

RECORDS MANAGEMENT AND RETENTION Update

Engineering and Operations Committee
Item 6a
December 7, 2009



Definition of a Record

- Records are any medium for transmitting or storing information, e.g., papers, electronic records, drawings, tapes, photos, e-mail



Records Management Program

- Purpose
 - Promote efficient, systematic records management practices
 - Assure that Metropolitan records are retained as long as needed
 - Protect vital records and those of historical significance
 - Produce records within Metropolitan's custody per California's Public Records Act

Hard Copy Records

- 12,000 boxes of records are securely stored offsite



Drawings

- 120,000 District engineering drawing are maintained offsite
- 3,000 boxes of vendor equipment drawings



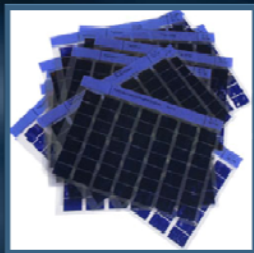
Electronic Records

- Key electronic records, e.g., accounting, SCADA and HR records, are stored in enterprise applications
- Backup tapes are stored at an offsite center and core tapes are at Lake Mathews
- Historical records are being scanned into electronic form



Other Types of Records

- 68,000 historical photographs
- Microfiche
- Microfilm
- Videotapes



Lifecycle of a Record



Record Creation



- Record creation include records created, received or collected by Metropolitan
- Email is fastest growing record type – 15,000,000 each year

Record Retention (con't)



Examples

Record Type	Legal Retention	Operational Retention	Official Retention
Accounting	5 years	6 years	6 years
Board Meeting Minutes	Permanent	Permanent	Permanent

Record Retention



- Metropolitan has a formal records retention schedule covering all records
- Each type of record e.g., eng. drawings, HR, has an assigned retention period (length of time it must be kept) based upon:
 - Applicable laws and regulations
 - Operational needs of each group
 - Protection of vital and historical records

Record Retention (con't)



- Record coordinators support records management and retention for operating units
- Closed and inactive hard copy records are cataloged on-line, assigned a retention period, and sent to storage
- Retrieval of records is done via several centralized record databases

Record Retention (con't)



- Physical records are stored offsite at a professionally operated record storage facility
 - Highly secure storage and transportation
 - Temperature and humidity controls
 - Real time tracking and auditable chain of custody
 - 24/7 access

Record Preservation



- Vital records contain information required to continue critical operations and to preserve the District's legal and financial position/rights
- Historical records relate to the founding, major events, growth and contributions of the District
 - Metropolitan has over 2 million cataloged historical records spanning back prior to its founding
- Historical and vital documents are permanently archived

Record Disposal



- The goal is systematic disposition of inactive records

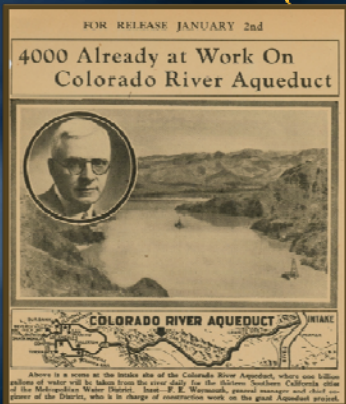


Record Preservation (con't)



Mulholland and Van Norman Surveying Colorado River in 1923

Record Preservation (con't)



1934 Metropolitan Press Release

Record Preservation (con't)



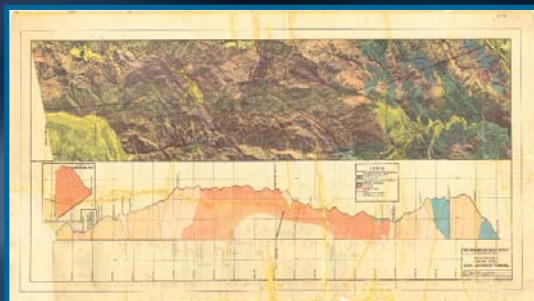
Hank Mill's Personal Copy of 1936 Profile of San Jacinto Tunnel (Before Restoration)

Record Preservation (con't)



Miners at East Coachella Tunnel in 1936

Record Preservation (con't)



1936 Profile of San Jacinto Tunnel (After Restoration)

Summary

- Existing comprehensive records management program
- Aggressive program to preserve historical documents
- Future focus on electronic enterprise content management

Records Disposal (con't)



- E-mail messages older than 60 days are automatically deleted from user inboxes
- Currently, retention periods are not placed on other electronic records

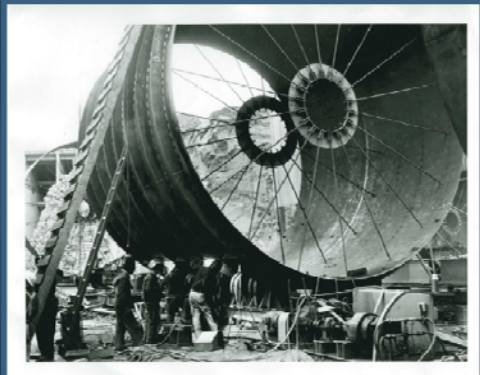


Record Retention (con't)

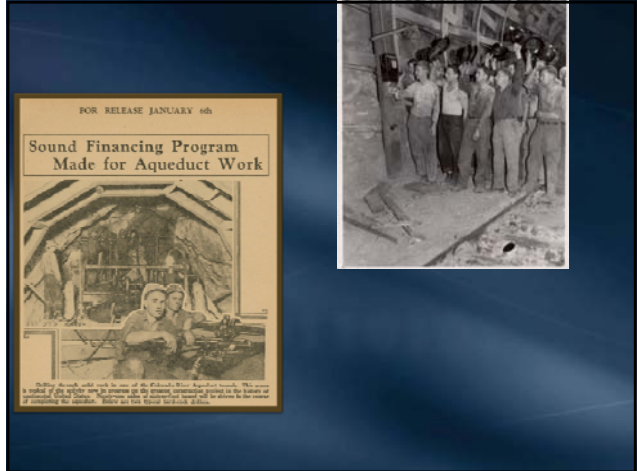


Surveying CRA in 1930

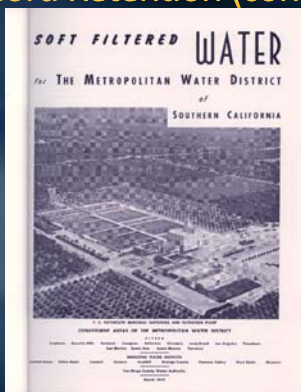
Record Retention (con't)



CRA Siphon



Record Retention (con't)



1959 brochure on Weymouth