Records Retention Schedule

SUBJECT: **Records Retention Schedule**		EFFECTIVE DATE: **February 20, 2020**
POLICY #: **CEA-11**	AMENDED: **September 25, 2025**	# OF PAGES: **2**

Purpose: Implement a records retention schedule in order to ensure that CEA's records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner. The records retention schedule is intended to ensure that employees adhere to approved recordkeeping requirements, and that they do so consistently.

Policy: Records will be retained according to the following schedule. After the required retention date has passed, all documents or electronic files will be deleted or discarded unless there is specific reason in the interests of CEA to maintain the record for a longer period of time.

Record Type	Required Retention	Sample Descriptions
Board Documents		
Joint Powers Agreement and By-laws	In perpetuity	All versions
Board Approved Decisions	In perpetuity	Resolutions, meeting minutes, and other items approved at regular or special Board meetings
Board and Committee Meeting Materials	In perpetuity	Agendas, staff reports and other material provided to Board members in preparation for meetings
Board Approved Budgets	In perpetuity	Final, approved budgets
Contracts and Related Documents		
Executed Contracts	5 years after completion of contract	Power supply contracts, contracts with vendors or consultants
Non-Disclosure Agreements	In perpetuity	NDA with vendor, employee, Board member or advisor
Bids & Proposals (Awarded)	7 years after close of solicitation	Including Q & A and correspondence with bidders
Bids & Proposals (Unsuccessful)	2 years after close of solicitation	Including Q & A and correspondence with bidders
Published Solicitations	2 years after close of solicitation	

Record Type	Required Retention	Sample Descriptions
Financial Documents		
Audit Reports by Accountants	In perpetuity	Independent audit reports prepared by outside accountants
Accounting Records	5 years after close of fiscal year	Unaudited financials, bank statements, payables/receivables and controls back up documentation, etc.
Invoices from Vendors - Energy	5 years after completion of contract	Vendor invoices for payment
Human Resources		
Personnel Information	3 years after termination	Offer letter, resume, evaluations, personnel records, payroll records, and 1-9 forms
Recruitment Materials	3 years after completion	Ads, responses
Payroll Tax Records	8 years from date tax paid	Tax returns, W-2s, and related back up
Other Records		
General Electronic or Written Correspondence	2 years	Emails and letters
Customer-Specific Usage Information and Data	5 years and not less than 2 years	Electronic information and reporting from Data Manager, bill analyses
Marketing Material	2 years after public distribution	Flyers, brochures, electronic advertisements
General Educational or Informational Material	2 years	Brochures, reports, electronic information