

Similar Series to be Merged for Consistent Management of Files.

Series#	Series Title	Proposed Change
RS-0804	Operating Permits (Includes permits from: Bay Area Air Quality Management District (BAAQMD), San Jose Fire Department, Santa Clara County Fire Dept., Santa Clara County - Hazardous Materials Compliance Division, San Jose/Santa Clara Water Pollution Control Plant)	Recommend merging into RS-0177 "Regulatory Permits and Documents," changing period from "Expiration plus 2 years" to "Permanent."
RS-0703	Annual Business Plan: GIS	Recommend merging into RS-0383 "Management Reports & Surveys," changing period from "4 years" to "When No Longer Required - Minimum 10 years."
RS-0702	ISMP Implementation Plans	Recommend merging into RS-0383 "Management Reports & Surveys," changing period from "When superseded" to "When No Longer Required - Minimum 10 years."
RS-0681	Treasury Audit	Recommend merging into RS-0671 "Treasury and Debt Administration," changing period from "7 years" to "10 years."
RS-0706	GIS Metadata Standards	Recommend merging into RS-0563 "Administrative Policies," changing period from "When superseded" to "Minimum of Rescinded or Superseded plus 5 years."
RS-0229	Project Contractor Supervision	Recommend merging into RS-0024 "Contracts / Agreements - ADMINISTRATIVE RECORDS," changing period from "Completion plus 4 years" to "After Funding Agency Audit, if required, Minimum Completion plus 10 years."
RS-0583	Alpha / Subject / Project / Facility Files: Board and Intergovernmental Correspondence addressed to the District AFTER 2006 and prior to 2009"	Recommend merging into RS-0045 "Historical Records," changing period from "5 years" to "Permanent" to be consistent with correspondence files from 1930 to 2006.
RS-0656	Sympro report	Recommend merging into RS-0671 "Treasury and Debt Administration," changing period from "7 years" to "10 years."
RS-0170	San Jose Police Dept. STOP Program / Trespassing	Recommend merging into RS-0029 "Correspondence – Routine," period changes from "10 years" to "2 years." These are not Valley Water records, but rather records of San Jose Police, and copies are sent to us for reference only.

RS-0176	Meeting Minutes - External Interest Group Meetings, Regulatory Agencies or Regional Boards / Agencies	use RS-0000 instead "3 years" to "Nonrecords" "When no longer required." These are not Valley Water records, but rather records of the external groups, and copies in our possession are for reference only.
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