture is contemplated or established hereby, and neither of the parties shall be deemed to be the agent of the other for any purpose by virtue of this CONTRACT.
11. This CONTRACT shall not be deemed to be for the benefit of any entity of person who is not a party hereto, and neither this CONTRACT, nor any interest therein, may be assigned without the prior written consent of the nonassigning party.
12. Each party warrants to the other that they have the authority and capacity to perform the provisions hereof.

WITNESS OUR HANDS the day and year first above written.

CLARK COUNTY SANITATION DISTRICT

By _____

CITY OF _____

ATTEST:

By _____

APPROVED AS TO FORM:

By _____

Deputy City Attorney

APPENDIX C: ACKNOWLEDGEMENT OF WASTEWATER SERVICES

(City of Henderson and City of North Las Vegas)

APN(S):
RECORDING REQUESTED BY:
[NAME OF PROPERTY OWNER(S)]

RETURN TO:
[ADDRESS OF TREATING JURISDICTION]

ACKNOWLEDGMENT OF WASTEWATER SERVICE

_____, on behalf of _____, a(n) _____
("Owner"), hereby acknowledges and agrees as follows:

OR

_____, on behalf of _____, a(n) _____,
_____, on behalf of _____, a(n) _____, and
_____, on behalf of _____, a(n) _____
(collectively, "Owner"), hereby acknowledge and agree as follows:

1. Owner is the fee simple title owner of the real property located within the service territory of _____, a _____ (the "Host Jurisdiction") and generally located at _____, Nevada, and currently identified as Assessor's Parcel Number(s) ("APN(s)") _____ (the "Property").
2. Owner has requested that the Host Jurisdiction provide up to ____ (____) equivalent residential units (ERU) of wastewater service to the Property.
3. Owner understands that the Property is more accessible to the wastewater system of _____, a _____ (the "Treating Jurisdiction"), than to the Host Jurisdiction's wastewater system, and as such, wastewater service is initially being provided to the Property by the Treating Jurisdiction.
4. Owner further understands and agrees that (a) as a condition of wastewater service, Owner and each user of wastewater service on the Property is bound by and must comply with the Treating Jurisdiction's policies, procedures, resolutions, ordinances, service rules, design and construction standards, pretreatment program, enforcement response plan(s), and wastewater service charges, rates, fees and non-refundable connection fees, as any of the foregoing is amended ("Treating Jurisdiction Service Rules"); (b) as a condition of wastewater service, Owner and each user of wastewater service on the Property is bound by and must comply with all applicable requirements in the Federal Clean Water Act (33 U.S.C. §1251 et seq.) and the regulations promulgated thereunder (40 CFR Part 403), as either is amended; (c) as a condition of wastewater service, Owner and each user of wastewater service on the Property is bound by and must comply with applicable law, as amended; and (d) wastewater service is being made available to the Property pursuant to that certain Interlocal Agreement between the Treating Jurisdiction and the Host Jurisdiction, <<insert "COH CMTS" or "CNLV Contract">> #<<insert>> and CCWRD ILA #<<insert>>, a

true and accurate copy of which is attached hereto as Exhibit A (the “ILA”). Owner also understands and agrees that the ILA may be executed by Host Jurisdiction and/or Treating Jurisdiction after this Acknowledgment is signed by Owner and a fully-executed copy of the ILA will be appended hereto as Exhibit A in the place of an otherwise identical unsigned version of the ILA.

5. Owner received a copy of the ILA, reviewed it, had the opportunity to discuss it with an attorney, and knows of and understands its contents.
6. Owner further understands and agrees that:
 - (a) the Treating Jurisdiction has the right to terminate wastewater service to the Property in accordance the Treating Jurisdiction Service Rules or as otherwise permitted by applicable law, as amended;
 - (b) if the Treating Jurisdiction terminates the ILA, terminates the ILA as to the Property, or will otherwise no longer provide wastewater service to the Property (including to Owner and each user of wastewater service on the Property), Owner is obligated to (1) disconnect from the Treating Jurisdiction’s wastewater system, (2) apply for wastewater service with the Host Jurisdiction in accordance with the Host Jurisdiction’s policies, procedures, resolutions, ordinances, pretreatment program, service rules, and/or design and construction standards in effect at the time of the application(s) and pay the Host Jurisdiction the wastewater service rates, fees, and/or non-refundable connection fees in effect at the time of the application(s), (3) if approved for connection to Host Jurisdiction’s wastewater system, construct and pay for wastewater facilities to connect to the Host Jurisdiction’s wastewater system in accordance with the Host Jurisdiction’s policies, procedures, resolutions, ordinances, pretreatment program, service rules, and/or design and construction standards, as amended, and (4) in connection with wastewater service provided by the Host Jurisdiction, comply with the Host Jurisdiction’s policies, procedures, resolutions, ordinances, service rules, design and construction standards, pretreatment program, and enforcement response plan(s) and pay the Host Jurisdiction’s wastewater service charges, rates, fees and non-refundable connection fees, as any of the foregoing is amended;
 - (c) at no cost to the Host Jurisdiction or to the Treating Jurisdiction, the Host Jurisdiction has the right to require Owner to connect to the Host Jurisdiction’s wastewater system if (1) the Host Jurisdiction’s wastewater system becomes available (as defined in section 2(b) in the ILA) or (2) the ILA terminates;
 - (d) neither the ILA nor this Acknowledgment of Wastewater Service serves as an approval of any kind as to the industrial use of the Property or the discharge of non-domestic wastewater to the Treating Jurisdiction’s wastewater system;
 - (e) if Owner wishes to add connections to the Treating Jurisdiction’s wastewater system, increase the Property’s wastewater discharge beyond the amount the Treating Jurisdiction allocated to the Property at the time of Owner’s application for service, or otherwise change the use of Property, Owner must follow all requirements in the Treating Jurisdiction Service Rules before making any such change (there is no

guarantee that the Treating Jurisdiction will approve such a change, and the Treating Jurisdiction is not obligated to approve such a change, even if the Host Jurisdiction provides one or more approvals);

- (f) the Treating Jurisdiction has discretion to refuse, whether or not the capacity of the Treating Jurisdiction's wastewater system that serves the Property is or will be reached, (1) additional connections at the Property, (2) an increase in the Property's wastewater discharge beyond the amount the Treating Jurisdiction allocated to the Property, and/or (3) to allow the Property to discharge non-domestic waste;
 - (g) if the Property is not using the capacity approved for the Property by the Treating Jurisdiction at the time of the Owner's original request for wastewater service, the Owner must provide the Treating Jurisdiction updated projections, and in the Treating Jurisdiction's discretion, the Owner will amend this Acknowledgment of Wastewater Service accordingly;
 - (h) the Treating Jurisdiction may terminate service to the Property if the capacity of the Treating Jurisdiction's wastewater system (or the wastewater facilities used to provide wastewater service to the Property) is reached as a result of Owner or other user of wastewater service on the Property increasing the Property's wastewater discharge beyond what the Treating Jurisdiction allocated the Property;
 - (i) the Treating Jurisdiction may bring an enforcement action against Owner, a user of wastewater service on the Property, or another responsible party, impose fines, and take other actions as provided by and in accordance with the Treating Jurisdiction Service Rules;
 - (j) the Treating Jurisdiction, in its sole and absolute discretion, determines whether a particular wastewater discharger on the Property is a "significant industrial user" or an "industrial user" and whether the discharger must have a wastewater discharge permit;
 - (k) the Host jurisdiction may withhold, or cause the applicable approval authority to withhold, approval of any applicable building permit, business license, zoning change, or other requested approval or waiver for such a wastewater user or the Property, pending the issuance of any required wastewater discharge permit or a resolution of any outstanding pretreatment/wastewater discharge issue, condition, or other pending approval of/from Treating Jurisdiction; and
 - (l) Owner is not, in any way, a third-party beneficiary of the ILA.
7. To effect the purposes of or otherwise enforce the Treating Jurisdiction Service Rules, Owner agrees and consents, on its behalf and on behalf of each occupant of the Property, to (a) the Treating Jurisdiction entering upon the Property, (b) the Treating Jurisdiction accessing and inspecting any facility, documents, building or premise on the Property, (c) make the foregoing available to the Treating Jurisdiction upon request at any time in connection with the provision of wastewater service and implementation of the Treating Jurisdiction Service Rules, and (d) allow the Treating Jurisdiction to perform other activities at or upon the foregoing, including sampling, testing, and monitoring.

8. Owner acknowledges and agrees that (a) the ILA may be amended at any time by Host Jurisdiction and Treating Jurisdiction without the consent of, or notice to, Owner, and (b) any amendment to the ILA shall be incorporated into the ILA such that it shall immediately and automatically apply to the wastewater service provided to the Property.
9. Owner authorizes the recording and re-recording of this Acknowledgment of Wastewater Service against the Property with the Clark County Recorder's Office and understands and agrees that (a) the terms of the ILA (along with any amendments thereto), this Acknowledgment of Wastewater Service, and the Treating Jurisdiction Service Rules govern the provision of wastewater service to the Property, if any, by the Treating Jurisdiction; (b) any change or termination of this Acknowledgment of Wastewater Service requires the written consent of Host Jurisdiction and Treating Jurisdiction; and, (c) this Acknowledgment of Wastewater Service constitutes a covenant running with the land and is binding on, and inures to the benefit of, Owner and Owner's heirs, legal representatives, estates, grantees, successors, successors-in-interest, and assigns to the Property, including any parcels created by the further subdivision of the Property, and any users of wastewater service on the Property.

[remainder of page intentionally left blank – signature on following page]

APPENDIX D: INTERLOCAL AGREEMENT WASTEWATER SERVICE AND INDUSTRIAL PRETREATMENT

(City of Henderson and City of North Las Vegas)

INTERLOCAL AGREEMENT
Wastewater Service and Industrial Pretreatment

THIS INTERLOCAL AGREEMENT ("Agreement") is entered into by and between _____, a _____ ("Treating Jurisdiction") and _____, a _____ ("Host Jurisdiction"), (individually, a "Party" and collectively, the "Parties").

RECITALS

A. NRS 277.180 provides that one or more public agencies may enter into agreements with other public agencies for the performance of any governmental service, activity, or undertaking that the agency is authorized by law to perform; and

B. The Treating Jurisdiction and Host Jurisdiction each own, operate, and maintain a publicly owned "treatment works" (as the term is defined by 33 USC § 1292(2), as amended) ("POTW") for the collection and treatment of wastewater discharged by customers within their respective jurisdictions; and

C. The Host Jurisdiction's POTW is not as accessible as the Treating Jurisdiction's POTW to provide up to a maximum of ____ (____) equivalent residential units (ERU) of wastewater service to the parcel(s) currently known as Clark County Assessor's Parcel Number(s) ("APN(s)") _____, as shown on the attached Exhibit 1, ("Service Area"), which Service Area is within the service territory of the Host Jurisdiction and outside the service territory of the Treating Jurisdiction; and

D. The Treating Jurisdiction provides wastewater service to its customers pursuant to policies, procedures, resolutions, ordinances, service rules, design and construction standards, Treating Jurisdiction Pretreatment Rules (defined below), and/or wastewater service charges, surcharges, rates, fees and non-refundable connection fees, as any of the foregoing are amended (the "Treating Jurisdiction Service Rules"); and

E. The Host Jurisdiction provides wastewater service to its customers pursuant to policies, procedures, resolutions, ordinances, service rules, design and construction standards, Host Jurisdiction Pretreatment Rules (defined below), and wastewater service charges, surcharges, rates, fees and non-refundable connection fees, as any of the foregoing are amended (the "Host Jurisdiction Service Rules") and, collectively with the Treating Jurisdiction Service Rules, the ("Service Rules"); and

F. The Federal Clean Water Act (33 U.S.C. §1251 et seq.) and the regulations promulgated thereunder (40 CFR Part 403), as either is amended, ("Federal Pretreatment Regulations") and/or the National Pollutant Discharge Elimination System ("NPDES") permit(s) issued by the Nevada Division

of Environmental Protection, Bureau of Water Pollution Control to the Treating Jurisdiction and to the Host Jurisdiction, as such permits are amended, require the Parties to each implement and enforce a pretreatment program to regulate and control wastewater discharges from industrial sources, users, and facilities that discharge to their respective POTW ("Pretreatment Program"); and

G. The Treating Jurisdiction has implemented its Pretreatment Program by enacting and/or implementing resolutions, ordinances, an enforcement response plan, and/or service rules, as any of the foregoing are amended ("Treating Jurisdiction Pretreatment Rules"); and

H. The Host Jurisdiction has implemented its Pretreatment Program by enacting and/or implementing resolutions, ordinances, an enforcement response plan, and/or service rules, as any of the foregoing are amended ("Host Jurisdiction Pretreatment Rules") and, collectively with the Treating Jurisdiction Pretreatment Rules, the ("Pretreatment Rules"); and

I. The wastewater of "industrial users" and "significant industrial users," as those terms are defined under the Treating Jurisdiction Pretreatment Rules and interpreted by the Treating Jurisdiction (collectively, "Industrial Users"), is potentially among the wastewater to be discharged into the Treating Jurisdiction's POTW and then treated by the Treating Jurisdiction; and

J. The Parties desire to enter into an agreement for the discharge of wastewater into the Treating Jurisdiction's POTW from dischargers and Industrial Users, if any, within the Service Area.

NOW THEREFORE, in consideration of the above recitals and the mutual covenants and conditions hereinafter set forth, the receipt and sufficiency of which the Parties hereby acknowledge, the Parties agree as follows:

TERMS

1. **Incorporation of Recitals.** The recitals set forth above are hereby incorporated herein by this reference as terms to this Agreement.

2. **Term.** This Agreement is effective on the date last approved by a Party as reflected on the signature pages below (the "Effective Date") and shall terminate in its entirety in accordance with one of the subsections below. Upon the termination of this Agreement, the Treating Jurisdiction preserves and does not waive its right to pursue collection of any outstanding amounts, or enforce any outstanding obligations, owed by the customer or the Host Jurisdiction under the terms of this Agreement as of the date of the termination of this Agreement.

(a) This Agreement will terminate fifty (50) years after the Effective Date.

(b) This Agreement will terminate earlier than fifty (50) years after the Effective Date if all of the following occur: (1) after Host Jurisdiction wastewater service becomes available to the Service

Area; (2) the Host Jurisdiction requires all customers in the Service Area to connect to the Host Jurisdiction's POTW; (3) either Party has provided at least 30 days' prior written notice to the other of such termination; (4) all facilities have been constructed to enable all customers in the Service Area to receive wastewater service from the Host Jurisdiction's POTW (such as service connections and any pumping/lifting facilities); and, (5) the Treating Jurisdiction (within 10 business days of Host Jurisdiction's request) disconnects its wastewater facilities from and ceases to provide wastewater service to all customers in the Service Area. "Available" is defined to mean a Host Jurisdiction wastewater main that has capacity to handle all customer discharge(s) from the Service Area, and that main is located within 400 feet of the Service Area.

(c) Either Party may unilaterally terminate this Agreement in good faith, as to any customer within the Service Area, by providing 36 months' prior written notice to the other Party, the record owner(s) of the real property in the Service Area for which service is being terminated, and the customer(s) of record in the Service Area for which service is being terminated, and identifying in such notice the date that termination is effective and the real property that will no longer be part of the Service Area ("Individual Termination Notice"). If a Party unilaterally terminates this Agreement as to such a customer(s) and real property under this subsection, the Parties' rights and obligations under this Agreement as to that customer(s) and real property shall terminate upon the effective date of the termination, at which time, the Treating Jurisdiction shall have no obligation to provide wastewater service to that customer(s) and real property after the termination is effective, the Host Jurisdiction shall have no obligation to provide wastewater service to that customer(s) and real property except as required by then-applicable law, and the Parties agree to amend Exhibit 1 to remove the real property from the Service Area. If the record owner(s) of the subject real property request wastewater service from the Host Jurisdiction, such record owner(s) shall apply for that service with the Host Jurisdiction in accordance with the Host Jurisdiction Service Rules in effect at the time of the application(s). Should this Agreement be terminated as to all customers of record and real property within the Service Area, this Agreement shall automatically be deemed terminated in its entirety, and such Agreement termination shall be deemed effective as of the termination date identified in the last Individual Termination Notice provided in accordance with the first sentence of this subsection (c), and the Parties are not required to take any action to effect Agreement termination.

(d) If all of the real property in the Service Area becomes part of the service territory of the Treating Jurisdiction through annexation, this Agreement will automatically terminate on the date such annexation becomes effective. The Parties are not required to take any action to effect that termination. If a portion, but not all of, the real property in the Service Area is annexed into the Treating Jurisdiction's

service area, the Parties agree the annexed property shall no longer be part of the Service Area on the date such annexation becomes effective and that the Parties will amend Exhibit 1 accordingly.

3. **Confidentiality.** The Parties acknowledge that each shall have the responsibility of complying with the requirements that are set forth in the Treating Jurisdiction Pretreatment Rules, the Parties' Pretreatment Programs, and 40 CFR 403.14, as amended, with respect to the confidentiality of the information and data that each obtains from a customer within the Service Area, subject to any limitations required by applicable law, including but not limited to NRS 239.010, as amended.

4. **Notices.**

(a) Any notice required by this Agreement shall be (1) in writing, (2) delivered by hand-delivery, by email (provided the sending Party does not receive an out-of-office or undeliverable response and delivers an original of the same personally or by a recognized national courier within twenty-four (24) hours after the email transmission), by a recognized national courier, by facsimile (provided the sending Party receives confirmation of successful delivery), or by certified mail (postage prepaid, return receipt requested), and (3) addressed to the other Party at the address set forth below:

FOR HOST JURISDICTION:

(One (1) copy to each, sent simultaneously)

Attention: _____

FOR TREATING JURISDICTION:

(One (1) copy to each, sent simultaneously)

Attention: _____

(b) Such required notice shall be deemed to have been received by the Party to whom it was addressed, if properly delivered in accordance with subsection (a): (1) when delivered, if hand-delivered; (2) on the date the Party sends the email; (3) on the date officially recorded as delivered according to the record of delivery, if delivered by a recognized national courier; (4) on the first business day after the sending Party receives confirmation of successful delivery of the facsimile; or (5) on the third business day, if mailed by certified mail.

(c) A Party may change its contact information for purposes of this Agreement by giving written notice to the other Party in the manner set forth above.

5. **Provision of Wastewater Service.** The Treating Jurisdiction, at its established charges and rates, as amended, and in accordance with and subject to the Treating Jurisdiction Service Rules, shall allow customers within the Service Area to connect directly to the Treating Jurisdiction's POTW to receive a total of up to ____ (____) ERU of wastewater service from the Treating Jurisdiction, provided each such customer follows the requirements in the Treating Jurisdiction Service Rules and complies with all other applicable laws, statutes, ordinances, and regulations for the provision of wastewater service to the customer, as any of the foregoing are amended. Each customer within the Service Area shall be deemed a customer of the Treating Jurisdiction as to the wastewater service being provided by the Treating Jurisdiction and is thereby bound by and subject to all Treating Jurisdiction Service Rules, including the Treating Jurisdiction Pretreatment Rules.

6. **POTW Capacity.** Should the capacity of the Treating Jurisdiction's POTW (or just the wastewater facilities used to provide wastewater service to the Service Area) be reached during the term of this Agreement or if more than ____ (____) ERU of wastewater service is requested for the Service Area at the designated point of connection, the Treating Jurisdiction may refuse to allow any new connections within the Service Area to the Treating Jurisdiction's POTW. The Treating Jurisdiction may terminate or suspend service to one or more properties or customers in the Service Area if such property or customer within the Service Area fails, after 30 days' written notice, to maintain discharges at or below the capacity that was allocated to that property and/or customer(s) in the Service Area upon the initial application for wastewater service to that property and/or customer(s), as such capacity allocation was amended with the Treating Jurisdiction's written approval.

7. **Provision of Wastewater Service to Industrial Users.** Subject to an Industrial User's compliance with the Treating Jurisdiction Service Rules, including the Treating Jurisdiction Pretreatment Rules, and all rights-of-way and easements being granted and conveyed to the Treating Jurisdiction for

all Treating Jurisdiction's wastewater facilities, the Treating Jurisdiction agrees to receive and treat wastewater discharged by Industrial Users from within the Service Area to the Treating Jurisdiction's POTW. The Treating Jurisdiction is not obligated to receive and treat non-domestic wastewater and may require an Industrial User to only discharge domestic wastewater to the Treating Jurisdiction's POTW. Nothing contained herein, by itself, shall be in any way construed or relied upon to be an agreement by either the Host Jurisdiction or the Treating Jurisdiction to accept non-domestic wastewater from such an Industrial User, and both the Host Jurisdiction and Treating Jurisdiction reserve their right to accept or refuse to accept non-domestic wastewater from such an Industrial User. The Treating Jurisdiction shall regulate the discharge of non-domestic wastewater by each Industrial User in the Service Area through the Treating Jurisdiction Service Rules.

8. **Clean Water Act and NPDES Permit Compliance.** The Parties agree to amend this Agreement as necessary to comply with the Federal Pretreatment Regulations and with the Treating Jurisdictions NPDES permit(s).

9. **Compliance with Applicable Pretreatment Laws, Rules, and Regulations.** The wastewater customers within the Service Area being served by the Treating Jurisdiction are required to comply with the Treating Jurisdiction Pretreatment Rules and all applicable Federal Pretreatment Regulations, whichever are more stringent. If the Treating Jurisdiction Pretreatment Rules fail to meet a minimum requirement contained in or is less stringent than the comparable provision in the Federal Pretreatment Regulations, then the provision in the Federal Pretreatment Regulations shall apply to such wastewater customers, control, and prevail.

10. **Determination and Permitting of Industrial Users.** The Treating Jurisdiction, in its sole and absolute discretion, may make the final determination as to whether a particular wastewater customer within the Service Area is a "significant industrial user" or an "industrial user" and whether a wastewater discharge permit will be required in connection with wastewater service to such a customer. If such a permit is required, the Treating Jurisdiction will make a reasonable effort to notify the Host Jurisdiction. The Host jurisdiction shall withhold, or cause the applicable approval authority to withhold, approval of any applicable building permit, business license, zoning change, or other requested approval or waiver for such a wastewater customer pending the issuance of any required wastewater discharge permit or a resolution of any outstanding pretreatment/wastewater discharge issue, condition, or other pending approval of/from Treating Jurisdiction.

11. **Inspection, Testing, and Monitoring.** The Treating Jurisdiction shall have the right to enter into the jurisdiction of the Host Jurisdiction to inspect any part of the Treating Jurisdiction's POTW, and (with reasonable prior notice to the Host Jurisdiction) to inspect any part of the Host Jurisdiction's

POTW that serves the Service Area, and to monitor and/or sample the wastewater flowing therein, which rights shall include, but not be limited to, access to, across, on, and under the public streets, easements, and any public property within the Service Area. At the Treating Jurisdiction's written request, the Host Jurisdiction shall make all legal and administrative arrangements that may be necessary in order for the Treating Jurisdiction to enter upon private properties to perform the inspections, monitor and/or sample the wastewater, and access, review, and copy all pertinent compliance records located on the premises of the applicable wastewater customer in the Service Area.

12. **Records.** In connection with this Agreement, the Parties agree to provide each other access to, and upon request, copies of applicable industrial monitoring reports, including without limitation the compliance reports that are required by 40 CFR 403.12, self-monitoring reports, baseline reports, records of violations (and the actions taken with respect thereto), and all responses to any other monitoring or reporting requirement that is imposed by the regulations of the federal, state, and local governments. The Parties shall maintain such reports, records, and responses and any other relevant information for a period of at least three (3) years after the respective dates on which they were prepared and for such longer period as may be determined to be necessary during any unresolved litigation which involves the user and to which such reports, records, responses and information relate. Where possible, Host Jurisdiction will make a reasonable effort to share with Treating Jurisdiction information regarding any matter affecting the discharge of wastewater within the Service Area, including but not limited to, the use of real property and/or changes to business operations.

13. **Threatening Discharges.** Whenever, in the sole and exclusive judgment of the Treating Jurisdiction, a discharge to its POTW from the Service Area appears to constitute an immediate threat to the health and welfare of persons, a danger to the environment, or threatens to interfere with the operation or regulatory compliance of the Treating Jurisdiction's POTW, the Treating Jurisdiction may immediately initiate steps to identify the source of such discharge and to halt or prevent it. The Treating Jurisdiction may pursue any legal, administrative, or self-help remedy that may be legally available to it, including without limitation, injunctive relief against the Host Jurisdiction or any discharger and/or wastewater customer in the Service Area.

14. **Slug/Upset.** If a slug discharge or an upset (as such terms are defined in the Treating Jurisdiction Service Rules) occurs anywhere within the Service Area and that slug discharge or upset discharges, or is likely to discharge, into the Treating Jurisdiction's POTW, the wastewater treatment department/division of the Host Jurisdiction will make a reasonable effort to notify the Treating Jurisdiction immediately by telephone upon the Host Jurisdiction acquiring knowledge of such slug discharge or upset. That notice shall be provided to:

Telephone: (702) _____ (____ am - _____ pm, Monday-_____)
(702) _____ (all other hours)

Within a reasonable time thereafter, the Host Jurisdiction shall transmit written notice of the slug discharge or upset to the Treating Jurisdiction in accordance with the "Notices" section above.

15. **Liability.** Except to the extent limited in accordance with NRS 41.035 to 41.039 and any applicable laws, as amended, each Party will be responsible as required by law for any loss, damage, liability, cost or expense (except those exempted by law) arising under this Agreement and caused by the actions or inactions of its employees, consultants, contractors, or agents.

16. **Joint Venture Disclaimer.** No joint venture is contemplated or established hereby, and neither of the Parties shall be deemed to be the agent of the other for any purpose by virtue of this Agreement.

17. **No Third Party Beneficiaries; Assignment.** This Agreement shall not be deemed to be for the benefit of any entity or person who is not a Party to the Agreement and does not create any rights, benefits or causes of action for any other person, entity or member of the general public (including but not limited to, the record owner(s) of the property within the Service Area), and neither this Agreement, nor any interest therein, may be assigned without the prior written consent of the non-assigning Party. Any attempted assignment without the prior written consent of the non-assigning Party shall be void.

18. **Warranty of Authority.** Each Party warrants to the other that they have the authority and capacity to perform the provisions hereof.

19. **Counterparts.** This Agreement may be executed in counterparts, all such counterparts will constitute the same instrument and the signature of any Party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter.

20. **Headings.** The section headings herein are inserted only for convenience and reference and shall in no way define, limit, or prescribe the scope or intent of any provision of this Agreement.

21. **Integration and Agreement Amendment.** This Agreement represents the entire understanding of the Parties regarding the subject matter of this Agreement and can only be amended in writing, duly executed by both Parties, and approved with the same formality as this Agreement.

22. **No Waiver.** The failure of either Party to enforce any of the provisions of this Agreement at any time, or to require performance by the other Party of any of the provisions of this Agreement at any time, will not be a waiver of any provisions, will not in any way affect the validity of this Agreement, and will not affect the right of any Party to enforce each and every provision.

23. **Severability.** In the event that any provision hereof is held in any respect to be illegal, prohibited, invalid or unenforceable by any court of competent jurisdiction, such holding shall be effective only to the extent of such illegality, prohibition, invalidity or unenforceability without affecting the remaining provisions hereof, and the Parties hereby agree to replace such illegal, prohibited, invalid or unenforceable provision with a valid provision which has, as nearly as possible, the same effect.

24. **Property Owner(s) Acknowledgment.** Before the Treating Jurisdiction and Host Jurisdiction sign this Agreement and/or take this Agreement to their Board/Council for consideration and approval, as applicable, every record owner of all real property in the Service Area, or each such record owner's duly authorized representative, shall (a) sign and deliver to the Treating Jurisdiction a duly signed and notarized original "Acknowledgment of Wastewater Service," the content of which has been approved by the Treating Jurisdiction and by the Host Jurisdiction, for recordation by a Party in the Official Records of Clark County, Nevada and (b) deliver to the Host Jurisdiction a copy of that signed and notarized original "Acknowledgment of Wastewater Service."

[the remainder of the page intentionally left blank – signatures on following pages]

TREATING JURISDICTION:

[FULL LEGAL NAME OF TREATING JURISDICTION]

By: _____

Printed: _____

Title: _____

ATTEST:

Date of Council/Board

Action: _____

By: _____

Printed: _____

Title: _____

Approved as to Form:

By: _____

Printed: _____

Title: _____

Approved as to Funding:

By: _____

Printed: _____

Title: _____

Approved as to Content:

By: _____

Printed: _____

Title: _____

HOST JURISDICTION:

[FULL LEGAL NAME OF HOST JURISDICTION]

By: _____

Printed: _____

Title: _____

ATTEST:

Date of Council/Board

Action: _____

By: _____

Printed: _____

Title: _____

Approved as to Form:

By: _____

Printed: _____

Title: _____

Approved as to Funding:

By: _____

Printed: _____

Title: _____

Approved as to Content:

By: _____

Printed: _____

Title: _____

Exhibit 1
Service Area

[Attached]

APPENDIX E: RECORDS RETENTION SCHEDULE

File Code	Record Series/Title	Record Series Description	LRDA Retention Disposition Authority	CCWRD Proposed Retention
ACC 01	Accounting - Accounts Payable			
ACC 01.01	Canceled checks including voids	Canceled checks including voids - Wells Fargo processed and returned Checks	Destroy (6) fiscal years from the end of the fiscal year to which the records pertain. (LRDA 20071235)	*District Proposed* Destroy when seven (7) years old
ACC 01.02	Check registers	Daily deposit check registers via Wells Fargo	Destroy (6) fiscal years from the end of the fiscal year to which the records pertain. (LRDA 20071235)	*District Proposed* Destroy when seven (7) years old
ACC 01.03	Invoices	# AP Invoice Processing and Payment procedure reviewed and updated	Destroy (6) fiscal years from the end of the fiscal year to which the records pertain. (LRDA 20071235)	*District Proposed* Destroy when seven (7) years old
ACC 01.04	Petty Cash	Accounting and travel cash distribution	Destroy (6) fiscal years from the end of the fiscal year to which the records pertain. (LRDA 20071235)	*District Proposed* Destroy when seven (7) years old
ACC 01.05	1099s (Tax Records), Tax ID W-9	1099s (Tax Records) Tax ID W-9 - Individual or entity who is required to file an information return with the IRS and needs a tax payer identification number (TIN)	Four (4) years after the tax year in which the taxes are due, or four (4) years after the date the tax is paid, whichever is later (LRDA 20070450)	Same as LRDA
ACC 02	Accounting - Accounts Receivable			
ACC 02.01	Daily Cash Reconciliations, includes misc. payments (OTC)	Daily Cash Reconciliations , includes misc. payments (OTC)	Until annual audit is completed (LRDA 20071311)	Same as LRDA
ACC 02.02	Paid Invoices from Oracle customers	Invoices with input-type forms/back-up attached	Six (6) fiscal years after collected or deemed uncollectible (LRDA 20070445)	*District Proposed* Seven (7) years
ACC 02.03	Receipts (credit card receipts)	Receipts (credit card receipts)	Six (6) fiscal years after collected or deemed uncollectible (LRDA 20070445)	*District Proposed* Seven (7) years
ACC 02.04	Returned checks, notices from bank	Returned checks, notices from bank	Six (6) fiscal years after collected or deemed uncollectible (LRDA 20070445)	*District Proposed* Seven (7) years
ACC 03	Accounting - General Accounting			
ACC 03.01	Bank and Account Reconciliations	Recons and bank statements	Until annual audit is completed (LRDA 20071311)	Same as LRDA
ACC 03.02	Correspondence/Complaints and Inquiries	Customer correspondence	Three (3) calendar years after response or resolution (LRDA 20070055)	*District Proposed* Five (5) calendar years
ACC 03.03	Fixed asset Inventory	Annual inventory of assets	Five (5) fiscal years after superseded (LRDA 20070440)	Same as LRDA
ACC 03.04	General Ledger Summary	Final Year-To-Date summary of accounting data - Trial Balance	Permanent (LRDA 20070442)	Same as LRDA
ACC 03.05	Journal Entries	Including detailed back-up	Six (6) fiscal years from the end of the fiscal year to which the record pertains. (LRDA 20070446)	*District Proposed* Seven (7) fiscal years
ACC 03.06	Subsidiary Ledgers and Registers	Documents detailing financial transactions - backup for GL	Six (6) fiscal years from the end of the fiscal year to which the record pertains. (LRDA 20071312)	*District Proposed* Seven (7) fiscal years
ACC 03.07	Payroll Tax Payments & Tax Forms	Transmittal records for payroll taxes & tax forms (941)	Four (4) years after the tax year in which the taxes are due, or four (4) years after the date the tax is paid, whichever is later. (LRDA 20070450)	Same as LRDA

ACC 03.08	Unclaimed Property	All documentation of escheatment process	Seven (7) calendar years from the date the abandoned property report is filed with the State Treasurer. (LRDA 20070464)	Same as LRDA
AMR 01	Assets & Maintenance Records			
AMR 01.01	Asset Registry	Inventory of active assets, spare parts, and whole assets	Life of Equipment (LRDA 20070975)	Same as LRDA
AMR 01.02	Backflow Calibration Reports	Studies conducted of reclaim water and clean water	Destroy 12 calendar years from date of report (LRDA 20071018)	Same as LRDA
AMR 01.03	Criticality Analysis Reports	Criticality Analysis Reports- Documentation on equipment that is critical to plant operations.	Maintain for lifetime of the asset/equipment or facility (LRDA 20071609)	Same as LRDA
AMR 01.04	Equipment History Documentation	Records documenting the history and use of equipment	Life of Equipment (LRDA 20070975)	Same as LRDA
AMR 01.05	Equipment Maintenance reports, work orders	Equipment Maintenance reports, work orders- Related documentation.	Life of Equipment (LRDA 20070975)	Same as LRDA
AMR 01.06	Field Service Reports	Reports on vendor contract work completed	Life of Equipment (LRDA 20070975)	Same as LRDA
AMR 01.07	Inspection Reports	Inspection Reports- Reports of equipment inspections completed for liability purposes.	Maintain for lifetime of the asset/equipment or facility (LRDA 20071609)	Same as LRDA
AMR 01.08	Maintenance and Operations Manuals	Maintenance and Operations Manuals- Hardcopies of instructions and specifications (POC's Mike McCall, Tim Maleport, Danielle Fife, Loney Childress).	Maintain for lifetime of the asset/ equipment or facility (LRDA 20071609)	Same as LRDA
AMR 01.09	Cause Mapping Reports	Cause Mapping Reports- Studies of seal failure and why the seal shafts were broken, how they were fixed, what caused the problem, what corrective actions were taken to solve the failure and what solutions were provided to prevent future incidents. This study will track old incident failures and provide a timeline, diagram, photos analysis, and notes regarding maintenance and repair documentation for incidents and related correspondence (POC Jonah Harms).	Maintain for lifetime of the asset/equipment or facility (LRDA 20071609)	Same as LRDA
AMR 01.10	Industrial Worker Related Reports	Industrial Worker Related Reports- Industrial worker ventilation records of indoor air quality measurements.	Destroy 5 calendar years from the end of the calendar year to which they pertain (LRDA 20071552)	Same as LRDA
AMR 01.11	Property/Insurance Inspection Reports for CCWRD facility	Property/Insurance Inspection Reports for CCWRD facility- Property Insurance Inspection Reports – facility condition reports, building line safety and fire system reviews	Retain three (3) calendar years from the date of the last action (LRDA 20071710)	Same as LRDA
AMR 01.12	Facility Pest Control	Facility Pest Control- Pest Control (Extermination Records) extermination logs, pesticide application record (showing kind and quantity used, dosage rate, method of application, target organism, area, date and time of application and employee name), incident reports, exterminator (contractor) reports, related correspondence	Destroy three (3) calendar years from the end of the calendar year to which they pertain (LRDA 20071747)	Same as LRDA
AMR 01.13	Change Management	Change Management - Documentation that tracks decisions made by staff regarding high level changes to policies/practices.	To Be Determined (TBD)	Permanent
COL 01	Collection - Fleet Maintenance			
COL 01.01	Collection - Fleet Maintenance	Work orders for maintenance activities on vehicles, contracted studies, assessments, and other documentation not otherwise associated with the above.	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
COL 01.02	Collection - Fleet Maintenance	Underground storage tank, repair on fuel system	Permanent (LRDA 20070989)	Same as LRDA
COL 01.03	Collection - Fleet Maintenance	HVAC reports for vehicles	Permanent (LRDA 20070989)	Same as LRDA
COL 01.04	Collection - Fleet Maintenance	Alternative fuel requirement reports for State of Nevada	Permanent (LRDA 20070989)	Same as LRDA
COL 01.05	Collection - Fleet Maintenance	Annual smog testing and smog inspections of District Operated vehicles.	Retain until superseded by a new inspection (LRDA 20121882)	*District Proposed* Destroy when five (5) years old.

COL 01.06	Collection - Fleet Maintenance	Fuel pump data information recorded	Destroy three (3) calendar years from the date of report (LRDA 20071594)	Same as LRDA
COL 01.07	Collection - Fleet Maintenance	Data displaying vehicle accident reports	Destroy three (3) calendar years following resolution or settlement of claims or legal action from the accident, date if no legal action or damage results (LRDA 20071712)	Same as LRDA
COL 01.08	Collection - Fleet Maintenance	Records of maintenance and repair activities	Maintain until life of equipment, plus 3 years if the vehicle was involved in an accident (LRDA 20070079)	Same as LRDA
COL 01.09	Collection - Fleet Maintenance	Records displaying fuel emission reports, motor vehicle inventory listing of District vehicles.	Retain until superseded by a new inspection (LRDA 20121882)	Same as LRDA
COL 01.10	Collection - Fleet Maintenance	CDL inspection reports	Retain minimum of three (3) calendar years from date of repair. If no unsafe conditions are found retain until a final vehicle inspection is performed. (LRDA 20141897)	Same as LRDA
COL 01.11	Collection - Fleet Maintenance	Records describing vehicle purchases for the District.	Retain minimum of three (3) calendar years from date of repair. If no unsafe conditions are found retain until a final vehicle inspection is performed. (LRDA 20141897)	Same as LRDA
COL 02	Collection - Lift Stations			
COL 02.01	Collection - Lift Stations	Work orders and related records of maintenance and repair activities conducted by the group. Encompasses work on the plant, lift stations, easements and the collection system.	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
COL 02.02	Collection - Lift Stations	Contracted studies, assessments, and other documentation not otherwise associated with the above.	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
COL 03	Collection - Pretreatment			
COL 03.01	Collection - Pretreatment	Applications for new and renewal applications for industrial wastewater discharge permits (IWDP).	Destroy five (5) calendar years after final acceptance (LRDA 20071611)	Same as LRDA
COL 03.02	Collection - Pretreatment	Industrial waste surveys to identify whether facilities are a categorical discharger.	Destroy 12 calendar years from date of report (LRDA 20071018)	*District Proposed* Destroy five (5) calendar years after expiration of individual industrial discharge permit or as required by EPA
COL 03.03	Collection - Pretreatment	New business listings to be reviewed for potential categorical dischargers.	Destroy 10 calendar years from date of report (LRDA 20071055)	*District Proposed* Destroy five (5) calendar years after expiration of individual industrial discharge permit or as required by EPA
COL 03.04	Collection - Pretreatment	Statements of Basis and IWDP Permits Official permits and statements of basis.	Destroy five (5) calendar years from date of report (LRDA 20071054)	Same as LRDA
COL 03.05	Collection - Pretreatment	Inspection, collection and regulation documentation of industrial sites for reporting to EPA, along with communication with EPA.	To Be Determined (TBD)	*District Proposed* Destroy five (5) calendar years after expiration of individual industrial discharge permit or as required by EPA
COL 03.06	Collection - Pretreatment	IWDP Permit Compliance Documentation - Spill control plans, Industrial User (IU)/POTW monitoring reports, lab sample reports, periodic compliance reports, IU/POTW correspondence.	To Be Determined (TBD)	*District Proposed* Destroy five (5) calendar years after expiration of individual industrial discharge permit or as required by EPA

COL 03.07	Collection - Pretreatment	IWDP Formal Enforcement Actions - Official documentation regarding formal enforcement actions.	To Be Determined (TBD)	*District Proposed* Destroy five (5) calendar years after expiration of individual industrial discharge permit or as required by EPA
COL 03.08	Collection - Pretreatment	Point Source Control Reports - Fats, Oil, Grease & Grit (FOGG) Compliance Documentation	Destroy five (5) calendar years (LRDA 20071608)	*District Proposed* Maintain for life of the building
COL 03.09	Collection - Pretreatment	Fats, Oil, Grease & Grit (FOGG) Notices of Violations	Destroy five (5) calendar years (LRDA 20071608)	*District Proposed* Maintain for life of the building
COL 03.10	Collection - Pretreatment	Certifications from dental offices on dental amalgam requirements.	Retain for six (6) calendar years or until the next certificate data audit is complete, whichever is longer (LRDA 20071615)	*District Proposed* Maintain for life of the building
COL 04	Collection - Emergency Response and Cleaning & Complaints			
COL 04.01	Collection - Emergency Response and Cleaning & Complaints	Records of cleaning activities and observations in the field during cleaning	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
COL 04.02	Collection - Emergency Response and Cleaning & Complaints	Daily complaint call log	Permanent (LRDA 20101823)	Same as LRDA
COL 04.03	Collection - Emergency Response and Cleaning & Complaints	Records of reactive work and work not captured under cleaning activities.	Permanent (LRDA 20101823)	Same as LRDA
COL 05	Collection - Underground Service Alert			
COL 05.01	Collection - Underground Service Alert	Damage Locates/Error Reports - Reports that document when contractors damage District infrastructure	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
COL 05.02	Collection - Underground Service Alert	Manhole Inspection Reports - Videos of manholes with MACP inspection records	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
COL 06	Collection - Closed Circuit Television			
COL 06.01	Collection - Closed Circuit Television	Pipeline Inspection Reports - Videos of CCWRD mainline with PACP inspection records, lateral launch videos	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
COL 07	Collection - Repairs			
COL 07.01	Collection - Repairs	Work Orders - Records of maintenance and repair activities conducted by the group. Encompasses work on the plant, lift stations, easements and the collection system.	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
COL 08	Collection - Odor Control			
COL 08.01	Collection - Odor Control	Work Orders - Records of maintenance and repair activities conducted by the group. Encompasses work on odor control facilities for the lift stations, and the collection system.	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
COL 09	Collection - Water Quality			
COL 09.01	Collection - Water Quality	208, Title 30, Master Plan, and other Water Quality Planning Records (208 Area-Wide Water Quality Management Plan, 208 tracking documentation/spreadsheets, studies, reports, wastewater flows, plant information).	Permanent (LRDA 20071694)	Same as LRDA

COL 09.02	Collection - Water Quality	MS4 Program Permit Related Records (monthly/quarterly/annual reports, SQMC documentation, co-permittee meetings documentation, spreadsheets, inventories).	Destroy three (3) years after MS4 Permit is Officially Deactivated (NOT Permit Expiration Date) (ONLY Records Associated With That Permit) (LRDA 20071614)	Same as LRDA
COL 09.03	Collection - Water Quality	SWPPPTrack (online inventory records, online inspection/enforcement documentation).	Permanent (LRDA 20071696)	Same as LRDA
COL 09.04	Collection - Water Quality	Outreach and Grant Records (grant submissions, grant contracts, quarterly/annual reports and invoices, grant project documentation).	Destroy three (3) fiscal years from the submission of the final expenditure report (LRDA 20070060)	Same as LRDA
COL 09.05	Collection - Water Quality	SWAC Records (agendas, minutes, flow reports, video/audio recordings, member documentation, presentations, etc)	Destroy one (1) calendar year from the date of the meeting (LRDA 20070846)	Same as LRDA
COL 09.06	Collection - Water Quality	NDEP Records Not Directly Associated with 4.1, 4.2, or 4.3 (projects, proposed legislation, etc).	Permanent (LRDA 20071052)	Same as LRDA
COL 09.07	Collection - Water Quality	Water Quality Committees (TAC, LVVWAC, LVWCC, Admin Study Team, Operations Study Team, REM Study Team, CMART, Groundwater Advisory, SNETF).	Permanent (LRDA 20070281)	Same as LRDA
CRA 01.01	Compliance & Regulatory Affairs Air Quality Compliance Records	alphabetical order Air Quality Records for Minor Source Permits, which are operated at FWRC, LWRC, MVTF, DBWRC, Mountains Edge Lift Station, and Pebble Lift Station. Records associated with Air Quality Permits include Annual Reports, Biofilter Moisture Reports, Biofilter Operational Reports, Generator Run Logs, Pump Run Logs, Visual Emission Reports, Gas Dispensing Operations Records, Inspections, follow-up correspondence, and other permitting related documentation.	Destroy 5 calendar years from the end of the CY to which the record pertains (LRDA 20070650)	Same as LRDA
CRA 01.02	Restricted Waste Records	Restricted Waste Records - The Compliance department maintains Restricted Waste Management Permits from the Southern Nevada Health District for FWRC and LWRC. Records associated with these permits includes inspections and follow-up correspondence, and waste manifests/invoices.	Destroy 5 calendar years from the end of the CY to which the record pertains (LRDA 20070650)	Same as LRDA
CRA 01.03	Stormwater Records	Stormwater Records - SWPPP Related documentation, development files, plan documents, inspection forms, corrective action resolution notes, maps, photo documentation.	Permanent (LRDA 20070989)	Same as LRDA
CRA 01.04	UST Testing Records	UST Testing Records, Maintenance records, and compliance inspection records.	Retain for 5 years after expiration, renewal, or revocation of permit. (LRDA 20071620)	Same as LRDA
CUS 01.01	Customer Service Customer Service Administrative Correspondence	Correspondence is in the form of a bill/invoice or lien notification. These items are retained as part if the customer history.	Destroy one (1) calendar year from the date of correspondence (LRDA 20141919)	*District Proposed* Permanent
CUS 01.02	Audit Documentation	This is related to customer account history as part of an audit.	Retain for three (3) calendar years from the end of the calendar year (LRDA 20071256)	*District Proposed* Permanent
CUS 01.03	Billing and Invoice Documentation	Oracle Customer Care and Billing system quarterly billing process creates invoice data for sewer service customers. Invoices are created and maintained by billing service.	Third party biller, current retention is 8 quarters (rolling). No versions retained onsite. Destroy five (5) years after Fiscal Year End (LRDA 20070091)	Same as LRDA
CUS 01.04	Connection Fee Applications	Paper applications for sewer connection start the account connection process. If the application generates SDA, the application should be retained in customer history. If not, paper is retained 1 year. Because there is no financial or system record is created, no electronic version is maintained, no system entry is made.	Destroy six (6) fiscal years after the fiscal year in which last transaction, charge, credit, or payment occurs under agreement (LRDA 20071197)	*District Proposed* Permanent for electronic records year retention for paper records

CUS 01.04.01	Connection Fee Quotes	Connection fee quotes are retain in paper format for 12 months from date of creation. After 12 months, the fee quote packet is scanned to eDocs and retained indefinitely.	Destroy six (6) fiscal years after the fiscal year in which last transaction, charge, credit, or payment occurs under agreement (LRDA 20071197)	*District Proposed* Permanent for electronic records year retention for paper records
CUS 01.05	Lien Documentation	Liens relating to customer history.	Destroy six (6) years after final payment or action (LRDA 20071666)	Permanent
CUS 01.06	Customer Histories	This series may include, but is not limited to, information (name, address, account number, etc.) necessary to provide and bill for services, payment histories, service complaints, termination of service reports, resumption of service reports, related correspondence and similar documents.	(TBD) To Be Determined	*District Proposed* Retain the records of a customer's open account for a minimum period of three (3) fiscal years from the end of the fiscal year to which the records pertain. Retain the records of closed customer accounts for a minimum period of three (3) fiscal years from the close of the account.
EMT 01	Emergency Management			
EMT 01.01	Emergency Operations Plans	Plans for Recovery from Disasters, Continuity of Operations Plans, Vulnerability Assessments, vital record plans, damage assessment plans, post disaster evaluation procedures, plans to safeguard vital records, Emergency Management Vendors Listing consisting of emergency resources such as manpower, equipment, supplies and services to include contact names, phone numbers, addresses of suppliers and vendors	Retain until superseded retain one copy of superseded plans Permanently for historical purposes (LRDA 20070295)	Same as LRDA
EMT 01.02	Emergency Incident Reports - Disasters and Emergencies	Incident plans, Emergency Response and Table Top After Action Reports, activity logs, communication reports, public information releases, FEMA reports	Maintain for lifetime of the asset/ equipment or facility (LRDA 20070300)	Same as LRDA
EMT 01.03	Emergency Response Training Exercises	Training exercises completed on a regular or special basis by the County includes statements of purpose, scenario narratives and sequences of events. To include Emergency Management Handbooks.	Permanent (LRDA 20070296)	Same as LRDA
EMT 02	Grant Management Records			
EMT 02.01	Grants Management Procedure	Formal Procedure documenting grant review process and overarching policy and law to follow.	Retain this record series until superseded with an updated or amended plan. Retain one copy of superseded plans permanently for historical purposes (LRDA 20070295)	Same as LRDA
EMT 02.02	Grant Award Documents	Interlocal agreements or contracts outlining the terms and conditions	TBD (To Be Determined)	*District Proposed* Seven years following project closeout and grant closeout issued by the awarding agency. For state revolving fund or federal loans, records are kept the life of the loan + 7 years
EMT 02.03	Grant Reimbursement Documents and Documentation	All reimbursable items supporting documentation (including RFPs, compliance reports for NEPA or NHPA, timesheets and general ledgers), as well as the specific grant reimbursement request document)	TBD (To Be Determined)	*District Proposed* Seven years following project closeout and grant closeout issued by the awarding agency. For state revolving fund or federal loans, records are kept the life of the loan + 7 years
EMT 02.04	Grant Narrative Reports	All quarterly reports detailing grant status and progress during the life of the project, relating to the grant workplan	TBD (To Be Determined)	*District Proposed* Seven years following project closeout and grant closeout issued by the awarding agency. For state revolving fund or federal loans, records are kept the life of the loan + 7 years

EMT 02.05	Grant Workplans and Engineering Documents	All final workplans and engineering documents approved by the Awarding Agency. The work plans outline the narrative report metrics to follow.	TBD (To Be Determined)	*District Proposed* Seven years following project closeout and grant closeout issued by the awarding agency. For state revolving fund or federal loans, records are kept the life of the loan + 7 years
EMT 02.06	Grant Correspondence	Grant emails or letters from the Awarding Agency's Grant Officer	TBD (To Be Determined)	*District Proposed* Seven years following project closeout and grant closeout issued by the awarding agency. For state revolving fund or federal loans, records are kept the life of the loan + 7 years
EMT 03.01	Sustainability Records			
ENG 01.01	Sustainability - Sustainability Planning Documents	Drafts detailing the goal setting, metrics, and process behind setting these measures for sustainability planning	Retain this record series until superseded with an updated or amended plan. Retain one copy of superseded plans permanently for historical purposes (LRDA 20070295)	Same as LRDA
ENG 01.02	Engineering - Construction Management			
ENG 01.03	Engineering - Construction Management	CIP Projects - Case Files - Change orders, meeting minutes, certificates of completions, field reports, quality control, quality assurances, test reports, labor compliance reports, contractor consultant correspondence, inspector daily reports project purchase order closeouts and related correspondence.	Permanent (LRDA 20070991)	Same as LRDA
ENG 01.04	Engineering - Construction Management	Construction photos (inspectors and contractors photos of new and older projects).	Permanent (LRDA 20070991)	Same as LRDA
ENG 01.05	Engineering - Construction Management	Drawings (As-builts, survey and record drawings new and older projects).	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA
ENG 01.06	Engineering - Construction Management	Operations & Maintenance (O&M) Manuals (new and older equipment)	Maintain lifetime of equipment or facility (LRDA 20071609)	Same as LRDA
ENG 01.07	Engineering - Construction Management	Submittals (new and older reviewed projects)	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA
ENG 02.01	Engineering - Development and Planning	Labor Compliance Reports - CIP Projects Certified Payroll Reports	Destroy hard copy records two (2) years after project's final payment	Same as LRDA
ENG 02.01.1	Civil Plans - Approved	Inspection Records - Televising Videos. Pre and Post videos of sanitary sewer pip assets on CIP Projects.	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA
ENG 02.02	Archived Civil Plans - Approved	Civil Plans of Development projects that have been approved (including revisions) but not yet constructed.		
ENG 02.03	Civil Plan Documents	Original physical Civil Plans after 1956 that were stored in the Solids Building (demolished in 2020/2021) after being scanned into Digital Paper.	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA
ENG 02.04	Civil Plans - Record Drawings	Documents related to Approved Civil Plans and/or Record Drawings of Civil Plans. Includes: Plan approval letters, final letters, final memos, deviation statements from Engineering and refund applications.	Life of building or six (6) calendar years after a disaster involving the building (LRDA 20070205)	Same as LRDA
ENG 02.05	Civil Plans - Record Drawings	As-built Civil Plans with approved survey data that have been generated after development projects have passed final inspection.	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA

ENG 02.04	Easements Documents	Recorded documents of easements that are required as depicted in Civil Plans. Easements provide access rights granted by owner/developer to the District to ensure assets can operate and be maintained or replaced by District.	Permanent (LRDA 20070983)	Same as LRDA
ENG 02.05	Inspection Records	Inspection documentation that includes reports and notes for development projects. These entries are generated each time an inspection is performed and can include: Preconstruction meeting minutes, manhole survey forms, concrete tickets, cut-sheets, inspection requests and results, project photos, GPS Data and various communications with the contractor	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA
ENG 02.06	Inspection Records Televising Videos	Final video of sanitary sewer pipe assets accepted by District for development projects inspected by Development Services.	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA
ENG 02.07	Point of Connection Requests	System capacity analysis reports for development projects that provide the possible locations for a connection to the Districts collection system and any conditions that will be required, such as frontage to be installed or downstream improvements necessary	Permanent (LRDA 20070983)	Same as LRDA
ENG 02.08	Approved Materials Lists (AML)	Archived and Published Approved Materials List for Development Projects. Approval/Rejection Letters. Internal Memos.	Permanent (LRDA 20070991)	Same as LRDA
ENG 02.09	CCWRD Standards	Current and Archived Copies of the Design and Construction Standards for Wastewater Systems and Lift Stations, Design and Construction standards. For DCSWCS: Includes 2019 4th Edition, 2009 3rd Edition, Etc. For LSDCS: Includes 2019, 1st Edition	Permanent (LRDA 20070991)	Same as LRDA
ENG 02.10	Development Agreements	Agreements between developer and District required for project including Oversize, Bolstering, ILA, Refund, Construction, Manhole adjustment, and bill of sale	Destroy six (6) calendar years after termination of agreement (LRDA 20070385)	Same as LRDA
ENG 03	Engineering - Design and Planning			
ENG 03.01	Engineering - Design and Planning	CIP Administrative Correspondence - CIP Budget, progress reports, meeting minutes, invoices, CCTV notes, RFPIA documents and technical memos, On-Call Services, Staff Augmentation, RFPs, Proposals, Work Authorizations, monthly invoices, data, etc.	Permanent (LRDA 20070991)	Same as LRDA
ENG 03.02	Engineering - Design and Planning	CIP Projects Management (Case File) - Studies, plans and specifications 30, 60, 90, 100%, bid sets, BOT award information and conformed P&S	Permanent (LRDA 20070991)	Same as LRDA
ENG 03.03	Engineering - Design and Planning	Easements & Ownership documents - Property rights secured or granted for Infrastructure (e.g. BLM, UPRR, SNWA, NVE)	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA
ENG 03.04	Engineering - Design and Planning	GIS Data and Documents - Development and Planning, Construction Management, Field GPS Data Collection, Interlocal Documents, Easement documents, collection system, Plant Operations and Utilities, Engineering Planning, Imagery, Laser Scanning, Maps, CAD Drawings	Maintain until facility is modified or data superseded	Same as LRDA
ENG 03.05	Engineering - Design and Planning	Modeling - Developer Point of Contact (POC) Requests and Masterplans, District Flow Metering Data, District Collections Systems Models, Portable Water Models, District Plant Hydraulic Models	Maintain until facility is modified or data superseded	Same as LRDA
FIN 01	Finance - Audits			
FIN 01.01	Audit Reports - Financial	Reports used annual audit and auditors' reports (CAFR)	Permanent (LRDA 20070005)	Same as LRDA
FIN 02	Finance - Bond Register			
FIN 02.01	Bond Redemption Dates	List with issue and redemption dates from bond documents	TBD (To Be Determined)	*District Proposed* Destroy ten (10) fiscal years after expiration - (LRDA 20070427) LRDA doesn't exist?
FIN 02.02	Bond Information	List with coupon number, amount, purpose and whom is was issued from bank whom issued bonds	TBD (To Be Determined)	*District Proposed* Destroy ten (10) fiscal years after expiration - (LRDA 20070427)

FIN 02.03	Indebtedness Annual Report	Indebtedness Annual Report	Destroy five (5) calendar years from submission of report to State Controller - (LRDA 20071654)	Same as LRDA
FIN 02.04	Investment detail records	Investment detail records	Destroy six (6) fiscal years from the end of the fiscal year to which the record pertains (LRDA 20070444)	*District Proposed* Destroy when seven (7) years old
FIN 03	Finance - Budget			
FIN 03.01	Final Budgets	Final Budgets	Permanent (LRDA 20070004)	Same as LRDA
FIN 03.02	Records documenting preparation of the budget	Records documenting preparation of the budget	Five (5) fiscal years from the year to which the records pertain. (LRDA 20070003)	*District Proposed* Six (6) fiscal years
FIN 03.02.1	Budget entries	Budget entries	Five (5) fiscal years from the year to which the records pertain. (LRDA 20070003)	*District Proposed* Six (6) fiscal years
FIN 03.02.2	Budget submissions	Budget submissions	Five (5) fiscal years from the year to which the records pertain. (LRDA 20070003)	*District Proposed* Six (6) fiscal years
FIN 03.02.3	Transfer augmentations	Transfer augmentations	Five (5) fiscal years from the year to which the records pertain. (LRDA 20070003)	*District Proposed* Six (6) fiscal years
GAD 01	General Administration - Correspondence			
GAD 01.01	General Administration - Correspondence	CCWRD Monthly Reports to County Manager - Collection of usage data from all service centers to the County	Permanent (LRDA 20070007)	Same as LRDA
GAD 01.02	General Administration - Correspondence	District Historical documents including: Video/Photos - Community history documents of special events that provide historical value such as videos, photos, art files, misc research projects	Permanent (LRDA 20070033)	Same as LRDA
GAD 01.03	General Administration - Correspondence	Executive Correspondence (GM Chrono Files) - High level correspondence to and from the Executive Manager's office	Permanent (LRDA 20070007)	Same as LRDA
GAD 02	General Administration - Memberships, Boards, Committee's			
GAD 02.01	General Administration - Memberships, Boards, Committee's	Board of Trustees Agenda Items - Clark County Commission Agendas, District agenda items, brief summaries, notes.Membership boards, committees, councils and similar organized bodies	Permanent (LRDA 20070281)	Same as LRDA
GAD 02.02	General Administration - Memberships, Boards, Committee's	Membership, Boards, Committee's Counsels and similar organized bodies	Permanent (LRDA 20070281)	Same as LRDA
GAD 03	General Administration - Meetings, Agendas			
GAD 03.01	General Administration - Meetings, Agendas	Executive Level - Calendar/Appointment Books - Routine planning and scheduling of meetings, appointments, and similar activities	Retain one (1) calendar year from the end of the calendar year which the records pertain (LRDA 2010769)	same as LRDA
GAD 03.02	General Administration - Meetings, Agendas	High Level Meeting Notes, Leadership Team, Commission/Board, E-Team Records	Permanent (LRDA 20071533)	Same as LRDA
GAD 03.03	General Administration - Meetings, Agendas	Reports to Council - Formal quarterly reports submitted to Council	Retain three (3) calendar years from the completions or termination of the study or report (LRDA 20121878)	Same as LRDA
GAD 04	General Administration - Regulations, Policies, and Procedures			
GAD 04.01	General Administration - Regulations, Policies, and Procedures	District (GM) Directives of Manager, executive orders, policy statements, Direction or instruction by General Manager (GM) or executive officer to include bulletins and service rules	Permanent (LRDA 20070008)	Same as LRDA

GAD 04.02	General Administration - Regulations, Policies, and Procedures	Directives, policy statement acknowledgement of procedures – Forms signed by employees acknowledging the receipt and acceptance of departmental policies and procedures	Destroy six (6) calendar years after superseded or abandoned officially (LRDA 20070057)	Same as LRDA
GAD 05	General Administration - Audit/Investigative Files - Special Projects			
GAD 05.01	General Administration - Audit/Investigative Files - Special Projects	This record series consist of: electronic and paper case files containing audits, investigative reports and original documents involved in the review or audit of specific projects. Also included are: comparison reports, final studies, calculations, findings, recommendations, risk assessments, questionnaires, regular and final reports, related correspondence and similar documentation maintained for historical value.	Permanent (LRDA 20070005)	Same as LRDA
GAD 05.02	General Administration - Audit/Investigative Files - Special Projects	This record series consists of: electronic and paper documents containing quality control reviews performed to check the effectiveness of policies and procedures. Also included are copies of documents involved in the investigation, review, or audit; copies of policies & procedures, comparison reports, audit workpapers, studies, regular and final reports, related correspondence and similar documentation.	Maintain until completion of annual audit (LRDA 20070006)	Same as LRDA
HUM 01	Human Resources - Administration			
HUM 1.01	Human Resources Administration - Employment Requests	Employment verification requests (not 1-9)		
HUM 1.02	Human Resources Administration - Vendor Claims	Vendor Claims - Requests for payment and related documentation	Destroy three (3) fiscal years from the fiscal year to which it pertains (LRDA 20070378)	Same as LRDA
HUM 1.03	Human Resources Administration - General	Organization Charts - charts that show lines of authority and responsibility within the various departments	Review for historical purposes otherwise, keep until modified, superseded, or no longer created (LRDA 20070285)	Same as LRDA
HUM 1.04	Human Resources Administration - General	HR - General Correspondence - Routine correspondence related to Human Resource daily activities not covered elsewhere.	Destroy one (1) calendar year from the date of correspondence. (LRDA 20141919)	Same as LRDA
HUM 1.05	Human Resources Administration - Training	Employee Development and Training - Copies of licenses or training certificates, commercial drivers license or professional certifications, policy acknowledgements	Destroy 3 calendar years after expiration of the certification or license (LRDA 20070837)	Same as LRDA
HUM 1.06	Human Resources Administration - Training	Training Reports - Training courses and reports, development and training related documentation	Destroy three (3) years after transfer, separation, retirement or termination of an employee (LRDA 20071375)	Same as LRDA
HUM 1.07	Human Resources Administration - Training	Training Materials/Support documentation - pamphlets, brochures, manuals, handbooks and related documentation	Retain for as long as administratively useful (LRDA 20101831)	Same as LRDA
HUM 1.08	Human Resources Administration - Travel	Travel Records - This record series documents travel arrangements and claims made by staff members, commission and committee members and others associated with a local government. This series may include, but is not limited to, travel itinerary, request for travel authorization, travel authorization, request for training forms, request for out of state travel, transportation requests, hotel reservation information, per diem vouchers, reimbursement requests, receipts, plane tickets or stubs, parking expense documents, supporting documentation, related correspondence and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the records pertain. (LRDA 20071258)	Same as LRDA
HUM 1.09	Human Resources Administration - EEO	Affirmative Action Program Files - This record series is used to administer Affirmative Action Plans in accordance with federal and state EEO laws and regulations. This series may contain but is not limited to Affirmative Action Plan, self-analysis documentation, compliance monitoring documentation, survey reports, completed forms, summary reports, related correspondence and similar documentation.	Destroy three (3) calendar years from the end of the calendar year to which they pertain (LRDA 20071691)	Same as LRDA

HUM 1.10	Human Resources Administration - Accounting Records	Department copies. Official record at Finance	Until resolution of an annual audit. (LRDA 20070046)	Same as LRDA
HUM 1.11	Human Resources Administration - Activity and Operating Reports	Periodic operating, statistical or financial reports detailing department activities	2 years (LRDA 20071558b)	Same as LRDA
HUM 1.12	Human Resources Administration - Activity and Operating Reports	Annual Reports	Permanent (LRDA 20071558a)	Same as LRDA
HUM 1.13	Human Resources Administration - Association Files	Records of employee memberships in government and professional associations	TBD (To Be Determined)	*District Proposed* As long as Administratively useful
HUM 1.14	Human Resources Administration - Banking Records	Bank statements, deposit slips, cancelled checks, bank reconciliations and similar records that document a banking relationship	Until completion of annual audit. (LRDA 20071311)	Same as LRDA
HUM 1.15	Human Resources Administration - Budget Workpapers	Records in this series are used to assist in the preparation, review and decision making process for department budget requests.	Five (5) fiscal years from the year to which the records pertain. (LRDA 20070003)	Same as LRDA
HUM 1.16	Human Resources Administration - Budget, Adopted - Department Copy	Department copy. The official record resides elsewhere.	Five (5) fiscal years from the year to which the records pertain. (LRDA 20070003)	*District Proposed* 6 years from fiscal year of budget
HUM 1.17	Human Resources Administration - Contracts and Agreements (Department Copies)	For products and services administered by an agency, where the official record copy is maintained elsewhere.	Six (6) fiscal years from the termination/completion of the contract or agreement. (LRDA 20070474)	*District Proposed* Expiration + 1 year
HUM 1.18	Human Resources Administration - Contracts and Agreements (Official Record Copies)	Contracts / Agreements for Non-Capital products and services.	Six (6) fiscal years from the termination/completion of the contract or agreement. (LRDA 20070474)	Same as LRDA
HUM 1.19	Human Resources Administration - Convenience Copies	Board Minutes, Ordinances, Resolutions, Purchase Orders, Requisitions and other copies where official record is maintained by another department.	TBD (To Be Determined)	*District Proposed* As long as Administratively useful
HUM 1.20	Human Resources Administration - Correspondence, Administrative	Records not duplicated elsewhere that document how Department is organized, how it functions and its patterns of action, policies, procedures, achievements, formal announcements, and/or events.	Permanent (LRDA 20070007)	Same as LRDA
HUM 1.21	Human Resources Administration - Correspondence, General	Routine communications received or sent that generally serves informational purposes	TBD (To Be Determined)	*District Proposed* As long as Administratively useful
HUM 1.22	Human Resources Administration - Organizational Charts	Departmental and Organization unit organization charts	Until modified, superseded, or no longer created. (LRDA 20070285)	Same as LRDA
HUM 1.23	Human Resources Administration - Petty Cash Records	Record and track reimbursements of minor purchases by staff for the benefit of the department	Until resolution of an annual audit. (LRDA 20070046)	Same as LRDA
HUM 1.24	Human Resources Administration - Records Retention Schedule	Listing of department records and mandated retention periods	Six (6) calendar years after superseded by a changed schedule (LRDA 20070073)	Same as LRDA
HUM 1.25	Human Resources Administration - Reference Files	General information regarding products, methods and materials that may be used by the department. Not specific to any project or activity	TBD (To Be Determined)	*District Proposed* As long as Administratively useful

HUM 1.26	Human Resources Administration - Regulations, Policies & Procedures (Department)	Document methods for accomplishing functions and activities assigned to department. May include Compliance information	Six (6) calendar years after superseded or abandoned officially (LRDA 20070057)	Same as LRDA
HUM 1.27	Human Resources Administration - Signature Authorization SFile	Used to authorize, assign authority and verify approval of various governmental actions	Three (3) fiscal years from the date authorization was withdrawn (LRDA 20071280)	*District Proposed* Expiration + 5 Fiscal Years
HUM 1.28	Human Resources Administration - Staff Meeting Records	Documents actions and activities taking place a internal staff meetings, team meetings, managers meetings and other internal meetings.	TBD (To Be Determined)	*District Proposed* No longer than 1 Year
HUM 02	Human Resources - Personnel Files of Individual Employees			
HUM 02.01	Human Resources Personnel Files - Employee Master Personnel File	Completed personnel files of district employees consisting of: Personnel Action Forms, Pay Adjustments/Actions, Employee Development and Training, Discipline Files, Employee Performance documents, Completed job applications, resumes (appointed), new hire packet, documentation for name change notification, PERS documents, secondary employment notification, separation documentation, employee exit interviews for employees leaving County employment and related documentation and completed personnel files of district employees;	Retain for ten (10) calendar years after separation of employee (LRDA 20070321)	Same as LRDA
HUM 02.02	Human Resources Personnel Files - Temporary Employee Personnel File	Documents employment history of temporary and seasonal employees. These employees are usually hired to perform specific tasks or projects and length of employment is usually for a limited duration.	If the employee's length of continuous service is one (1) year or greater retain this record series for a minimum period of ten (10) calendar years after separation. If the employee's length of continuous service is less than one (1) year retain this record series for a minimum period of three (3) calendar years after separation (LRDA 20071297)	Same as LRDA
HUM 02.03	Human Resources Personnel Files - I-9 Verification	Document verification of employment eligibility in accordance with Immigration Reform and Control Act of 1986. May contain US Department of Justice Immigration and Naturalization form I-9, passport and/or other identifiers and associated documents.	Destroy three (3) years after the date of hire or one (1) year after employment is terminated whichever is later. (LRDA 20070329)	Same as LRDA
HUM 02.04	Human Resources Personnel Files - Training Records, Employee	Documentation and verification of individual employee training activities. May include HIPPA information.	Three (3) calendar years from the transfer, separation, or termination of an employee (LRDA 20071375)	Same as LRDA
HUM 03	Human Resources - Benefit Records			
HUM 03.01	Human Resources Benefit Records - Plan Documents	CCWRD Benefit Plan documents - CCWRD benefit plan packages and related documentation	Retain for a minimum period of one (1) calendar year from the termination of the plan. (LRDA 20070314)	*District Proposed* Destroy six (6) calendar years from the date the employee is no longer covered under any benefit package
HUM 03.02	Human Resources Benefit Records - Enrollment Records	Employee Benefits Records - Direction for Group Health and Life Insurance - Record series that documents benefit and insurance coverage of local government employees and may contain but is not limited to insurance and benefit enrollment forms including changes and corrections; authorization statements, pre-tax documentation, copies of medical records, beneficiary information, payroll deduction forms, related correspondence and other documents pertinent to benefits.	Retain the employee's current documentation for six (6) calendar years from the date the employee is no longer covered under any benefit package. Retain superseded forms and authorizations for a period of two (2) calendar years from the date the records become inactive, expired or superseded. (LRDA 20161928)	Same as LRDA
HUM 03.03	Human Resources Benefit Records - Insurance Plans	Insurance Plans - Record series that may contain information on various insurance plans and other related documentation.	Retain for a minimum period of one (1) calendar year from the termination of the plan. (LRDA 20070314)	Same as LRDA

HUM 03.04	Human Resources Benefits Records - Family Medical Leave Act (FMLA) Records	Regulate the granting and monitoring of family leave under the Federal Family and Medical Leave Act of 1993 and the State Parental Leave Without Pay Bill. Includes Leave Requests, Medical Certifications, Notice Correspondence and similar documents and related correspondence.	Three (3) fiscal years from the end of the fiscal year in which the leave was taken (LRDA 20070310)	Same as LRDA
HUM 04	Human Resources - Labor			
HUM 04.01	Human Resources Labor - Negotiations	Labor Relations - Negotiations and Meeting Minutes of formal negotiations	Permanent (LRDA 20070012)	Same as LRDA
HUM 04.02	Human Resources Labor - Discipline	Internal Investigations - Records of grievances or disciplinary cases investigated that allege employee misconduct, grievance correspondence, summary of hearing, exhibits, hearing notes and related documents	Four (4) calendar years after the final disposition of the case (LRDA 20070312)	*District Proposed* Destroy five (5) years after the fiscal year in which the case was closed or longer at discretion of HR Director
HUM 04.03	Human Resources Labor - Affirmative Action Program Files	This record series is used to administer Affirmative Action Plans in accordance with federal and state EEO laws and regulations. This series may contain but is not limited to Affirmative Action Plan, self-analysis documentation, compliance monitoring documentation, survey reports, completed forms, summary reports, related correspondence and similar documentation.	3 calendar years from the end of the calendar year to which they pertain. (LRDA 20071691)	Same as LRDA
HUM 04.04	Human Resources Labor - Alcohol and Drug Testing Records NEGATIVE	Employee Assistance Program Case files (Required), correspondence documents-including faxes and notes, Employee Assistance Program Case Files (Voluntary), Lab reports, Assessment Instruments, Actual Written Assessments, Follow up evaluations, Testing Schedules, Return to duty forms, Release of information forms, Employee Intake forms. This is mandated documentation by DOT, compliance with standards of Employee Assistance Professionals Association, also with Substance Abuse Prevention and Treatment Agency (SAPTA) and the State of Nevada.	One (1) calendar year from the date screening was completed. (LRDA 20101814)	Same as LRDA
HUM 04.05	Human Resources Labor - Alcohol and Drug Testing Records POSITIVE	Employee Assistance Program Case files (Required), correspondence documents-including faxes and notes, Employee Assistance Program Case Files (Voluntary), Last Chance Agreements, Lab reports, Assessment Instruments, Actual Written Assessments, Follow up evaluations, Testing Schedules, Return to duty forms, Disciplinary Documents, Release of information forms, Employee Intake forms. This is mandated documentation by DOT, compliance with standards of Employee Assistance Professionals Association, also with Substance Abuse Prevention and Treatment Agency (SAPTA) and the State of Nevada.	Five (5) calendar years from the date screening was completed (LRDA 20070302)	Same as LRDA
HUM 04.06	Human Resources Labor - Bid Records	Department copies. Bids for supplies, equipment and/or services.	Seven (7) fiscal years after the date of execution of the contract. (LRDA 20070364)	*District Proposed* As long as Administratively useful
HUM 04.07	Human Resources Labor - Case Files, Civil Litigation (Department Copies)	Cases filed by County Civil Division or Cases brought against County/ County Agencies/Employees. Civil Division represents all County agencies and Board of County Commissioners, and as otherwise required by law..	Six (6) calendar years after disposition of the case. (LRDA 20070155)	Same as LRDA
HUM 04.08	Human Resources Labor - Case Files, Employee Grievances	Grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practice. May include, but is not limited to, complaints, investigation reports, interview documentation, witness statements, background information, supporting papers, summary of action taken, audio/video recordings, related correspondence and summary of findings	Four (4) calendar years from the date the case is withdrawn, settled or dismissed. (LRDA 20070311)	*District Proposed* Settlement + 3 years
HUM 04.09	Human Resources Labor - Disciplinary Actions Records	Document employee disciplinary actions, including any appealed to a hearings officer or hearings board involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints.	Three (3) calendar years from the date of last action, or for the period required by disciplinary settlements (LRDA20071298)	Same as LRDA

HUM 04.10	Human Resources Labor - Substance Abuse Case Records, MANDATORY	Evaluations & treatment of employees who must complete rehabilitation program recommended by evaluation as a condition of continued employment. Records include appointment records, agreements, employee/family personal information, release of information forms, assessment records, counseling & consultation records, referral information, treatment plans, problem solving plans, plan implementation records, supervisory documentation, treatment disposition records, correspondence, & related documents.	Six (6) calendar years after employee completes program (LRDA 20071295)	Same as LRDA
HUM 04.11	Human Resources Labor - Substance Abuse Case Records, VOLUNTARY	Voluntary referral & treatment of employees and/or employee family members in agency sponsored assistance programs. Records include appointment records, employee family member personal information, release of information forms, assessment records, informational materials, counseling & consultation records, referral information, treatment plans, supervisory documentation, problem solving plans, plan implementation records, correspondence, & related documents.	Six (6) calendar years after last treatment or session (LRDA 20071294)	Same as LRDA
HUM 05.01	Human Resources Payroll Records - Payroll Actions	Payroll documents, actions - Record series is used to document and administrate the payroll of local government employees. This record series may contain but is not limited to employee time records, cost summary reports, detail cost listings, copy of pay register, direct deposit reports, pay worksheets, net pay adjustments, quarterly reports and similar reports and documents	Retain three (3) fiscal years from fiscal year which the reports relate (LRDA 20070449) Retain payroll year-end registers for sixty (60) years from the year to which the record pertains. Retain non-year-end registers for a period of six (6) years from the fiscal year to which the record pertains (LRDA 20070451)	Same as LRDA
HUM 05.02	Human Resources Payroll Records - Tax Forms	Payroll W-2 Forms - Employment Tax Records	Four (4) years after the tax year in which the taxes are due, or four (4) years after the date the tax is paid, whichever is later. (LRDA 20070450)	Same as LRDA
HUM 05.03	Human Resources Payroll Records - Tax Forms	Payroll W-4 Forms	Retain authorization forms for a period of three (3) fiscal years after the form is cancelled or superseded, or after the termination of the employee. Retain file maintenance documents for two (2) fiscal years from the date of the document. (LRDA 20071686)	Same as LRDA
HUM 05.04	Human Resources - Retirement and Deduction Reports, Public Employees Retirement System (PERS)	Documents deductions and payments made towards employee retirement benefits to Public Employees Retirement System (PERS). Includes retirement contributions reports, employer paid contribution reports, copies of payroll deduction forms, deduction input documents, employer subsidiary transaction listing, monthly reports, transmittals, forms, correspondence, and related documents.	Six (6) fiscal years from the fiscal year to which the reports pertain (LRDA 20070455)	Same as LRDA
HUM 05.05	Human Resources Payroll Records - Timekeeping	Time Keeping information - Record series documents employee attendance and may include but is not limited to time sheets or cards, leave requests, internal computer printouts, related correspondence, and similar documents.	Destroy three (3) fiscal years from the year to which it pertains (LRDA 20070048)	Same as LRDA
HUM 05.06	Human Resources Payroll Records - Payroll	Payroll Registers or Reports - Record series documents pay and benefits earned by governmental employees. This series may contain but is not limited to information such as employee name and payroll number, social security number, hours worked, rate, overtime, various allowances, gross pay, federal and other withholdings, voluntary deductions, garnishments, net pay, retirement deductions, leave earned and taken, payroll codes, check number and agency code, warrants issued, warrant register and related data.	Retain year end registers/reports for a minimum period of sixty (60) fiscal years from the year to which the record pertains. Retain other payroll registers for a minimum period of six (6) years from the fiscal year to which the records pertain. (LRDA 20070451)	Same as LRDA
HUM 05.07	Human Resources Payroll - Deductions Involuntary	Garnishments Authorizations, documents related to tax levies, withholding of employee wages	Destroy 6 fiscal years from the end of the fiscal year to which the records pertain (LRDA 20071247)	Same as LRDA
HUM 05.08	Human Resources Payroll - Salary	Salary/Wage Schedules - Documents related to employee pay /wage schedules	Six (6) calendar years from the date schedule is superseded. (LRDA 20071382)	*District Proposed* Permanent - Transfer to Archives when no longer

				needed for current business purposes
HUM 05.09	Human Resources Payroll - Deductions Voluntary	Union Dues and related documents, Fees, requests for payment, receipts, and related correspondence	Destroy one (1) fiscal year after receipt of payment or after written off as uncollectible (LRDA 20071039)	Same as LRDA
HUM 05.10	Human Resources Payroll - Direct Deposit Authorization	Documents authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit.	Three (3) years after employee termination, cancellation or change of authorization (LRDA 20071259)	Same as LRDA
HUM 05.11	Human Resources Payroll - Donated Leave Program Records	Documents the receipt and donation of leave for medical emergencies. Includes leave donation forms, recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, leave transfer records, payroll notification records, payroll reports, copies of time and attendance sheets, leave program termination records, correspondence and related documents.	3 fiscal years from the fiscal year in which the leave was donated or used. (LRDA 20071296)	Same as LRDA
HUM 05.12	Human Resources Payroll - Employment Tax Records	Report collection, distribution, deposit and transmittal federal income taxes. Records may include 1099's, W-9's; employers quarterly federal tax return (941, 941E), Tax deposit coupon (8109) and similar completed forms	Tax year in which taxes are due + 4 years, OR date tax paid + 4 years whichever is later (LRDA 20070450)	Same as LRDA
HUM 05.13	Human Resources Payroll - Garnishments	Documentation of requests and court orders served on local government to withhold wages of employees for garnishments, tax levies, support payments and other reasons	Six (6) fiscal years from the end of the fiscal year to which the records pertain. (LRDA 20071247)	Same as LRDA
HUM 05.14	Human Resources Payroll - Leave Requests, Employee	Documents employee attendance and may include but is not limited to timesheets or cards, leave requests, internal computer printouts, related correspondence and similar documents.	Three (3) fiscal years from the year to which it pertains. (LRDA 20070048)	Same as LRDA
HUM 05.15	Human Resources Payroll - Payroll Deduction Input Documents	Document and administer deductions to employees payroll. Includes all forms used to input information into systems for a payroll deduction, including authorization forms for deductions, including garnishments, tax levies, child support orders, education garnishment, bankruptcy orders, auxiliary deductions, accounts receivable reductions, deferred compensation loans.	Retain authorization forms for a period of three (3) fiscal years after the form is cancelled or superseded, or after the termination of the employee. Retain file maintenance documents for two (2) fiscal years from the date of the document. (LRDA 20071686)	Same as LRDA
HUM 05.16	Human Resources Payroll - Payroll Reports / Printouts and office copies	Documents and verifies staff payroll activities. Includes copies of internal computer printouts, longevity documents, time and attendance reports, time sheets, leave forms, ledgers, payroll deduction forms and related documents, audits, emails, OBRA withdrawal forms	One (1) fiscal year from date of the document. (LRDA 20070066)	Same as LRDA
HUM 05.17	Human Resources Payroll - Nevada Unemployment Insurance Records	Documents compliance with Unemployment Compensation Law and regulations adopted by Employment Security Division of Department of Employment Training and Rehabilitation	Four (4) calendar years from the end of the calendar year to which they pertain. (LRDA 20071445)	Same as LRDA
HUM 06	Human Resources - Recruitment			
HUM 06.01	Human Resources Recruitment -General Files	Recruitment Files - Test plans, grading system, list of candidates related to recruitment and related documentation	Destroy four (4) calendar years from close of recruitment (LRDA 20070325)	Same as LRDA
HUM 06.02	Human Resources Recruitment - General Files	Completed Job Applications and Resumes (not appointed)	Destroy four (4) years after position is filled (LRDA 20070257)	Same as LRDA
HUM 06.03	Human Resources Recruitment - General Files	Interview documentation/notes, Notes gathered from interviews of potential employees	Destroy four (4) calendar years from the close of the recruitment. (LRDA 20070325)	Same as LRDA
HUM 06.04	Human Resources Recruitment - General Files	Selection Process Documentation/Oral Ratings, eligibility listing and related documentation	Destroy two (2) calendar years from the date of record (LRDA 20070108)	Same as LRDA

HUM 06.05	Human Resources Recruitment - General Files	Job Classification - Position Description Records	Destroy two (2) calendar years after job classification is superseded or eliminated. Review for historical value. (LRDA 20071284)	Same as LRDA
HUM 06.06	Human Resources Recruitment - Background checks	Background checks and investigations of individuals	Hired retain for three (3) years after separation, not hired retain for three (3) calendar years from date of investigation (LRDA 20070304)	Same as LRDA
HUM 06.07	Human Resources Recruitment - Applications HIRED	Medical, Pre-employment, Physical exam, Backgrounds, Medical Separation, Misc. dept correspondence, Fingerprinting/ Criminal Correspondence, Advertising correspondence, Recruitment archive list, lawsuits for recruitments, merit personnel updates, contracts expired- union, Training Correspondence, division budget information/ correspondence, Scopes, special project documentation, Disciplinary Actions, Applications and Resumes-Hired & Not Hired, EEO reports, Eligibility List, Employee Licenses/ Certificates, Employment Examination Records, Inactive recruitment files, promotion records, search committee files	Four (4) years from the close of the recruitment. (LRDA 20070325)	*District Proposed* Transfer to Employee Master File
HUM 06.08	Human Resources Recruitment - Applications NOT HIRED	Medical, Preemployment, Physical exam, Backgrounds, Medical Separation, Bilingual Testing, Misc. dept correspondence, Fingerprinting/ Criminal Correspondence, Advertising correspondence, Recruitment archive list, lawsuits for recruitments, merit personnel updates, contracts expired- union, Training Correspondence, division budget information/ correspondence, Scopes, special project documentation, Disciplinary Actions, Applications and Resumes-Hired & Not Hired, EEO reports, Eligibility List, Employee Licenses/ Certificates, Employment Examination Records, Inactive recruitment files, promotion records, search committee files	Four (4) years from the close of the recruitment. (LRDA 20070325)	Same as LRDA
HUM 06.09	Human Resources Payroll - Pay Resolutions for Management and Classified Employees	Documents the determination of compensation for management and classified employees. Includes salary surveys, job evaluations, compensation schedules, correspondence and related documentation.	Two (2) calendar years from the date of the record. (LRDA 20070318)	*District Proposed* 3 years from the date of the record
HUM 07	Human Resources - Risk Management			
HUM 07.01	Human Resources Risk Management - Disability	Long Term Disability Records - working copy of enrollment information retained by CCWRD. CCWD is not the office record/data owner	Minimum retention period is six (6) calendar years from the date of the closure or final resolution of the claim. (LRDA 20161929)	Same as LRDA
HUM 07.02	Human Resources Risk management - Workers Compensation	Workers Compensation Records of employees	Destroy six (6) years after death of injured employee (LRDA 20071423). Likewise LRDA 20071424 refers to this topic with retention 3 years from the closure, resolution or cancellation of the claim or case. Clear definition for self insured entities is needed.	Same as LRDA
HUM 07.03	Human Resources Risk Management - OSHA	Accident/Incident Reports (C-1) - Record series documents accidents involving departmental vehicles or equipment. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, vehicle damage reports, witness statements, copies of police reports, departmental forms, notes photos correspondence and related documents	Destroy three (3) calendar years following resolution or settlement of any claims or legal actions or three (3) calendar years from the accident date if no legal action or damage results (LRDA 20071712)	Same as LRDA

HUM 07.04	Human Resources Risk Management - Workers Compensation - Agency Copy	Recording and reporting of occupational injuries and illnesses. May include employee name, social security number, employers report of industrial injury or occupational disease, workers' compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to injured employee and all payments made to any other person in connection with claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to claim. Includes C-1, C-3 & D-2 forms, temporary total disability payments and logs, permanent total disability payments and logs, medical payments and logs, medical records, employee leave forms, legal correspondence, return to work files, Bank of America register, article 31/28 - fire fighters vocational rehab logs physicals exit	Three (3) calendar years from the closure, resolution or cancellation of the claim or case (LRDA 20071424)	Same as LRDA
HUM 07.05	Human Resources Risk Management - Insurance Claims / Policies	Documents the terms and conditions of insurance policies between the local government and insurers. This series does not include Group Health and Life Insurance policies which are schedule din the Personnel Section.	6 calendar years after policy expires (LRDA 20070062)	Same as LRDA
HUM 07.06	Human Resources Risk Management - Fitness for Duty (Department Copies)	Document actions taken when an evaluation is done to determine an employee's ability to perform essential functions of job due to physical, mental, or emotional disorders. This may include incident reports, essential functions forms, certifications from health care providers, copies of medical records, copies of leave forms, copies of payroll reports, related correspondence and similar documents.	3 calendar years from the date of final action. (LRDA 2007-1469)	Same as LRDA
ITS 01	Information Technology Solutions (General)			
ITS 01.01	Change Management Forms (CMF)	Documents any change to an existing or a new implementation of an Information Technology solution.	Retain for three (3) calendar years after the program is discontinued or replaced, whichever is longer (LRDA 20070244)	Same as LRDA
ITS 01.02	Reports summarizing changes of Information Technology solutions.	Reports summarizing changes of Information Technology solutions.	Retain for three (3) calendar years after the program is discontinued or replaced, whichever is longer (LRDA 20070244)	Same as LRDA
ITS 01.03	System User Master List (SYSUSERml)	Contains user names, user ID, codes, access rights and privilege data.	Purge and/or modify as needed (LRDA 20071369)	Same as LRDA
ITS 01.04	Service Provision Agreements (SPA)	Displays scope, purpose and blueprint for service configuration.	Destroy six (6) fiscal years from the termination/completion of the contract or agreement (LRDA 20070474)	Same as LRDA

ITS 01.05	Project File Records (PROJ)	• Project File Records – Records related to the collection of documents, attachments, notices, incoming and outgoing related to a specific case or project completion. • Software Plans - Plans describing the design, implementation and decommissioning of software based solutions. These include Project Plans, Database Design, Business or Technical Requirements, User Acceptance Testing (UAT) Scripts, Training Materials and Source Code. • Vendor Files/Statement of Work - Correspondence documenting vendors providing services to include pricing lists, agreements and related docs. • Acceptance Certificates - Records related to EBS Cash Management & Accounts Receivable Project to include project deliverables, and acceptance certificates • Change Orders - Change orders displaying cost estimates, issues, findings and solutions associated with projects that caused changes to the initial project • Ordering Documents - Ordering documents between vendor and CCWRD to include services, task orders and expense information • Quotations - Accepted vendor quotations accompanying a Oracle purchase requisition to include terms of purchase, description and price quote of service products provided to meet CCWRD needs • Application Service Center Project Files - Reports of applications used by various service centers within the district.	Destroy three (3) calendar years after completion of the project (LRDA 20101809)	Same as LRDA
ITS 01.06	Strategic/Business Planning Records (STRATpin)	Documents containing detailed plans (methods) for Goals and the development and establishment of agency goals, objectives, statistical reports.	Maintain three (3) calendar years from the date superseded. Review for historical value (LRDA 20070047)	Same as LRDA
ITS 01.07	Licensing	• Licensing - Update statements from vendor to CCWRD (ITS) to ensure no increase in the number of licenses is required. Signatures from ITS on this acknowledgment is required. • End User Agreements - Terms and conditions agreement between customer and vendor for software services that customer purchases.	Maintain for duration of license plus three (3) calendar years (LRDA 20071245)	Same as LRDA
ITS 02	Information Technology - Infrastructure Solutions			
ITS 02.01	Backup of Computer Files (disk) (BU1)	Backup of Computer Files created for security purposes	Maintain as long as administratively useful to the District (LRDA 20071350)	Same as LRDA
ITS 02.02	Backup of Computer System (disk) (BU2)	File made for security purposes on a daily or weekly cycle	Maintain as long as administratively useful to the District (LRDA 20071350)	Same as LRDA
ITS 02.03	Cisco Call Center Reports (CISCOcc)	Includes automatic call distribution, average talk time, calls received/answered/abandoned, etc.	Maintain for one (1) calendar year or two (2) years after the year of corrective action (LRDA 20071362)	Same as LRDA
ITS 02.04	Call Detail Reports (CDR's)	Information on incoming/outgoing and length of calls per phone unit.	Maintain for 90 days from last entry or two (2) years after the year of corrective action (LRDA 20071008)	Same as LRDA
ITS 02.05	Privilege Access Files (PRIVAcc)	Reports of individual employees who access files within the district.	Destroy three (3) calendar years from the end of the calendar year to which it pertains (LRDA 20071727)	Same as LRDA
ITS 02.06	Barracuda Statistical Reports for Email (CUDA)	Barracuda statistical data and related data for reports	Retain until information is no longer needed to retrieve or store data, or for three (3) calendar years after system or program is discontinued or replaced, whichever is longer. (LRDA 20070244)	Same as LRDA
ITS 02.07	Asset Management Inventory Files (AMInv)	Documentation of IT inventories created and maintained by the County in accordance with policies.	Maintain three (3) calendar years from end of the calendar year which inventory is superseded or an audit is concluded (LRDA 20071720)	Same as LRDA

ITS 03	Information Technology - Information Security			
ITS 03.01	Computer Security Audit Log (SClog)	Log containing employees being investigated for misuse of electronic systems.	Retain for three (3) months, forward to Human Resource to be held in internal investigation file, HR retains for three (3) years from the end of calendar year (LRDA 20071728)	Same as LRDA
ITS 03.02	Computer System Security Reviews, Reports, Logs (Cstools)	Used to control and monitor the security of a systems and its data, Threat Activity Summaries, firewall logs, login files, etc.	Maintain three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded. Retain log for 90 days (LRDA 20071726)	Same as LRDA
ITS 03.03	Computer Usage/Monitor Files (USERmon)	Electronic file used to monitor computer system usage	Maintain as long as administratively useful to the District (LRDA 20071350)	Same as LRDA
ITS 03.04	Error Reports (ERRrpt)	Records used to detect errors or potential errors with the system.	Maintain until a superseding report is run or until the action has been completed (LRDA 20071341)	Same as LRDA
ITS 03.05	Incident Response Reports (INCRES)	Correspondence related to contingency plan testing and related correspondence.	Maintain three (3) calendar years from the end of the calendar year in which the test was performed (LRDA 20071371)	Same as LRDA
ITS 03.06	Computer Security Security Plans (CSPLAN)	Documents include IT Systems concerning security management software and environmental security.	Destroy six (6) calendar years for the end of the calendar year in which the plan, policy and/or procedure is superseded or revised (LRDA 20071723)	Same as LRDA
ITS 03.07	Risk Assessment (RSKMgt)	Assessment done to analyze and determine risks to the District's electronic systems.	Destroy three (3) calendar years after the year of the report (LRDA 20071368)	Same as LRDA
ITS 03.08	Internet Firewall Logs (INETFW)	Reports that display internet traffic throughout the district	Retain until completion of audit or when information is documented in summary or annual report (LRDA 20071365)	Same as LRDA
ITS 03.09	Incidents/Reports Log of Attacks and Firewall blocks (INCLog)	Reports of incident, security breaches, IT operations alerts and advisory reports and suspicious activities.	Destroy three (3) calendar years from the end of the calendar year in which review/audit was concluded (LRDA 20071726)	Same as LRDA
ITS 03.10	Cyber Violation Log (VIOLog)	Reports of suspected violations and related correspondence	Destroy three (3) calendar years from the end of the calendar year in which review/audit was concluded (LRDA 20071726)	Same as LRDA
ITS 04	Information Technology - Application and Development			
ITS 04.01	Remote Access User Agreements (RAUA)	Remote Access User Agreements (RAUA)	Destroy six (6) fiscal years from the termination/completion of the contract or agreement (LRDA 20070474)	Same as LRDA
ITS 04.02	Information Technology Ticket Service Requests Software Reports (ITtkINFO)	Contains information such as user ID, problem/issue, actions taken to correct problem, issued service tickets to address problem.	One (1) calendar year after creation (LRDA 20071362)	*District Proposed* Destroy two (2) years after the year of corrective action
ITS 04.03	Help Desk requests for IT Services Reports (HIDreq)	Incoming calls requesting assistance with computer and technical problems.	One (1) calendar year after creation (LRDA 20071362)	*District Proposed* Destroy two (2) years after the year of corrective action
LEG 01	Legal Claims, Lawsuits, Legal Opinions, Legal Advice			
LEG 01.01	Claim Files	Claims filed against the County to include personal injury, property damage, motor vehicle accidents	Destroy three (3) fiscal years after case is closed (LRDA 20071661)	Same as LRDA

LEG 01.02	Lawsuit documents	Includes correspondence and reports related to litigation, and disputes	Destroy six (6) years after resolution of case (LRDA 20070135)	Same as LRDA
LEG 01.03	Legal Operational Files	Supporting legal documentation provided to service center staff members and formal opinions rendered by District's legal counsel	Permanent (LRDA 20070163)	Same as LRDA
PER 01	Permits			
PER 01.01	Permits	Air Quality Permits - Air Quality Minor Source Permits for FWRC, LWRC, MVTF, DBWRC, Mountains Edge Lift Station and Pebble Lift Station.	Retain five (5) calendar years from the renewal, mod., suspension, exp. or revocation of the permit or ret. period required by the health district (LRDA 20081762)	Same as LRDA
PER 01.02	Permits	Boiler Room and Pressure Vessel Permits	Destroy three (3) calendar years after expiration of the permit (LRDA 20071614)	Same as LRDA
PER 01.03	Permits	Completed permit applications with original signature	Permanent (LRDA 20070989)	Same as LRDA
PER 01.04	Permits	Confined Space Permits	Destroy five (5) calendar years from the end of the calendar year to which the records pertain (LRDA 20071049)	Same as LRDA
PER 01.05	Permits	County Hazmat Permits - submittals from NDEP, NDOT	Destroy five (5) years from denial, renewal, revocation, or expiration of the permit (LRDA 20071482)	Same as LRDA
PER 01.06	Permits	County System Permits	Retain six (6) calendar years after the final inspection is approved. If permit expires, retain 3 calendar years (LRDA 20071572)	Same as LRDA
PER 01.07	Permits	Discharge permits to and from State of Nevada (quarterly)	Destroy five (5) calendar years after expiration, renewal, modification, suspension or revocation of permit (LRDA 20071613)	Same as LRDA
PER 01.08	Permits	Elevator Permits	Destroy three (3) calendar years after expiration of the permit (LRDA 20071614)	Same as LRDA
PER 01.09	Permits	Hazardous Waste Generator Permits required by the State and Federal government through the Health District. Permits for FWRC and LWRC.	Retain for five (5) years after expiration, renewal, or revocation of permit. (LRDA 20071620)	Same as LRDA
PER 01.10	Permits	Issued Permit from NDEP, NDOT, and Clark County	Retain six (6) calendar years after the final inspection is approved. If permit expires, retain three (3) calendar years (LRDA 20071572)	Same as LRDA
PER 01.11	Permits	Multi-Sector General Permits (MS4 Storm Water Permits)	Permanent (LRDA 20070989)	Same as LRDA
PER 01.12	Permits	Septic Disposal Permits	Retain for five (5) years after expiration, renewal, or revocation of permit. (LRDA 20071620)	Same as LRDA
PER 01.13	Permits	Signed Right of Way Permits from State of Nevada under EPA Guidelines	Destroy three (3) calendar years after expiration, revocation or discontinuance of the permit (LRDA 20121873)	Same as LRDA
PER 01.14	Permits	State Hazmat Permits	Destroy five (5) years from denial, renewal, revocation, or expiration of the permit (LRDA 20071482)	Same as LRDA

PER 01.15	Permits	Southern Nevada Health District UST Permits at FWRC, associated invoices, forms, inspections, and professional testing documentation.	Retain for five (5) years after expiration, renewal, or revocation of permit. (LRDA 20071620)	Same as LRDA
PLO 01	Plant Operations - Process Control			
PLO 01.01	Plant Operations - Process Control	Consolidated Flow Report (State of Nevada)	Destroy six (6) years after expiration of permit (LRDA 20071613)	Same as LRDA
PLO 01.02	Plant Operations - Process Control	Electrical drawings (originals) — plant expansion	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA
PLO 01.03	Plant Operations - Process Control	Plant Operations/Process Control Administration Correspondence	Destroy one (1) calendar year from the date of correspondence. (LRDA 20141919)	Same as LRDA
PLO 01.04	Plant Operations - Process Control	Instrumentation and Control Data – digitized information related to plant activity.	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
PLO 01.05	Plant Operations - Process Control	Logged information of water flows (historical data of influent flows for compliance).	Destroy five (5) calendar years from the end of the calendar year (LRDA 20071049)	Same as LRDA
PLO 01.06	Plant Operations - Process Control	Operational Equipment Maintenance Manuals/Parts	Maintain for lifetime of the asset/equipment or facility (LRDA 20071609)	Same as LRDA
PLO 01.07	Plant Operations - Process Control	Plant Reports Control Systems – produced in real-time of plant activities .	Destroy three (3) calendar years after facility is closed (LRDA 20071042)	Same as LRDA
PLO 01.08	Plant Operations - Process Control	Process and Instrumentation drawings	Maintain until facility ceases to exist (LRDA 20070934)	Same as LRDA
PLO 02	Plant Operations- Quality			
PLO 02.01	Plant Operations - Quality	Interagency Studies- Work studies among discharger, interlocal agreements, various environmental activities related to Lab Studies.	Three (3) calendar years from the completions or termination of the study (LRDA 20121878)	*District Proposed* Review for historical value or retain as long as needed for business purposes
PLO 02.02	Plant Operations - Quality	Coliform analytical documents of water collection data	Destroy five (5) calendar years from the end of reports (LRDA 20071054)	Same as LRDA
PLO 02.03	Plant Operations - Quality	Instrumentation Data Files – describes current condition of instrumentation used for testing .	Maintain until life of equipment (LRDA 20071609)	Same as LRDA
PLO 02.04	Plant Operations - Quality	Interagency Agreements – formal agreements between agencies	Destroy six (6) calendar years after termination of agreement (LRDA 20070385)	Same as LRDA
PLO 02.05	Plant Operations - Quality	Laboratory Data Packages – Analytical data	Destroy five (5) calendar years from date of report (LRDA 20071054)	Same as LRDA
PLO 02.06	Plant Operations - Quality	Logbook Files (Historical) – collection of raw data	Maintain for six (6) calendar years or until the next audit is complete, whichever is longer (LRDA 20071615)	Same as LRDA
PLO 02.07	Plant Operations - Quality	Regulatory Compliance Reports – analytical data sent monthly to State of Nevada	Destroy five (5) calendar years from end of the calendar year (LRDA 20071602)	Same as LRDA
PLO 02.08	Plant Operations - Quality	Testing Reports of Water sample Collections – collection data of tests completed monthly.	Destroy 12 calendar years from date of report (LRDA 20071018)	Same as LRDA
PLO 02.11	Plant Operations- Quality Lab Certification			
PLO 02.11	Plant Operations- Quality Lab Certification	Quality Certification Records- Certification program reviews and may contain, but is not limited to, checklists, corrective action reports, final reports, certificates, study results, correspondence and related documents; NDEP Correspondence. Audit activities (internal/external); Proficiency Test (PT Results), Method Validation.	Maintain six (6) calendar years or until the next certificate data audit is complete, whichever is longer. (LRDA 20071615)	*District Proposed* Destroy 12 calendar years from date of report
PLO 02.12	Plant Operations- Quality Lab Certification	TACT (IDOC/CDOC)- Initial and Continuing Demonstration of Competency. Training and Competency Tracking Certifications for chemist.	Destroy three (3) calendar years after expiration of the certification or license (LRDA 20070837)	*District Proposed* Destroy 12 calendar years from date of report

PLO 02.13	Plant Operations- Quality Lab Certification	Certification Standard Operating Procedures- Written Policies, Work Instructions and Standard Operation Procedures used by Plant Operation to carry out business activities.	Destroy six (6) years from the end of the CY in which the policy and procedure is superseded (LRDA 20071724)	*District Proposed* Destroy 12 calendar years from date of report
PLO 02.14	Plant Operations- Quality Lab Certification	Laboratory Training Files (General)- Internal training records	Three (3) calendar years from the transfer, separation, retirement, or termination of an employee.	*District Proposed* Destroy 12 calendar years from date of report
PLO 02.15	Plant Operations- Quality Lab Certification	Logbook Files (Historical)- Collection of raw data	Permanent (Transfer to City Archive for permanent retention).	Same as LRDA
PLO 02.16	Plant Operations- Quality Lab Certification	Analytical Files - Coliform Files, Analytical records or water collection data.	Destroy five (5) calendar years from the end of reports (LRDA 20071054)	*District Proposed* Destroy 12 calendar years from date of report
PLO 02.17	Plant Operations- Quality Lab Certification	Regulatory Compliance Reports of Daily Analytical Data, Analytical data supporting results sent monthly to the State of Nevada.	Destroy five (5) calendar years from end of the calendar year (LRDA 20071602)	*District Proposed* Destroy 12 calendar years from date of report
PLO 02.18	Plant Operations- Quality Lab Certification	Chain of Custody Records - Records tracking the sample from collection through delivery to laboratory.	Destroy five (5) calendar years from generation of the last entry in records (LRDA 20071617)	*District Proposed* Destroy 12 calendar years from date of report
PLO 02.19	Plant Operations- Quality Lab Certification	Testing Reports of Water Sample Collection - Analytical Raw Data of tests completed daily.	Destroy 12 calendar years from date of report (LRDA 20071018)	Same as LRDA
PLO 02.20	Plant Operations- Quality Lab Certification	Analytical Permit Supporting Documentation - (State of Nevada) - Record copies of quarterly authorization to discharge permit data to and from State of Nevada	Destroy five (5) calendar years from end of the calendar year (LRDA 20071602)	*District Proposed* Destroy 12 calendar years from date of report
PLO 02.21	Plant Operations- Quality Lab Certification	Laboratory Data Packages - Analytical Data, County Data, Contractors Data	Destroy five (5) calendar years from date of report (LRDA 20071054)	*District Proposed* Destroy 12 calendar years from date of report
PLO 02.22	Plant Operations- Quality Lab Certification	Instrumentation Data Files - Documents describing the current status of instrumentation used for testing.	Maintain until life of equipment (LRDA 20070975)	Same as LRDA
PLO 02.23	Plant Operations- Quality Lab Certification	Instrumentation and Equipment Reports - This series documents preventive maintenance and repair activities for all analytical instruments and equipment including, but not limited to: Auto analyzers, ICPMS, Ion Chromatography, TOC analyzers etc.	Maintain five (5) calendar years from the date of the report. (LRDA 20071616)	*District Proposed* Destroy 12 calendar years from date of report
PLO 03	Plant Operations - Mechanical Maintenance			
PLO 03.01	Analytical data of processing plant conditions (real-time)	Real-time conditions of the entire plant operations	Life of equipment (LRDA 20070975)	Same as LRDA
PLO 03.02	Lab data and routine mechanical analysis	Analytical data sent to the State of Nevada for certification	Six (6) calendar years or until the next audit is complete, whichever is longer (LRDA 20071615)	*District Proposed* Destroy 12 calendar years from date of report
PLO 03.03	Operator Logs	Analysis water results for laboratory analyses	Destroy 12 calendar years from date of report (LRDA 20071018)	*District Proposed* Destroy 12 calendar years from date of report
PLO 03.04	Regulatory Records	NDEP Permit Related Records	Destroy 12 calendar years from date of report (LRDA 20071018)	Same as LRDA
PLO 03.05	Equipment Operations & Maintenance Manuals	Maintenance and Operations Manuals- Hardcopies of Instructions and specifications.	Maintain for lifetime of the asset/ equipment or facility (LRDA 20071609)	Same as LRDA
PLO 03.06	Preliminary Treatment	Monthly data regarding preliminary treatment used for County and State final reports.	TBD (To Be Determined)	*District Proposed Retention* Destroy 12 calendar years from date of report
PLO 03.07	Solids Dewatering Records	Monthly data regarding preliminary treatment used for County and State final reports.	TBD (To Be Determined)	*District Proposed Retention* Destroy 12 calendar years from date of report

PLO 03.08	Secondary Treatment Records	Monthly data regarding preliminary treatment used for County and State final reports.	TBD (To Be Determined)	*District Proposed Retention* Destroy 12 calendar years from date of report
PLO 03.09	Tertiary Treatment Records	Monthly data regarding tertiary treatment used for County and State final reports.	TBD (To Be Determined)	*District Proposed Retention* Destroy 12 calendar years from date of report
PLO 03.10	Swing Shift Records	Monthly data collected and used for County and State final reports.	TBD (To Be Determined)	*District Proposed Retention* Destroy 12 calendar years from date of report
PLO 03.11	Process Control (Ops) Records	Monthly data regarding process control operations used for County and State final reports.	TBD (To Be Determined)	*District Proposed Retention* Destroy 12 calendar years from date of report
PLO 03.12	Process Control (Ops) Records	Monthly data regarding process control operations used for County and State final reports.	TBD (To Be Determined)	*District Proposed Retention* Destroy 12 calendar years from date of report
PLO 04	Service Area Operations Records - Indian Springs/Desert Breeze WRC			
PLO 04.01	Analytical data of processing plant conditions (real-time)	Real-time conditions of the entire plant operations.	Life of equipment (LRDA 20070975)	
PLO 04.02	Lab data and routine mechanical analysis	Analytical data sent to the State of Nevada for certification.	Six (6) calendar years or until the next audit is complete, whichever is longer (LRDA 20071615)	
PLO 04.03	Service Area Operations - Chain of Custody Reports	Chain of custody reports	Destroy 5 calendar years from generation of the last entry in records (LRDA 20071617)	*District proposed retention schedule* Destroy 12 calendar years from date of report
PLO 04.04	Operator Log Books	Daily collection of staff duties for the day along with logged data such as equipment status, walk arounds and names, telephone numbers of daily activities conducted on-site.	Destroy 12 calendar years from date of report (LRDA 20071018)	
PLO 04.05	Equipment Operations & Maintenance Manuals	Maintenance and Operations Manuals- Hardcopies of Instructions and specifications.	Maintain for lifetime of the asset/ equipment or facility (LRDA 20071609)	
PLO 04.06	Regulatory Records	NDEP Permit Related Records	Destroy 12 calendar years from date of report (LRDA 20071018)	
PLO 05	Service Area Operations Records - Moapa Valley Treatment			
PLO 05.01	Analytical data of processing plant conditions (real-time)	Real-time conditions of the entire plant operations.	Life of equipment (LRDA 20070975)	
PLO 05.02	Lab data and routine mechanical analysis	Analytical data sent to the State of Nevada for certification.	Six (6) calendar years or until the next audit is complete, whichever is longer (LRDA 20071615)	
PLO 05.03	Service Area Operations - Chain of Custody Reports	Chain of custody reports	Destroy 5 calendar years from generation of the last entry in records (LRDA 20071617)	*District proposed retention schedule* Destroy 12 calendar years from date of report
PLO 05.04	Operator Log Books	Daily collection of staff duties for the day along with logged data such as equipment status, walk arounds and names, telephone numbers of daily activities conducted on-site	Destroy 12 calendar years from date of report (LRDA 20071018)	
PLO 05.05	Equipment Operations & Maintenance Manuals	Maintenance and Operations Manuals- Hardcopies of Instructions and specifications.	Maintain for lifetime of the asset/ equipment or facility (LRDA 20071609)	
PLO 05.06	Regulatory Records	NDEP Permit Related Records	Destroy 12 calendar years from date of report (LRDA 20071018)	

PLO 06	Service Area Operations Records - Laughlin WRC & Searchlight			
PLO 06.01	Analytical data of processing plant conditions (real-time)	Real-time conditions of the entire plant operations.	Life of equipment (LRDA 20070975)	
PLO 06.02	Lab data and routine mechanical analysis	Analytical data sent to the State of Nevada for certification.	Six (6) calendar years or until the next audit is complete, whichever is longer (LRDA 20071615)	
PLO 06.03	Service Area Operations - Chain of Custody Reports	Chain of custody reports	Destroy 5 calendar years from generation of the last entry in records (LRDA 20071617)	*District proposed retention schedule* Destroy 12 calendar years from date of report
PLO 06.04	Operator Log Books	Daily collection of staff duties for the day along with logged data such as equipment status, walk arounds and names, telephone numbers of daily activities conducted on-site.	Destroy 12 calendar years from date of report (LRDA 20071018)	
PLO 06.05	Equipment Operations & Maintenance Manuals	Maintenance and Operations Manuals- Hardcopies of Instructions and specifications.	Maintain for lifetime of the asset/ equipment or facility (LRDA 20071609)	
PLO 06.06	Regulatory Records	NDEP Permit Related Records	Destroy 12 calendar years from date of report (LRDA 20071018)	
PLO 06.07	Maintenance Work Orders	Corrective and Preventative Maintenance Work Orders	Maintain until lifetime of asset/equipment (LRDA 20070975)	
PLO 06.08	Confined Space Entry Logs	Log of Confined Space Entry Permits	Destroy five (5) calendar years from the end of the calendar year to which the records pertain (LRDA 20071049)	
PLO 06.09	Backflow Calibration Reports	Studies conducted of reclaim water and clean water	Destroy 12 calendar years from date of report (LRDA 20071018)	
PLO 06.10	Field Service Reports	Reports on vendor contract work completed	Life of Equipment (LRDA 20070975)	
PRO 01	Procurement			
PRO 01.01	Procurement - Agreements	Deferred payment agreements, Engineering Service agreements, construction agreements, executed and informal agreements, interagency agreements, approved cooperative agreements service provision agreements, Professional Service agreements, purchase agreements and Work and Field Agreements	Retain contract file until termination end date plus seven (7) years. (LRDA 20070364)	Same as LRDA
PRO 01.02	Procurement/Contract Files - General Manager (GM) and Board of Trustees (BOT) Approved Agreements (Case Files)	Includes: General Manager and Board of Trustees Approved Agreements to include: All District contracts involving capital and O&M records, Master Contract Listing of awarded Contract Files with original signatures, reports sent to State of Nevada, Bids cancelled prior to the awarding contract, Requests for Proposal (RFP)/Solutions	Retain contract file until termination end date plus seven (7) years. (LRDA 20070364)	Same as LRDA
PRO 01.03	Procurement/Contract Files - Capital Improvement Plan (CIP) Related Agreements (Case Files)	Includes: CIP related agreements to include: All District contracts involving capital and O&M records, Master Contract Listing of awarded Contract Files with original signatures, reports sent to State of Nevada, Bids cancelled prior to the awarding contract, Requests for Proposal (RFP)/Solutions	Retain contract file until termination end date plus seven (7) years. (LRDA 20070364)	Same as LRDA
PRO 02	Administrative Procurement			
PRO 02.01	Certificate of Insurance Records/Contract Related	Liability documents by company name and date.	Destroy seven (6) years after insurance policy expires. (LRDA 20070062)	*District proposed* Destroy seven (7) years after insurance policy expires.
PRO 02.02	Certificate of Insurance Records/PO Related	Insurance certificates received from any vendors that are coming on site.	Destroy seven (6) years after insurance policy expires. (LRDA 20070062)	*District proposed* Destroy seven (7) years after insurance policy expires.

PRO 02.03	Resolutions	Various Resolutions by which the Board of Trustees delegated certain duties and responsibilities to its Authorized Representative.	Permanent (LRDA 20070772)	Same as LRDA
PRO 02.04	Standard Operating Procedures	Procurement - Standard Operation Policy and Procedure Records (SOP). Written Policies and Standard Operation Procedures used by Procurement to carry out its business activities.	Destroy six (6) years from the end of the calendar year in which the policy and procedure is superseded. (LRDA 20071724)	Same as LRDA
PRO 02.05	Supplier Records, Vendor Profiles, Vendor Master List	Master list of vendors providing goods and services to the District. May include vendor name, address, phone number, fax number, e-mail address, product and service information, vendor identification	Maintain until superseded by new master list. (LRDA 20070379)	Same as LRDA
PRO 02.06	Procurement Reports (Weekly/Monthly)	Periodic operating, statistical or financial reports detailing Section's activities	Five (5) fiscal years after superseded. (LRDA 20070440)	Same as LRDA
PRO 02.07	Procurement Reports (Annual/Quarterly)	Original reports to the State of Nevada, Clark County, etc.	Five (5) fiscal years after superseded. (LRDA 20070440)	Same as LRDA
PRO 02.08	Training	User training material describing Purchasing Policies and Procedures as well User Guides (Purchasing 101, etc.)	Retain only as long as the record holds value to the agency (LRDA 20070056)	Same as LRDA
RIM 01	Records Information Management			
RIM 01.01	Records Information Management	Records Retention Schedules and District File Plans - A listing of all record series in the legal custody of a local government that satisfies Administrative, Legal, Fiscal and Historical requirements. To Include CCWRD Policies, Directives, Procedures, File Plans, Retention Schedules.	Destroy six (6) calendar years after superseded by a changed schedule (LRDA 20070073)	Same as LRDA
RIM 01.02	Records Information Management	Records Destruction Forms/Certificates - Records that document the storage and destruction of records in accordance with approved retention schedules.	Destroy three (3) calendar years from date the records were destroyed (LRDA 20070069)	Same as LRDA
RIM 01.03	Records Information Management	Records Management General Correspondence	Destroy one (1) calendar year from the date of correspondence. (LRDA 20141919)	Same as LRDA
SAS 01	Safety Records (OSHA)			
SAS 01.01	Safety Management and Occupational Safety (OSHA) Records	Safety Inspection Reports, Hazard Material Storage/Safety Data Sheets, Light/Sound Level Surveys, Personal Protective Equipment (PPE) Records, Job Safety Analysis - ID Potention Job Task Hazards, Safety Plans and Safety Management Program Records,	Destroy 5 years following the end of the calendar year the records cover (LRDA 20071552)	Same as LRDA
SAS 01.02	Safety Management and Occupational Safety (OSHA) Records	Safety Equipment Inventory Records	Maintain until lifetime of asset/equipment (LRDA 20070975)	Same as LRDA
SAS 01.03	Safety Committee Records	Safety committees established to promote a safe work environment for employees to include meeting minutes, agenda, notes.	Maintain three (3) calendar years from the date of the report or record (LRDA 20070297)	Same as LRDA
SAS 01.04	Safety Management and Occupational Safety (OSHA) Records	Fire Life Safety - Fire Drill Evacuation/Maps - Activity Reports	Destroy 5 calendar years after revised or superseded (LRDA 20101783)	Same as LRDA
SAS 01.05	Safety Management and Occupational Safety (OSHA) Records	Injury Reports (Not resulting in workers compensation claim)	Maintained in Employee Medical Files. Destroy 30 years after separation (LRDA 20071236)	Same as LRDA
SAS 01.06	Safety Management and Occupational Safety (OSHA) Records	Industrial Hygiene Special Projects - Mold Remediation, quality tests.	Destroy 5 years following the end of the calendar year the records cover (LRDA 20071552)	Same as LRDA
SAS 01.07	Safety Management and Occupational Safety (OSHA) Records	Vehicle Accident Follow-up reports	Retain 3 calendar years following resolution or settlement of any claims or legal actions or from the account date (LRDA 20071712)	Same as LRDA
SAS 01.08	OSHA 300 and 300a	OSHA Files and Regulatory Documentation/Reports	Destroy 5 years following the end of the calendar year the records cover (LRDA 20071552)	Same as LRDA
SAS 01.09	OSHA Inspections	This record series documents citations received due to OSHA inspections and/or complaints about safety issues. The files may contain, but are not limited to: complaints, inspections, conferences, reviews, consultations, OSHA citations, abatement documentation, supportive documentation, and related correspondence.	Destroy Five (5) calendar years from the date of the inspection or abatement or closing of the citation, whichever is longer. (LRDA 20101779)	Same as LRDA

SAS 01.10	Safety Management and Occupational Safety (OSHA) Records	Original copies of licenses or safety training certificates, commercial drivers license or professional certifications, policy acknowledgements	Destroy 3 calendar years after expiration of the certification or license (LRDA 20070837)	Same as LRDA
SAS 01.11	Safety, Security & Health - Property Management	Burglary and/or Vandalism reports	Destroy three (3) calendar years from the date of last action (LRDA 20071710)	Same as LRDA
SAS 01.12	Safety, Security & Health - Property Management	Building Protection Systems Records, security related building card reading systems, door locks, camera equipment records	Destroy three (3) calendar years from the end of the calendar year to which the record pertains (LRDA 20081755)	Same as LRDA
SAS 01.13	OSHA Postings	These are the notices required to be posted by federal law/regulation and usually includes OSHA Notices, State approved OSHA notices, Copy of the federal Occupational Safety and Health Act, and similar notices.	Keep posted until the notice has been superseded. (LRDA 20101781)	Same as LRDA
SAS 02	Security Records			
SAS 02.01	Security Access Records	Access/Badging control information, visit log sheets (time in and out)	Retain 3 calendar years from the end of the calendar year to which they pertain (LRDA 20071279)	Same as LRDA
SAS 02.02	Security Log Sheet Records	Log sheets that display activity, progress, incidents, completion of work	Destroy 3 calendar years from the end of the calendar year to which they pertain (LRDA 20071279)	Same as LRDA
SAS 02.03	Security Visit/Tour Records	Facility Tour/Meeting/Visit Requests	Destroy three (3) calendar years from the end of the calendar year to which they pertain (LRDA 20071279)	Same as LRDA
SAS 02.04	Security Maintenance Records	Gate information and Maintenance Logs	Destroy 3 years from the end of the calendar year to which the records pertain (LRDA 20081755)	Same as LRDA
SAS 02.05	Security Inspection Records	CCWRD Inspections (Security)	Destroy 3 calendar years from the end of the calendar year to which they pertain (LRDA 20071279)	Same as LRDA
SAS 02.06	Security Records	Security Zone Maps	Destroy 3 years from the end of the calendar year to which they pertain (LRDA 20071279)	Same as LRDA
SCA 01	Service Center Administrative Records			
SCA 01.01	Service Center Administrative Records	Service Center routine correspondence related to daily activities not covered elsewhere.	Destroy one (1) calendar year from the date of correspondence. (LRDA 20141919)	Same as LRDA
SCA 02.01	Service Center Administrative Records	Service Center Meeting Minutes, Notes, Agenda Items	Destroy one (1) calendar year from the date of the meeting (LRDA 20070846)	Same as LRDA
SCA 03.01	Service Center Administrative Records	Policies and Directives within service centers, statements & Service Center Standard Operating Procedures	Destroy six (6) years from the end of the CY in which the policy and procedure is superseded (LRDA 20071724)	Same as LRDA
SCA 04.01	Service Center Administrative Records	Service Center Supervisor Files of Employees	Retain for no longer than one review period then destroy (SRS 1998157)	Same as SRS
STS 01	Strategic Services - Employee Relations			
STS 01.01	Employee Engagement	Employee Engagement Event/Program Planning Files	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains (LRDA 20070041)	Same as LRDA
STS 01.02	Presentations	Materials created for use in presentation, demonstrations, classes or seminars	Retain as long as administratively useful (LRDA 20101831)	Same as LRDA
STS 01.03	Digital Media Materials	Digital Materials created for use in internal/external communications.	Retain media/publicity release files determined by the agency to be of historical value permanently. Retain other press	*District proposed* Retain for no longer than 2 years, unless administratively useful to the agency

				release/publicity files for as long as administratively useful (LRDA 20070853)	
STS 02	Strategic Services - Public Community Interaction				
STS 02.01	Marketing	Advertisement Records related to CCWRD	Retain as long as the record holds value to the agency (LRDA 20070056)	Same as LRDA	
STS 02.02	Customer Care	Customer Complaints files, response letters	Destroy 3 calendar years after response or resolution (LRDA 20070055)	Same as LRDA	
STS 02.03	Legislation	Legislation documentation	Retain as long as administratively useful to the agency (LRDA 20070034)	Same as LRDA	
STS 02.04	Phone Logs	Log of phone calls from customers	Destroy 90 days from last entry (LRDA 20071008)	Same as LRDA	
STS 02.05	Outreach	Outreach Event Planning Records	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains (LRDA 20070041)	Same as LRDA	
STS 02.06	Public Education	Press kits, Public Education Campaign planning, Public educational fact sheets, education announcements and related documents	Retain permanently for historical value if necessary otherwise retain as long as administratively useful (LRDA 20070853)	Same as LRDA	
STS 02.07	Records Requests	Public Records Requests with responses	Maintain for 3 calendar years for the end of the calendar year in which response was completed (LRDA 20101782)	Same as LRDA	
STS 02.08	Social Media	Social Media Materials, content, engagement activities	Retain as long as the record holds value to the agency (LRDA 20070056)	Same as LRDA	
STS 03	Strategic Services - Special Projects				
STS 03.01	Strategic Services Special Projects	Award Submission Files	Maintain 2 calendar years from the year to which it pertains (LRDA 20070029)	Same as LRDA	
STS 03.02	Auxiliary Program Files	Information pertaining to auxiliary CCWRD programs such as Sewer Lateral Repair Program and Septic Conversion Program	Permanent (LRDA 20071696)	Same as LRDA	