

Contra Costa County Public Works - Airports Division
Document Retention Policy
Effective Date: **February 27, 2024**

1. The purpose of this document retention policy is to establish guidelines for the retention and disposal of records within the County's Airports Division ("Airports") in accordance with legal requirements, operational needs, historical value, and best practices.
 - a. This policy applies to all records created, received, maintained, or transmitted by Airports Staff regardless of format or medium. This policy covers both electronic and physical record keeping.
 - b. It is the intent of this policy to ensure that Airports does not retain records which are legally required to be maintained by other County departments or divisions.
 - c. In collaboration with other Public Works staff and legal counsel, it is the responsibility of Airports Staff, to oversee the implementation and enforcement of this policy. All Airports Staff will assist in ensuring compliance within their respective areas and maintain the records retention schedule in line with current federal, state, and county guidelines.
 - d. All records are categorized in the Airports Retention Schedule ("Schedule A") based on the subdivision in the Airports division (i.e., properties, administrative, environmental, finance, and operations). Each category adheres to specific legal requirements, and those statutory references are provided in Schedule A.
 - e. Schedule A will be reviewed by Airports staff for ongoing compliance with federal, state, and county laws no less than once every two years and will be updated on an as-needed basis for the same.
 - f. Upon identification of records absent from Schedule A, designated personnel shall be responsible for expanding the schedule's content. This entails specifying the category of the record, determining the appropriate duration for its retention, and citing the relevant statutory basis.
 - g. This policy shall undergo periodic reviews to ensure its effectiveness and relevance. Amendments may be proposed and incorporated based on changing operational needs, retention of identical documents being retained by other County departments or divisions, legal requirements, and advancements in document management technology.
 - h. An active record is defined as a document within its current term, actively serving its intended purpose. A non-active document is defined as one that has fulfilled its role due to project completion, agreement expiration, termination, or being superseded by updated information.

2. Digitization is the primary mode of document maintenance within Airports.
 - a. The primary method for maintaining active documents within Airports are electronic formats. Paper copies of active documents shall be preserved when dictated by legal mandates or under extraordinary circumstances, as determined by the Director of Airports.
 - b. Airports staff may maintain working files that contain physical documents; however, it is essential to note that any physical documents related to airport business and/or operations must be initially preserved in digital format before considering physical storage, i.e., digital files shall be maintained as the most comprehensive source. In accordance with the provisions outlined in Schedule A, the storage of non-active records should predominantly be in electronic format. Deviations from this approach should be in alignment with Schedule A.
3. For non-active documents, the Director of Airports, or their designee will determine storage requirements in accordance with any federal, state and/or County guidelines.
4. Record disposal will be completed on an as needed basis, and Airports staff will dispose of all physical documents via shredding.
 - a. Airports Staff will refer to Schedule A for the retention schedule before the destruction of documents.
 - b. Documents not found on Schedule A should only be destroyed once Airports Management can establish a retention schedule or for non-active documents exceeding seven (7) years of age.
5. Document Maturation
 - a. Physical non-active documents exceeding seven (7) years in age and not included in Schedule A, may be authorized for disposal by the Director of Airports.
 - b. Electronic non-active documents exceeding seven (7) years in age not included in Schedule A should either be archived or deleted, as determined by the Director of Airports.