



## Records Retention Schedule September 2022

	Department / Subject Matter	Record Category	Retention (In Years)	Description
1	<b>All Staff</b>	General Correspondence (Letters, Text Messages and Email)	2	General correspondence, including letters, text messages, and email. Also includes various files not otherwise specifically covered by the retention schedule if they are needed or beneficial for future use or reference and retained for more than 60 days. Housekeeping matters are not SANDAG Business Records and may be deleted at any time. Teams messages are automatically deleted from the servers
2		Draft Documents	See Description	With regard to preliminary drafts, notes, and interagency and intra-agency memoranda, if retained for less than 60 days, and no longer needed for use or reference then should be disposed of. If retained for more than 60 days for use or reference, then must be kept for a minimum of 2 years. Please see Office of General Counsel for more information if needed.
3		Project Management Files	2	Substantive and necessary correspondence about a specific ongoing project. Information should include all staff meeting notes, team agendas, etc. See specific departments for additional guidance.
4	<b>Various Departments</b>	Procedure Manuals	Until superseded, then 2 years	Human Resources Manual, Procurement Manual and other documents that memorialize SANDAG internal policies and procedures.
1	<b>Accounting and Finance</b>	Accounts Payable	Permanent	Journals, journal voucher, statements, asset inventories, account postings with supporting documents, vouchers, investments, invoices and back-up documents, purchase orders, petty cash, postage, PERS reports, check requests, etc.
2		Accounts receivable	7	
3		Annual Financial Report	Permanent	Includes audit administration records and reports, audit hearing or review and independent auditor analysis
4		Annual Operating/C.I.P. Budget	Permanent	
5		Bank Account Reconciliations	5	Includes deposit correspondence, deposit slips, bank statements, receipts, certificates of deposit, etc.

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6		Bonds	Permanent	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.
7		Credit Card Statements	Permanent	
8		Electronic Transactions	10	
9		Fixed Assets	until audited + 4 years	reflects purchase date, cost, account number; includes information on disposal of property and all paperwork associated with asset ownership such as inventory and maintenance records.
10		General Ledger	Permanent	All annual financial summaries
11		Bonds	Permanent	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.
12		Petty Cash Requests	3	
13		1098 and 1099 Tax Forms (Vendors)	8	
14		California State Tax Records	8	Forms filed annually; quarterly and year-end reports
15		Federal Tax Records	8	May include as attachments copies of Forms 1095-C, 1096, 1099, W-4 and W-2
16		Tax Returns	Permanent	
17		Travel Expense Statements	Permanent	
18		W-2 Register	Permanent	

	Department / Subject Matter	Record Category	Retention (In Years)	Description
19		Wage Garnishment	active until garnishment is satisfied; then until audited + 4 years	wage or salary garnishment
20		Petty Cash Requests	3	
21		1098 and 1099 Tax Forms (Vendors)	8	
22		California State Tax Records	8	Forms filed annually, quarterly and year-end reports
<b>ARJIS</b>				
1	<b>ARJIS</b>	Grants	4	Minimum retention is four years unless otherwise specified by the granting agency.
2		License Plate Reader data	1	see MOA with the ARJIS member agencies
3		All other data (except LPR)	7	The MOA with the ARJIS member agencies calls for agreement on the number of years, currently policy established at 7 years for maintaining member agency related data (including crime mapping data).
4		User access logs	3	Those logs are maintained for three years per Department of Justice standards.
<b>Business Information and Technology Services</b>				
1	<b>Business Information and Technology Services</b>	Network and other computer access logs, etc.	2	audit records of activities such as access logs.
2		Network infrastructure information	While active + 2 years	Network infrastructure information such as network configuration and firewall rules
3		Back-up of information on SANDAG network	6 weeks	Off-site back up tapes are for disaster recovery purposes only.

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1	<b>Clerk of the Board</b>	Agenda Packets	Permanent	Board of Directors and Policy Advisory Committee meeting agendas, reports, meeting minutes, resolutions, ordinances & Public Hearing Notices
2		Board of Directors, Policy Advisory Committee, Subcommittee and Working Groups Meeting Audio and Video Recordings	Permanent	Audio and video recordings of meetings are stored electronically. All audio tapes prior to 2009 (implementation of SoniClear) are housed off-site and kept as permanent record.
3		Board of Directors and Policy Advisory Committee Member Payments	7	Maintained permanently as Accounts Payable by Finance Services
4		Bylaws, Governing Documents, and Board Policies	Permanent	
5		Conflict of Interest Code	Permanent	Required under the Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary.
6		Resolutions	Permanent	
7		Statements of Economic Interest - Form 700 copies	Retained by County of San Diego	Downloaded from County of San Diego upon request.
1	<b>Contracts &amp; Procurement Services</b>	Agreements/Contracts	10 years from contract close-out (construction document timeframes may conflict)	This category of records includes all original contract files (including leases, license agreements, MOUs/MOAs, work orders, etc.) regardless of discipline/topic, task orders, amendments, and all documentation/correspondence related to contract management.
2		Bids and Proposals, Successful	10 years from contract close-out	Includes plan and specifications; notices/affidavits.
3		Bids and Proposals, Unsuccessful	2	

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4		Procurement Documents	5	This category of records includes all original procurement related materials such as RFPs, RFQs, IFBs, prequalification requests, proposals and pricing data received, evaluation committee declarations, score sheets, all notices related to intent to award/negotiate. Note, this category does not include unsuccessful bids and proposals, see above for retention period.
5		Fixed Assets, Vehicle Ownership & Title	life of the asset + 3 years	Includes title transfers when vehicle is sold. All paperwork will be kept three years beyond the life or SANDAG ownership of the asset.
<b>CRIMINAL JUSTICE RESEARCH</b>				
1	<b>Criminal Justice Research</b>	Clearinghouse Records (crime, arrest, SCAAP, and jail data)	Permanent	Varies by application.
2		Substance Abuse Monitoring (interviews with arrestees and urinalysis results)	7	
3		Program Evaluations	7 years unless otherwise specified by the granting agency	
<b>DIVERSITY AND EQUITY</b>				
1	<b>Diversity and Equity</b>	SBE/DBE	3	Records documenting SANDAG's efforts to provide economic opportunities to small and/or disadvantaged businesses.
2		ADA (Americans with Disabilities Act)	Permanent	General correspondence, information and resources, transition plans, complaint records
3		Pre-apprenticeship Program Records	5	Records tracking student backgrounds and career advancement
<b>EDITORIAL, OUTREACH, PIO, VISUAL COMMUNICATIONS</b>				
1	<b>Editorial, Outreach, PIO, Visual Communications</b>	Language Assistance Program Policy and Procedure Documents	5	
2		Language Assistance Program: Translated SANDAG Documents	2	Refers to major SANDAG documents translated from English, such as Board Policies, Meeting Minutes, etc.

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3		Brochures, Reports, Publications and Newsletters	2	
4		Presentations and Speeches	2	
5		Marketing, Promotional and Advertising	2	Brochures, announcements, marketing campaigns, promotional events, etc.
6		Press Releases and Advisories	2	Related to SANDAG actions/activities
7		Public Ceremonies and Event Preparation	2	
8		Legally Required Advertising	4	
9		Public Inquiries Requests and Complaints	2	
10		Graphics and Images	2	
1	<b>Engineering &amp; Construction</b>	Construction As-Builts	Permanent	
2		Construction Records (See SANDAG Construction Manual for specific file codes)	10	Ten years is the minimum standard. If the construction manual mandates a higher retention period then that retention period shall be used.
3		Comment Review Plans and Logs	10	
4		Designer or CM Project Reports or Tracking Docs	10	

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5		Final Engineering Technical Reports (including basis of design reports)	Permanent	
6		Final Engineering Plans, Drawings, and Specifications	Permanent	
7		In-house Project Reports and Project Study Reports	Permanent	
8		Engineering Plans Associated with Environmental Clearance	10	
9		Right of Way Maps	Permanent	
10		Soils Analysis and Final Soils Reports	Permanent	
11		Warranties on Equipment Purchases	Until Warranty Expires	
1	<b>Facility Management &amp; Business Services</b>	Accident Reports, SANDAG Vehicles	2	
2		Accident/Incident Reports, non-SANDAG Vehicles	2	Does not include reports of injuries to SANDAG employees
3		Affidavits of Publication/Posting of Legal and other Notices	2	Notices of public hearings and proof of publication notices; Legal notices for public hearings, publication of ordinances, etc.
4		Recordings - routine video monitoring	1	Recordings of routine video monitoring, monitoring systems, or building security systems
5		Work/Orders Service Requests (Requests for maintenance on equipment)	2	See email retention policy

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6		Records Management Disposition/Destruction Certification	Permanent	Documentation of final disposition/destruction of hard copy records located at the SANDAG offsite facility.
7		Bonds – Employee (Fidelity Bonds)	2	Form of insurance that covers employer for losses resulting from fraudulent acts of specified employees
8		Disaster Preparedness Planning, Risk Management Reports, Studies and Surveys	5	
1	<b>Facilities &amp; Toll Road Operations</b>	Environmental Quality, Asbestos	Permanent	Documents, abatement projects, public buildings.
2		Fire and Safety Inspection Records	3	Record of annual fire inspections conducted.
3		Hazardous Materials - Hazardous Waste Disposal	while current + 10 years	Documents regarding handling and disposal of hazardous waste. [Permanent retention of records of environmentally sensitive materials is recommended]
4		Hazardous Materials - Permits, Hazardous Materials Storage	while current + 2 years	Hazardous materials may include but not limited to pesticides for which materials may include application, inspection and sampling documentation. [Permanent retention of records of environmentally sensitive materials is recommended]
5		Hazardous Materials - Exposure Records, etc.	30	Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used
6		Maintenance Manuals	2	Equipment service/maintenance
7		Meter operations/readings	2	Reader reports; orders; tests; maintenance reports
8		Disaster Preparedness Planning	Superseded + 3	



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1	<b>Financial Strategy &amp; Programming</b>	TransNet 10-year comprehensive reviews	Permanent	
2		ITOC Annual Reports	Permanent	
3		RTP Revenue Forecast	10	
4		RTIP	Permanent	
5		State and Federal Funding Programs	10	This category includes records related to TDA claims, the STIP (including CMAQ), Stimulus, SB 1, and similar funding sources, EXCEPT Prop 1B funds.
6		State Funding Programs with Prop 1B Funds	35	Measured from date of final payment
7		TransNet Triennial Performance Audit reports	Permanent	
8		TransNet Plan of Finance (capital, operations)	Permanent	
1	<b>Government Relations</b>	Legislative Working Files	2	Successful, pending, and failed legislative activities and general correspondence with elected officials at the federal, state, and local level.
2		Lobbying Reports & Registration Materials (includes FPPC non Form 700)	Permanent	Potential forms may include: FPPC Form 602 - lobbying firm activity authorization; FPPC form 635 - report of lobbyist employer & report of lobbying coalition - forms used when employing or contracting with a lobbying firm.
3		Legislative Support/Opposition	2	Requests and Responses

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1	<b>Grants</b>	Grant Administration and Oversight	5, but see notes	Please check grant agreement for audit and retention timeframes. FTA Required Retention Period is three years (for grant-funded contracts/documents/records,) commences after completion of all FTA funded work and administrative matters are closed.
2		Grants, Successful Applications	Granting agency requirement or 7	Follow state and federal grant requirements as applicable. Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.
3		Grants, Unsuccessful Applications	2	Applications of third parties for SANDAG-administered grant programs
4		Vehicle ownership documents/titles	hard copy (original paper) permanent	
1	<b>Human Resources</b>	Accident/Illness Report	Permanent	Exempt from public disclosure; For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents--includes Material Safety Data Sheets (MSDS) Does NOT include: records of health insurance claims maintained separate from employer's records; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination.
2		Benefits, Retired Employee Files	Permanent	
3		Compensation Plans	6	
4		DMV Driver's Records Reports (DMV pull-notice system)	until termination + 7 years	Motor vehicle pulls - personnel record - exempt from public disclosure.
5		Employee Benefits Plans	life of plan/policy + 6 years	Benefit plans (including "cafeteria" and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.), retirement plans and mandated programs (i.e.: unemployment and disability).

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6		Employee Files	Permanent	Personnel file - exempt from disclosure
7		Employee recruitment Information and Applicant Identification Records, Advertising	current + 2 years	Employment applications, position announcements, applicant lists, other recruitment-related records.
8		Employee Information, general	Permanent	Includes name, address, date of birth, occupation, SSN, rate of pay, as well as other records including benefits, dependents, emergency contacts, etc.
9		Employee Medical and Exposure Records (toxic substances or harmful physical agents)	Permanent	"Medical records are part of personnel file -- not for public disclosure. Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents.
10		Employment Eligibility Verification (I-9 Forms)	3 years after date of hire OR 1 year after date of termination, whichever is later	Federal Immigration and Nationality Act
11		Employment, Personnel Training (by name)	while employed + 2 years	Paperwork documenting internal and external training. See also Training section below.
12		Equal Employment Opportunity Commission (EEOC Records)	5	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.)
13		Family and Medical Leave Act	Permanent	Records of leave taken, SANDAG policies relating to leave, notices, communications relating to taking leave.
14		Grievances and Investigations	Permanent	
15		Job Descriptions and Specifications	6	Descriptions of duties, qualifications, responsibilities for each position/classification/job title.
16		New Position Requests	3	

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17		Organization Charts	Permanent	
18		PERS Reports	Permanent	
19		Surveys, Employee opinions	2	GC 12946 does not discuss surveys/employee opinions
20		Training, Mandatory training programs	5	Includes orientation, ethics, sexual harassment and other mandatory trainings as well as all sign-in sheets/records of attendance and materials used in performing the training.
21		Unemployment Claims	Permanent	
22		Workers' Compensation Files	Permanent	Includes work-injury claims (including denied claims); claim files, reports, etc.
23		Records of Safety Program Development and Training	3	Training attendance and certification 2 years under 29 CFR 1620.32 (Equal Pay Act)
1	<b>Modeling</b>	Census/American Community Survey	Permanent	Files in SQL database.
2		Economic Demographic/Statistical Data for Agency Programs	Permanent	Custom data for agency programs
3		Economic Forecasts	Permanent	
4		Estimates	Permanent	Annual estimates of population and housing characteristics.
5		Growth Forecasts used in Regional Plan	Permanent	

	Department / Subject Matter	Record Category	Retention (In Years)	Description
6		Transportation Model Runs used in Final Version of Long- and Short-Range Planning Documents and Associated Environmental Clearance Documents	Permanent	
7		Model Runs used to Inform Drafts of Long- and Short-Range Planning Documents and Associated Environmental Clearance Documents	1 year after Statute of Limitations expires or after completion of lawsuit	Keep as needed to inform final versions.
8		EDD Quarterly Census of Employment and Wages	Per contract requirements with EDD	Data is to be disposed of after the purpose for which the confidential information is disclosed is served
9		GIS Central Database (GeoDepot)	Permanent	Most datasets are refreshed as updates become available, historical snapshots are taken for some (Census, Land Use, Parcels)
10		Land Use Database (SPACECORE)	Permanent	Data is updated on an annual basis
11		GIS Project Files	Permanent	Short term projects; data retained to inform future projects
1	<b>Office of General Counsel</b>	Claims Against SANDAG	10	All claims and supporting materials including settlement agreements.
2		Fair Political Practices Commission Form 801	7	FPPC form showing payment or donation made to SANDAG or to a SANDAG official and which can be accepted as being made to SANDAG. A COPY MUST BE POSTED ON THE SANDAG WEBSITE.
3		Legal Opinions	Permanent	Confidential - not for public disclosure (attorney-client privilege)
4		Litigation Files	10	

	Department / Subject Matter	Record Category	Retention (In Years)	Description
5		Public Records Requests	5	
6		Records Retention Schedule	2	Per Board Policy, the records retention schedule must be reviewed annually. Previous version must be retained for two years.
7		Voter Initiatives, Ordinances, and Ballot Measures	Permanent	
1	<b>OIPA</b>	Audit Reports	7	Audits and other Engagements, both internal and external completed by OIPA
1	<b>Property Acquisition / Multiple Departments</b>	Abandonments/Vacations/ Disposals of Right-of-way or relinquishment of Public Right-of-way	Permanent, unless originals are on file with Caltrans	Includes building condemnation and demolition.
2		Acquisitions of Real Property (Active) agreements, and relocations	Permanent, unless originals are on file with Caltrans	SANDAG owned shall be kept permanent and include all supporting documents regarding sale, purchase, exchange, lease or rental of property by SANDAG.
3		Correspondence and background information in Caltrans ROW	10	This includes documents related to abandonment/vacations/disposals of right-of-way or relinquishment of public right-of-way, acquisitions of real property, appraisals, agreements, and relocations of real property.
4		Appraisals	10	For real property owned by SANDAG - exempt from public disclosure until real estate transaction is complete.
5		Deeds, Real Property (Grant Deeds)	Permanent	File with recorded documents; originals may not be destroyed.
6		Easements, Real Property	Permanent	File with recorded documents; originals may not be destroyed
7		Property Ownership Documents (deeds, easements, surveys, legal descriptions, etc.)	Permanent	

	Department / Subject Matter	Record Category	Retention (In Years)	Description
8		Temporary Easements	10 years after expiration	
9		Temporary Licenses	10 years after expiration	
10		Right of Entry Permits	10 years after expiration	
11		Lot Split documentation	Permanent	
12		Relocation documentation	10	
1	<b>Regional Planning</b>	Airport Land Use Planning (CLUPs)	Permanent	AB93 formed the SDCRAA
2		Air Quality (Transportation program to improve air quality)	7	
3		Air Quality Conformity Planning	Permanent	
4		Beach Sand Monitoring Program	Permanent	
5		Final CEQA/NEPA documents for SANDAG projects	Permanent	Exemptions/Exclusion, Environmental Impact Report/Environmental Impact Statement, FONSI, initial studies, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations, studies, etc.
6		Draft CEQA documents prepared by SANDAG as the lead agency and circulated for public review	2 years after Statute of Limitations expires or after completion of lawsuit	

	Department / Subject Matter	Record Category	Retention (In Years)	Description
7		Draft NEPA documents for SANDAG projects circulated for public review	2 years after Statute of Limitations expires or after completion of lawsuit	
8		Environmental Justice and Title VI	10	Programmatic and project specific documentation
9		Intergovernmental Review	10	Comments produced by SANDAG staff on environmental documents received by SANDAG for review as the Clearinghouse
10		Long-Range Planning Documents - Final Version	Permanent	This category includes records in the areas of energy, freight, binational, habitat, shoreline, sustainability, transportation, transit, active transportation, tribal, military, housing, and corridor planning studies.
11		Long-Range Planning Documents - Draft Versions	60 days or 2 years consistent with Board Policy No. 15	Keep as needed to inform final versions.
12		Engineering Plans Associated with Environmental Clearance	10	Please check the Construction/Engineering Section for additional information.
13		Short-Range Planning Documents (check with Sam Sanford)	Permanent	This category includes records in the areas of transit fare studies, coordinated plan, Transportation Development Act performance monitoring, and passenger counting.
1	<b>Service Bureau / SourcePoint</b>	Final Reports	2	When work product is not a travel demand model
2		Travel Demand Modeling Products	8	
1	<b>TDM and Motorist Aid Program</b>	Freeway Service Patrol Data	7	Includes FSP survey data, and FSP incident data
2		Call Box and Motorist Aid Call Data	5	



	Department / Subject Matter	Record Category	Retention (In Years)	Description
3		Transportation Demand Management Program data and statistics	10	Information includes participant data and statistics for the Guaranteed Ride Home, Bike Parking, Vanpool, and Rideshare programs. Data on participants will be retained for as long as the participant is involved in the program plus seven additional years after no longer in the program.
4		Transportation System Performance Data	7 years or as long as useful	Includes ITS data, toll road usage data, revenue data and statistics, etc.
<b>Toll Facility Customer Service and Account Management</b>				
1	<b>Toll Facility Customer Service and Account Management</b>	Basic Customer Account Information	Account Closure + up to 4.5 years	Account name, credit card number, billing address, vehicle information, and other basic account information required to perform account functions such as billing, account settlement, or enforcement activities
2		Customer Transaction Information	Up to 4.5 years after transaction resolved	Includes transaction records that are for FasTrak customers and non-FasTrak users (such as license plate photos), violation data, and information received from the DMV.
3		Recordings - telephone communications from the Toll Operations Customer Service Center	2	Recording of telephone communications with those who call the Toll Operations Customer Service Center. If recordings relate to a claim or pending litigation, they must be preserved until the matter is resolved.
4		Administrative Policies, Rules and Regulations	Permanent	Rules, procedures and standards that govern the unique work done at the Toll Operations Center.

Notes:

- The applicable retention periods begin once a project has been closed out or final action has been taken, such as adoption by the Board.
- All files may be kept in a digital format unless otherwise stated, such as conveyances of land, vehicle titles, etc.
- All questions and concerns should be sent to the Office of General Counsel.
- In the event of litigation, a program audit or review, an environmental review, or CPRA request, the usual retention period for business records must be suspended and the records must be maintained in their original condition and format. Employees shall use reasonable means to preserve applicable records until such time as they are notified by Office of General Counsel or a Department Director that the matter has been resolved.