

Changes proposed in order to enable us to transition from physical recordkeeping to electronic data storage systems.

Series#	Series Title	Proposed Change
RS-0683	Information System Application Requests	From "When no longer required" to "Indefinite" (These will be stored in the IT Division's Help Desk ticketing system)
RS-0169	Right to Entry Permits	From "Permanent" to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0171	Watershed Activity Reports (WAR)	From "When no longer required " to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0172	Work Instructions and Plans / Shop Drawings / Work Order Package / Work Order Variance Forms: Plans, Maps, Photos, Sketches, Field Operations Service Request Package, Request for Maintenance Service Packages.	From "Permanent" to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0219	Best Management Practices Checklist / BMP Checklist	From "Three Years" to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0223	Vegetation Management Dailies and Backups (Labor Codes, etc.)	From "After Funding Agency Audit, if required - Minimum 10 years" to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0224	Pesticide and Herbicide Audits	From "Three Years" to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0226	Pesticide use Reports	From "Three Years" to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0230	Sandbag Program	From "After Funding Agency Audit, if required - Minimum 10 years" to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0232	Weed Abatement	From "Two Years" to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0233	Work Orders (PMs or Blankets): Specialized Project Files (e.g. levee protection, rodent control, stabilization projects)	From "Permanent" to "Indefinite" (These will be stored in Maximo, the District's asset management system.)
RS-0039	GIS Database / Historical Output or Historical Source Data (e.g. Aerials)	Formerly "Permanent." Recommend the GIS Database itself be managed under RS-0032 ("Indefinite"), while the source data inputs be managed under RS-0002 "Preliminary Drafts"

		<p>("When no longer required") and any outputs or printouts be managed under RS-0001 "Copies."</p> <p>("When no longer required") There is no legal requirement or business purpose for saving the data inputs or printouts from the system permanently.</p>
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