

Policy for Retention of Records  
Mountains Recreation and Conservation Authority  
[Revised January 6, 2010]

**Definitions**

Records maintained by the Mountains Recreation and Conservation Authority consist of two general categories: 1) those records that relate to the public's business as defined by Government Code Section 6250 *et seq.*; and, 2) those records exempt from disclosure as defined in Section 6254 of the Government Code. E-mail messages are not kept as records unless the message has been copied as a permanent record.

**Retention Period for Records**

All records, unless required by statute to be kept for a mandatory period, shall be retained ~~as required in the ordinary course of business at for a ten year period, with the exception of Incident Reports, which will be retained for a six year period, and Notices to Appear, which will be retained for a four year period, pursuant to~~ the discretion of the Executive Officer and Chief Deputy Executive Officer.

**Indefinite Retention Period for Special Categories of Records**

The following categories of records are to be maintained for an indefinite period:

- 1) Written open and closed session minutes;
- 2) Written open and closed session resolutions, memorandum and staff reports;
- 3) Attorney General Advice letters;
- 4) Deeds, purchase and sale agreements, closing statements, escrow instructions.