Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

EXECUTIVE COMMITTEE MEETING: NOVEMBER 19, 2026 AT 2:00 PM
POLICY AND PERSONNEL COMMITTEE MEETING: NOVEMBER 19, 2026 AT 2:30 PM

NOTICE AND AGENDA
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY NOVEMBER 19, 2026
951ST REGULAR MEETING 3:00 P.M.
13001 GARDEN GROVE BLVD.
GARDEN GROVE, CA 92843
WEBSITE ADDRESS: www.ocvector.org
REGULAR MEETING 3:00 P.M.

A. PLEDGE OF ALLEGIANCE AND ROLL CALL

1. Call business meeting to order 3:00 p.m.
2. Pledge of Allegiance
3. Roll Call - (If absences occur, consider whether to deem those absences excused based on facts presented for the absence — such determination shall be the permission required by law.)

PRESIDENT:	Bob Ruesch	Mission Viejo
VICE-PRESIDENT:	Tanya Doby	Los Alamitos
SECRETARY:	John Taylor	San Juan Capistrano

Aliso Viejo	Garrett Dwyer	Lake Forest	Robert Pequeño
Anaheim	Carlos Leon	Los Alamitos	Tanya Doby
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Buena Park	Lamiya Hoque	Newport Beach	Erik Weigand
Costa Mesa	William Turpit	Orange	Sean Chavarria
Cypress	Kyle Chang	Placentia	Thomas Hummer
Dana Point	John Gabbard	Rancho Santa Margarita	April Josephson
Fountain Valley	Kim Constantine	San Clemente	Zhen Wu
Fullerton	Shana Charles	San Juan Capistrano	John Taylor
Garden Grove	Ariana Arestegui	Santa Ana	Benjamin Vazquez
Huntington Beach	Gracey Van Der Mark	Seal Beach	Nathan Steele
Irvine	Melinda Liu	Stanton	Gary Taylor
La Habra	James Gomez	Tustin	Rebecca Gomez
La Palma	Vikesh Patel	Villa Park	Kelly McBride
Laguna Beach	Joanne McMahon	Westminster	Carlos Manzo
Laguna Hills	Erica Pezold	Yorba Linda	Peggy Huang
Laguna Niguel	Gene Johns	County of Orange	Lisa Fernandez
Laguna Woods	Pearl Lee		

B. PUBLIC COMMENTS:

(Individual Public Comments may be limited to a 3-minute or less time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the lectern. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Board President.

C. PRESENTATIONS: None

D. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES:

1. Executive Committee
2. Policy & Personnel Committee

E. CLOSED SESSION/OPEN SESSION

1. Adjourn to Closed Session:
   a. Government Code Section: 54957 (performance evaluation)
      Position: District Manager
   b. Government Code Section: 54957.6(a)
      Agency Representative: District Manager
      Employee Organization: Non-represented Employees
2. Reconvene to Open Session: Report of any required disclosures of action in closed session

F. CONSENT CALENDAR:

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.

1. Approve the DRAFT Minutes for the regular meeting on October 15, 2026
2. Approve Warrant Register for September 2026 **(Exhibit A)**
3. Approve Monthly Financial Report for September 2026 **(Exhibit A)**
4. Adopt Resolution No. 617 Reaffirming Policy No. 48, Records and Information Management Program Policy and Updating the District's Records Retention and Document Destruction Schedules **(Exhibit A, B, C)**
5. Adopt Resolution No. 618 Updating the Orange County Mosquito and Vector Control District Conflict of Interest Code for 2026 to Include Updated Positions Subject to the Code **(Exhibit A, B)**
6. Adopt Resolution No. 619 Approving Amendments to Policy No. 55, Board Organization and Procedures **(Exhibit A, B)**

G. BUSINESS ITEMS:

1. Adopt Resolution No. 620 Creating an Assistant District Manager Position at the Orange County Mosquito and Vector Control District **(Exhibit A, B)**

H. INFORMATIONAL ITEMS ONLY: (NO ACTION NECESSARY)

1. Staff Presentation: Update on vector activity in Orange County
2. Staff Presentation: Update on operations activity in Orange County
3. Staff Presentation: Update on outreach activity in Orange County
4. Trustee Terms of Office to Expire January 4, 2027 at 11:59 AM

I. PRESIDENT'S REPORT AND TRUSTEE COMMENTS:

J. DISTRICT MANAGER REPORT: Discussion and Possible Action

K. DISTRICT LEGAL COUNSEL REPORT: Discussion and Possible Action

L. CORRESPONDENCE: Discussion and Possible Action

M. FUTURE AGENDA ITEMS:

N. ADJOURNMENT:

1. Adjourn in memory of Al Ethans, former Trustee from the city of Stanton, to the next regular meeting on December 17, 2026, starting at 3:00 p.m. at the Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843.

EXECUTIVE COMMITTEE
MEETING NOTICE
NOVEMBER 19, 2026, 2:00 PM

TO:	Executive Committee	
	Bob Ruesch, President	Mission Viejo
	Tanya Doby, Vice President	Los Alamitos
	John Taylor, Secretary	San Juan Capistrano
	Cecilia Hupp, Past President	Brea

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Executive Committee Meeting:
Thursday, November 19, 2026 2:00 PM
www.ocvector.org

AGENDA

1. Call Meeting to Order and Roll Call

2. Public Comments

3. Adjourn to Closed Session:

   a. Government Code Section: 54957 (performance evaluation):
   Position: District Manager
   b. Government Code Section:54957.6 (conference with labor negotiator)
   Agency Representative: District Board President
   Unrepresented Employee: District Manager

4. Reconvene to Open Session: Report of any required disclosures of action in closed session

5. Adjourn

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POLICY AND PERSONNEL COMMITTEE
MEETING NOTICE
NOVEMBER 19, 2026
2:30 P.M.

TO: Policy and Personnel Committee

Kyle Chang	Cypress
Melinda Liu	Irvine
Joanne McMahon	Laguna Beach
Erica Pezold	Laguna Hills
Pearl Lee	Laguna Woods
Tanya Doby	Los Alamitos
Sean Chavarria (Chair)	Orange
April Josephson	Rancho Santa Margarita
Rebecca Gomez	Tustin

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Policy and Personnel Committee Meeting:
2:30 p.m., Thursday, November 19, 2026
www.ocvector.org

AGENDA

1. Call Meeting to Order and Roll Call

2. Public Comments

3. Approve minutes from October 15, 2026 meeting

4. Adjourn to Closed Session:
   a. Government Code Section: 54957.6(a)
      Agency Representative: District Manager
      Employee Organization: Non-represented Employees
5. Reconvene to Open Session: Report of any required disclosures of action in closed session

6. Discuss Assistant District Manager position

7. Adjourn

MINUTES OF POLICY AND PERSONNEL COMMITTEE MEETINGS

Orange County Mosquito and Vector Control District

TIME: 2:30 P.M. October 15, 2026

PLACE: Orange County Mosquito and Vector Control District

Policy and Personnel Committee Members Present:

Kyle Chang	Cypress
Pearl Lee (2:35pm)	Laguna Woods
Tanya Doby	Los Alamitos
Sean Chavarria (Chair)	Orange
Rebecca Gomez	Tustin

Policy and Personnel Committee Members Absent:

Melinda Liu	Irvine
Joanne McMahon	Laguna Beach
Erica Pezold	Laguna Hills
April Josephson	Rancho Santa Margarita

Others Present:

Lora Young	District Manager
Sandra Vera	Director of Human Resources
Vanessa Urbina	Administrative Assistant

The meeting was called to order at 2:31 P.M.

1. **Call the Meeting to Order and Roll Call:** Five members of the committee were present out of nine members.
2. **Public Comments:** None.
3. **Approve minutes from September 17, 2026, meeting:** On motion by Trustee Doby, seconded by Trustee Chang, and passed by unanimous vote, the committee approved the minutes of the September 1, 2026, committee meeting.
4. **Discuss Rescinding District Policies Numbered 2, 5, 13, 15, 20, 23, 27, 28, 34, and 41 (Agenda Item E.4):** District Manager Young discussed each policy and why they should be rescinded. On motion by Trustee R. Gomez, seconded by Trustee Doby, and passed by unanimous vote, the committee recommended rescinding policies 2, 5, 13, 15, 20, 23, 27, 28, 34, and 41 to the full Board of Trustees.
5. **Discuss Adopting Operations Coordinator and Operations Analyst Job Descriptions (Agenda Item F.1):** Director of Human Resources Vera discussed the proposed updates to the Operations Coordinator job description, and the creation of the Operations Analyst job description, to better align staff responsibilities with the District's operational needs. On motion by Trustee Doby, seconded by Trustee R. Gomez, and passed by unanimous vote, the committee recommended the adoption of both positions to the full Board of Trustees.
6. **Discuss Assistant District Manager Position:** District Manager Young presented on the proposed creation of a Assistant District Manager position and discussed its purpose, some anticipated responsibilities and potential benefits to the District. On

motion by Trustee Chang, seconded by Trustee Doby, and passed by unanimous vote, the committee recommended the adoption of the position to the full Board of Trustees.

7. **Discuss Updating Policy No. 19 (Agenda Item F.2):** Director of Human Resources Vera explained that the proposed policy updates are intended to align the existing policy with current federal and state requirements, noting that the District is already in compliance with those requirements.
8. **Adjourned:** Meeting adjourned at 2:52 P.M.

MINUTES OF THE 950th MEETING

BOARD OF TRUSTEES
Orange County Mosquito and Vector Control District

TIME: 3:00 P.M. October 15, 2026

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

PRESIDENT:	Robert Ruesch	Mission Viejo
VICE PRESIDENT:	Tanya Doby	Los Alamitos
SECRETARY:	John Taylor	San Juan Capistrano

TRUSTEES PRESENT:

Aliso Viejo	Garrett Dwyer	Los Alamitos	Tanya Doby
Brea	Cecilia Hupp	Mission Viejo	Bob Ruesch
Cypress	Kyle Chang	Newport Beach	Erik Weigand
Dana Point	John Gabbard	Orange	Sean Chavarria
Fountain Valley	Kim Constantine	Placentia	Thomas Hummer
Fullerton	Shana Charles	Rancho Santa Margarita	April Josephson
Garden Grove	Ariana Arestegui	San Juan Capistrano	John Taylor
La Habra	James Gomez	Seal Beach	Nathan Steele
La Palma	Vikesh Patel	Stanton	Gary Taylor
Laguna Niguel	Gene Johns	Tustin	Rebecca Gomez
Laguna Woods	Pearl Lee	Yorba Linda	Peggy Huang
Lake Forest	Robert Pequeño	County of Orange	Liza Fernandez

TRUSTEES ABSENT:

Anaheim	Carlos Leon	Laguna Beach	Joanne McMahon
Buena Park	Lamiya Hoque	Laguna Hills	Erica Pezold
Costa Mesa	Bill Turpit	San Clemente	Zhen Wu
Huntington Beach	Gracey Van Der Mark	Santa Ana	Benjamin Vazquez
Irvine	Melinda Liu	Villa Park	Kelly McBride
		Westminster	Carlos Manzo

Trustees Turpit, Liu, McMahon, Pezold, and Manzo had a notified absence.

OTHERS PRESENT:

Lora Young, District Manager
Jerry Sims, Director of Operations
Amber Semrow, Director of Scientific Technical Services
Tawnia Pett, Executive Assistant/Clerk of the Board
Alexandra Severino, District Counsel

A. **Opening:**

1. **Call the Business Meeting to Order:** President Ruesch called the meeting to order at 3:01 P.M.

2. **Pledge of Allegiance:** President Ruesch asked Trustee Constantine to lead the Pledge of Allegiance.

3. **Roll Call:** Twenty-four Trustees were present out of the current Board membership of 35.

B. **Public Comments:** There were two public comments. One commenter told the board about a water source in Costa Mesa that needs to be addressed. One commenter from Cypress stated she was still not receiving door hanger notifications for spray notifications.

C. **Presentations:**

1. Staff gave a presentation on the District's renovation project.
2. Staff gave a presentation on the District's Outreach Campaign wrap-up.

D. **OCMVCD Committee Reports to the Board of Trustees:**

1. Joint Committee Meeting: Budget & Finance and Building, Property, & Equipment Committees: District Manager Young reported the committee met to discuss security gates for the proposed renovation.
2. Policy and Personnel Committee: Committee Chair Chavarria reported the committee recommended approving rescinding a large number of policies [Agenda Item E.4], the Operations Coordinator and Operations Analyst job descriptions [Agenda Item F.1], the committee discussed an Assistant District Manager position, and approving the revision of Policy No. 19 [Agenda Item F.2]

E. **Consent Calendar: Items for Approval by General Consent:**

On motion from Trustee J. Gomez, seconded by Trustee Josephson, and approved by unanimous vote, the Board of Trustees approved Consent Calendar Items E.2 through E.4. Agenda Item E.1 was passed by majority vote due to absences at the previous Board Meeting (Abstained: Trustees Charles, Patel, Ruesch, Steele, and Huang).

Ayes: Trustees Dwyer, Hupp, Chang, Gabbard, Constantine, Charles, Arestegui, J. Gomez, Patel, Johns, Lee, Pequeño, Doby, Ruesch, Weigand, Chavarria, Hummer, Josephson, J. Taylor, Steele, G. Taylor, R. Gomez, Huang, and Fernandez.

Noes: None.

Abstained: None.

Absent: Trustees Leon, Hoque, Turpit, Van Der Mark, Liu, McMahon, Pezold, Wu, Vazquez, McBride, and Manzo.

1. **Approval of Minutes:** Approved, without reading, the minutes of 949th Meeting of the Board of Trustees held September 17, 2026.

2. **Approved Warrant Register for August 2026: (Exhibit A)** Received and filed.

3. **Approved Monthly Financial Report for August 2026: (Exhibit A)** Received and filed.

4. **Adopted Resolution No. 614 rescinding Policies numbered 2, 5, 13, 15, 20, 23, 27, 28, 34, and 41: (Exhibit A)**

F. **Business Items:**

1. **Adopted Resolution No. 615 Approving the Operations Coordinator and Operations Analyst Job Classifications: (Exhibit A, B)** On motion from Trustee Hupp, seconded by Trustee Johns, and approved by unanimous vote, the Board of Trustees adopted Resolution No. 615 approving the Operations Coordinator and Operations Analyst job classifications.

   Ayes: Trustees Dwyer, Hupp, Chang, Gabbard, Constantine, Charles, Arestegui, J. Gomez, Johns, Lee, Pequeño, Doby, Ruesch, Weigand, Chavarria, Hummer, Josephson, J. Taylor, Steele, G. Taylor, R. Gomez, and Fernandez.

   Noes: None.

   Abstained: None.

   Absent: Trustees Leon, Hoque, Turpit, Van Der Mark, Liu, Patel, McMahon, Pezold, Wu, Vazquez, McBride, Manzo, and Huang.

2. **Adopted Resolution No. 616 Revising Policy No. 19, Disability Accommodations: (Exhibit A, B)** On motion from Trustee G. Taylor, seconded by Trustee Josephson, and approved by unanimous vote, the Board of Trustees adopted Resolution No. 616 revising Policy No. 19, Disability Accommodations.

   Ayes: Trustees Dwyer, Hupp, Chang, Gabbard, Constantine, Charles, Arestegui, J. Gomez, Johns, Lee, Pequeño, Doby, Ruesch, Weigand, Chavarria, Hummer, Josephson, J. Taylor, Steele, G. Taylor, R. Gomez, and Fernandez.

   Noes: None.

   Abstained: None.

   Absent: Trustees Leon, Hoque, Turpit, Van Der Mark, Liu, Patel, McMahon, Pezold, Wu, Vazquez, McBride, Manzo, and Huang.

G. **Informational Items Only (No Action Necessary):**

1. **Staff Presentation:** Director of Scientific Technical Services Semrow gave an update on vector activity in the county.
2. **Staff Presentation:** Director of Operations Sims gave an update on operations activity in the county.

H. **President's Report and Trustee Comments: None**

I. **District Manager's Report:** District Manager Young reported:

1. Trustees interested in attending the MVCAC 2027 annual conference should contact Clerk Pett.

J. **District Counsel Report: None**

K. **Correspondence:**

1. Staff conference reports from meetings attended in September.

L. **Future Agenda Items: None**

M. **Adjournment:**

1. President Ruesch adjourned the meeting at 3:54 P.M. to a regular meeting on Thursday, November 19, 2026.

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held October 15, 2026.

Lora Young

Lora B. Young, District Manager

Approved as written and/or corrected by the Board of Trustees at its 951st

Nine hundred fifty-first meeting held November 19, 2026

ATTEST: _____

John Taylor, Secretary

Orange County Mosquito and Vector Control District
AGENDA ITEM F.2
Prepared By: Tan Nguyen, Director of Finance
Submitted By: Lora Young, District Manager
Date: November 19, 2026

Agenda Title: Approve Warrant Register for September 2026

Recommended Action: Receive and file.

Summary: Receive and file payment of September warrant register dated November 19, 2026, in the amount of $1,254,619.54 presented by in-house check runs dated September 1, 3, 10, 17, 24, 29, 30, 2026.

Previous Relevant Board Actions for This Item: Monthly report

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Strategic Plan Compliance: 5. Financial Sustainability: 5.1: Conduct revenue assessment to determine long-term financial needs

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Fiscal Impact:
What Amount is being requested?
Is the Amount Requested Budgeted in the Current Fiscal Year?
If No, What Funds Are Requested?

Exhibits:

Exhibit A: September 2026 Warrant Report

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS November 19, 2026

ACCOUNTS PAYABLE REGISTER

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT		
REGISTER OF DEMANDS - AP REGISTER 11/19/26		
AP/Check Run	9/1/2026	$ 500.00
AP/Check Run	9/3/2026	$ 106,768.64
AP/Check Run	9/10/2026	$ 200,509.53
AP/Check Run	9/17/2026	$ 412,430.01
AP/Check Run	9/24/2026	$ 65,567.51
AP/Check Run	9/29/2026	$ 146,432.09
AP/Check Run	9/30/2026	$ 554.49
P/R CalPERS1	9/14/2026	$ 52,782.07
P/R EDD	9/14/2026	$ 15,407.29
P/R EEASSOC	9/14/2026	$ 750.00
P/R ICMA	9/14/2026	$ 29,638.79
P/R IRS	9/14/2026	$ 50,206.95
P/R NATION	9/14/2026	$ 4,818.35
P/R TASC	9/14/2026	$ 2,943.40
P/R USB	9/14/2026	$ 6,115.02
P/R CalPERS1	9/17/2026	$ 350.00
P/R CalPERS1	9/22/2026	$ 52,125.47
P/R EDD	9/22/2026	$ 14,346.19
P/R EEASSOC	9/22/2026	$ 750.00
P/R ICMA	9/22/2026	$ 30,213.94
P/R IRS	9/22/2026	$ 47,525.19
P/R NATION	9/22/2026	$ 4,818.35
P/R TASC	9/22/2026	$ 2,943.40
P/R USB	9/22/2026	$ 5,265.34
P/R TASC	9/30/2026	$ 857.52
Total		$ 1,254,619.54

I hereby certify that the claims or demands covered by the foregoing listed warrants have been audited as to the accuracy and availability of funds for payment thereof. Subscribed and sworn on date November 19, 2026.

Lora Young

Lora Young, District Manager

Tan Nguyen

Tan Nguyen, Director of Finance

Accounts Payable

Checks by Date - Summary by Check Date

User: dmedina@ocvector.org
Printed: 10/27/2026 10:17 AM

Check No	Vendor No	Vendor Name	Check Date	Check Amount
30542	KIWANIS	Kiwanisland Park	09/01/2026	500.00
Total for 9/1/2026:				500.00
ACH	ADAPCO	ADAPCO, INC.	09/03/2026	19,467.73
ACH	GENEWIZ	Azenta US, Inc.	09/03/2026	322.00
ACH	GRAINGER	Grainger	09/03/2026	11.20
ACH	Steri	STERICYCLE	09/03/2026	614.35
ACH	ULINE	Uline Shipping Supply Specialists	09/03/2026	138.05
ACH	VERIZON	Verizon Wireless Services LLC	09/03/2026	4,681.71
ACH	WESTCOAS	RJ International	09/03/2026	54.84
ACH	IRON	Iron Mountain Records Mgmt, Inc.	09/03/2026	420.35
ACH	RUESCH	Robert J. Ruesch	09/03/2026	643.67
30543	AAA	AAA Electric Motor Sales & Service, Inc.	09/03/2026	169.51
30544	AT T FAX	AT&T	09/03/2026	408.17
30545	CAGATE	California Gate & Entry System	09/03/2026	250.00
30546	CDPH-RHB	CADPH RADIOLOGICAL HEALTH BRANCH	09/03/2026	638.00
30547	CLARKE	Clarke Mosquito Control Prod Inc.	09/03/2026	10,032.19
30548	CPS HR	Cooperative Personnel Services	09/03/2026	3,933.75
30549	CROWN	Crown Maintenance	09/03/2026	290.00
30550	CWS	CAMERON WELDING SUPPLY	09/03/2026	545.52
30551	GARCIA W	Willebaldo Garcia	09/03/2026	141.36
30552	GRBL	GODOY REYES LANDCARE	09/03/2026	750.00
30553	HARPER	Harper & Burns, LLP	09/03/2026	1,122.00
30554	INSIGHT	Insight Public Sector, Inc.	09/03/2026	4,151.00
30555	LIFE	Life Technologies	09/03/2026	2,385.87
30556	LIFTECH	Michael Patrick Vane	09/03/2026	320.69
30557	McMaster	McMaster-Carr Supply Co.	09/03/2026	169.26
30558	PEPBOYS	THE PEP BOYS	09/03/2026	171.16
30559	PFLEET	PLAVAN COMMERCIAL FUELING, INC	09/03/2026	14,189.01
30560	RAD	Rad Source Technologies, Inc.	09/03/2026	13,500.00
30562	SMART	Smart & Final Stores Corp	09/03/2026	18.99
30563	STM	SOUTHERN TIRE MART, LLC	09/03/2026	1,113.60
30564	STODDARD	Jodie Stoddard	09/03/2026	40.40
30565	TPA	TOWNSEND PUBLIC AFFAIRS, INC	09/03/2026	2,500.00
30566	TRIPEPI	TRIPEPI SMITH AND ASSOCIATES, INC	09/03/2026	3,461.25
30567	UNIVAR	Veseris ES OPCO USA LLC	09/03/2026	10,363.01
30568	WALKING	The Walking Man, Inc.	09/03/2026	9,750.00
Total for 9/3/2026:				106,768.64
ACH	CONSTANT	Kim Constantine	09/10/2026	193.76
ACH	GRIFF	GRIFFIN STRUCTURES, INC.	09/10/2026	22,654.30
ACH	JOSEPH	April Josephson	09/10/2026	168.72
ACH	SNYDER	SNYDER LANGSTON LLC	09/10/2026	127,439.00
ACH	AEI	ALL ENVIRONMENTAL, INC	09/10/2026	37,380.00
30569	BLACKHL	BLACKHOLE TECHNOLOGIES INC	09/10/2026	192.00
30570	CITIES	Cities Digital, Inc.	09/10/2026	1,979.27
30571	GFS	Governmental Financial Services	09/10/2026	2,970.00
30572	STAPLES	Staples Business Advantage	09/10/2026	87.48
30573	WALKING	The Walking Man, Inc.	09/10/2026	5,800.00
30574	ZASIO	Zasio Enterprises, Inc.	09/10/2026	1,645.00
Total for 9/10/2026:				200,509.53
ACH	EEASSOC	OCVCD Employee Association	09/14/2026	750.00

ACH	ICMA	MissionSquare Retirement (ICMA)	09/14/2026	29,638.79
ACH	USB	PARS/U.S. Bank N.A. Minnesota	09/14/2026	6,115.02
ACH	CalPERS1	CalPERS	09/14/2026	52,782.07
ACH	EDD	Employment Development Dept.	09/14/2026	15,407.29
ACH	IRS	Internal Revenue Service	09/14/2026	50,206.95
ACH	NATION	Nationwide Retirement Solutions	09/14/2026	4,818.35
ACH	TASC	Total Administrative Services Corp.	09/14/2026	2,943.40
Total for 9/14/2026:				162,661.87
ACH	SNYDER	SNYDER LANGSTON LLC	09/17/2026	115,629.00
ACH	CalPERS1	CalPERS	09/17/2026	350.00
ACH	CLA	CLIFTON LARSON ALLEN LLP	09/17/2026	3,300.00
ACH	GONZALEZ	HECTOR GONZALEZ	09/17/2026	200.00
ACH	GRIFF	GRIFFIN STRUCTURES, INC.	09/17/2026	15,109.60
ACH	ADAPCO	ADAPCO, INC.	09/17/2026	16,800.38
ACH	GG DISP	Republic Waste Svcs of So. Calif., LLC	09/17/2026	2,702.01
ACH	SPECTRUM	Charter Communications	09/17/2026	1,494.00
ACH	TARGET	Target Specialty Products	09/17/2026	30,912.40
ACH	ULINE	Uline Shipping Supply Specialists	09/17/2026	346.36
ACH	WESTCOAS	RJ International	09/17/2026	1,950.73
30575	ALARM	Thomas E. Kindschi	09/17/2026	270.00
30576	AMAZON	AMAZON CAPITAL SERVICES	09/17/2026	3,583.04
30577	AQUATIC	Pentair Aquatic Eco-Systems Inc.	09/17/2026	772.68
30578	AT&T	AT&T	09/17/2026	64.90
30579	AUTOCK	Auto Chek Centers, Inc.	09/17/2026	299.70
30580	CAGATE	California Gate & Entry System	09/17/2026	166.08
30581	CINTAS	Cintas Corporation No. 2	09/17/2026	6,173.97
30582	CLARKE	Clarke Mosquito Control Prod Inc.	09/17/2026	61,335.02
30583	CPS HR	Cooperative Personnel Services	09/17/2026	2,315.00
30584	CWS	CAMERON WELDING SUPPLY	09/17/2026	3,021.12
30585	ESRI	Environ. System Research Inst. Inc.	09/17/2026	4,495.00
30586	GENESEE	Genesee Scientific Corporation	09/17/2026	550.35
30587	HOME DEP	Home Depot Credit Services	09/17/2026	694.53
30588	KWEST	K'WEST Printing	09/17/2026	166.00
30589	LIFE	Life Technologies	09/17/2026	9,217.67
30590	McFadden	McFadden-Dale Industrial Hardware, LLC	09/17/2026	43.06
30591	NGUYEN T	TAN NGUYEN	09/17/2026	17.79
30592	PFLEET	PLAVAN COMMERCIAL FUELING, INC	09/17/2026	15,314.44
30593	PRIMO	BLUE TRITON BRANDS INC	09/17/2026	1,461.63
30594	SIMPSON	Simpson Chevrolet of Garden Grove	09/17/2026	78.81
30595	STM	SOUTHERN TIRE MART, LLC	09/17/2026	1,573.13
30596	TOYHB	Toyota of Huntington Beach	09/17/2026	112,272.42
30597	TOYOTAGG	Toyota Place	09/17/2026	99.19
Total for 9/17/2026:				412,780.01
ACH	EEASSOC	OCVCD Employee Association	09/22/2026	750.00
ACH	ICMA	MissionSquare Retirement (ICMA)	09/22/2026	30,213.94
ACH	USB	PARS/U.S. Bank N.A. Minnesota	09/22/2026	5,265.34
ACH	CalPERS1	CalPERS	09/22/2026	52,125.47
ACH	EDD	Employment Development Dept.	09/22/2026	14,346.19
ACH	IRS	Internal Revenue Service	09/22/2026	47,525.19
ACH	NATION	Nationwide Retirement Solutions	09/22/2026	4,818.35
ACH	TASC	Total Administrative Services Corp.	09/22/2026	2,943.40
Total for 9/22/2026:				157,987.88
ACH	FM	CARDMEMBER SERVICE	09/24/2026	14,570.33
ACH	ADAPCO	ADAPCO, INC.	09/24/2026	19,467.73
ACH	OC TOLL	OC Toll Roads	09/24/2026	2.28
ACH	TARGET	Target Specialty Products	09/24/2026	30,912.40
ACH	ULINE	Uline Shipping Supply Specialists	09/24/2026	162.72
30606	LE	SON LE	09/24/2026	34.64

30608	NGUYENA	ANDREW NGUYEN	09/24/2026	217.41
30609	Savage	John S. Savage	09/24/2026	200.00
Total for 9/24/2026:				65,567.51
ACH	CalPERS	Calif. Public Employees' Retirement	09/29/2026	111,028.50
ACH	ARIASA	Adina Arias	09/29/2026	234.05
ACH	BENNETT	Stephen Bennett	09/29/2026	234.05
ACH	BLAYLOCK	Viki Blaylock	09/29/2026	234.05
ACH	BOBBITT	Catherine Bobbitt	09/29/2026	234.05
ACH	Cavileer	Raymond Cavileer	09/29/2026	234.05
ACH	CUMMINGS	Robert F. Cummings	09/29/2026	234.05
ACH	Delira	Simon De Lira	09/29/2026	234.05
ACH	Drews	John Drews	09/29/2026	234.05
ACH	EVER	SANDRA EVERINGHAM	09/29/2026	202.90
ACH	FOGARTY	Carrie Fogarty	09/29/2026	234.05
ACH	Goedhart	Gerard Goedhart	09/29/2026	234.05
ACH	Huff	Robert Huff	09/29/2026	234.05
ACH	Kimball	Deborah Kimball	09/29/2026	234.05
ACH	KOENIG	Steve Koenig	09/29/2026	234.05
ACH	LACHANCE	Patricia LaChance	09/29/2026	202.90
ACH	LOUGHNER	LINDA LOUGHNER	09/29/2026	202.90
ACH	McCarty	Danny McCarty	09/29/2026	234.05
ACH	MILLER J	Jon Miller	09/29/2026	234.05
ACH	Newton	John Newton	09/29/2026	202.90
ACH	Niewola	Urszula Niewola	09/29/2026	234.05
ACH	PARSONS	John Parsons	09/29/2026	234.05
ACH	Plummer	John Clark Plummer	09/29/2026	234.05
ACH	POSPISIL	Terry Pospisil	09/29/2026	234.05
ACH	Rehders	Renee Rehders	09/29/2026	234.05
ACH	Reinig	Allyson Reinig	09/29/2026	234.05
ACH	Reisin	Caroline Reisinger	09/29/2026	234.05
ACH	Rincon	Claudio Rincon	09/29/2026	234.05
ACH	RODRIG	Agripino Rodriguez	09/29/2026	234.05
ACH	SCOTT	WALTRAUT SCOTT	09/29/2026	202.90
ACH	SHAW	LAWRENCE SHAW	09/29/2026	234.05
ACH	ARESTEGU	ARIANA ARESTEGUI	09/29/2026	100.00
ACH	CHANG	KYLE CHANG	09/29/2026	100.00
ACH	CHAVA	SEAN CHAVARRIA	09/29/2026	100.00
ACH	CONSTANT	Kim Constantine	09/29/2026	100.00
ACH	DOBYT	Tanya Doby	09/29/2026	100.00
ACH	DWYER	GARRETT DWYER	09/29/2026	100.00
ACH	GABBARDJ	JOHN GABBARD	09/29/2026	100.00
ACH	GOMEZ	James Gomez	09/29/2026	100.00
ACH	GOMEZR	REBECCA GOMEZ	09/29/2026	100.00
ACH	HUMMER	THOMAS HUMMER	09/29/2026	100.00
ACH	HUPP	Cecilia T. Hupp	09/29/2026	100.00
ACH	JOHNS	FOSTER JOHNS	09/29/2026	100.00
ACH	JOSEPH	April Josephson	09/29/2026	100.00
ACH	LEE	EUN JU LEE	09/29/2026	100.00
ACH	LEONC	CARLOS LEON	09/29/2026	100.00
ACH	LIU	MELINDA LIU	09/29/2026	100.00
ACH	MANZO	CARLOS MANZO	09/29/2026	100.00
ACH	MCBRIDEK	KELLY MCBRIDE	09/29/2026	100.00
ACH	MCMAHON	JOANNE MCMAHON	09/29/2026	100.00
ACH	PEQUENOR	ROBERT PEQUENO	09/29/2026	100.00
ACH	PEZOLDE	Erica Pezold	09/29/2026	100.00
ACH	TAYLORG	Gary Taylor	09/29/2026	100.00
ACH	TURPIT	WILLIAM TURPIT	09/29/2026	100.00
ACH	VANDERMA	GRICELDA VAN DER MARK	09/29/2026	100.00
ACH	VAZQUEZ	BENJAMIN VAZQUEZ	09/29/2026	100.00
ACH	WEIGAND	ERIK WEIGAND	09/29/2026	100.00
ACH	WU	ZHEN WU	09/29/2026	100.00
ACH	AEI	ALL ENVIRONMENTAL, INC	09/29/2026	11,800.00

30616	TAYLOR	John Taylor	09/29/2026	100.00
30617	AFLAC	American Family Life Assurance Co., of Columbus	09/29/2026	2,282.46
30618	AMERITAS	AMERITAS LIFE INSURANCE CORP	09/29/2026	4,246.20
30619	Guard	Guardian - Appleton	09/29/2026	749.55
30620	SIC	STANDARD INSURANCE COMPANY	09/29/2026	6,659.63
Total for 9/29/2026:				146,432.09
ACH	F&M Bank	Farmers & Merchants Bank	09/30/2026	24.49
ACH	OC TOLL	OC Toll Roads	09/30/2026	530.00
ACH	TASC	Total Administrative Services Corp.	09/30/2026	857.52
Total for 9/30/2026:				1,412.01
		Report Total (171 checks):		1,254,619.54

Warrant Request

Date:	10/22/2026	**Vendor Name:**	FM CARDMEMBER SERVICE
Vendor No.	FM	**Address:**	PO BOX 790408
Total $	$20,673.41		ST LOUIS, MO 63179-0408
Prepared By:	DM		
Check No.	ACH		

Account #	Description	P.O. #	Invoice #	Amount
10.350.7008	HEMOSTAT LABRATORIES		AS1026	$ 154.08
10.350.7008	HEMOSTAT LABRATORIES		AS1026	$ 247.02
10.350.7008	TARGET		AS1026	$ 39.77
10.350.7008	HEMOSTAT LABRATORIES		AS1026	$ 255.37
10.140.7005	RETURN CREDIT - COSTCO WHSE		JS1026	$ (4.91)
10.140.7005	COSTCO WHSE		JS1026	$ 258.89
10.430.7804	HARBOR FREIGHT TOOLS		JS1026	$ 271.86
10.430.7803	WALMART.COM		JS1026	$ 2,241.56
10.430.7803	WALMART.COM		JS1026	$ 133.77
10.430.7401	SIMPSON CHEVEROLET		JS1026	$ 639.43
10.140.7005	COSTCO WHSE		JS1026	$ 188.70
10.430.7001	THE WEBSTAURANT STORE		JS1026	$ 2,553.96
10.520.7511	GOOGLE CLOUD		LN1026	$ 200.88
10.520.7511	GOTO GOTOCONNECT		LN1026	$ 1,407.14
10.520.7903	MISAC		LN1026	$ 130.00
10.520.7903	MISAC		LN1026	$ 130.00
10.520.7511	STARLINK INTERNET		LN1026	$ 55.00
10.000.1225	168 MARKET		LN1026	$ 131.38
10.520.7003	HP HP.COM STORE		LN1026	$ 709.54
10.520.7511	DNS MADE EASY		LN1026	$ 225.00
10.520.7024	EVERMPA COMPANY LLC		LN1026	$ 199.00
10.520.7511	ZOOM.COM		LN1026	$ 50.97
10.210.7703	TAX 1099.COM		LY1026	$ 188.85
10.410.7001	GRAINGER		LY1026	$ 11.20
10.310.7012	STERICYCLE		LY1026	$ 614.35
10.410.7017	WESTCOAST INDUSTRIES		LY1026	$ 54.84
10.140.7903	AMCA		LY1026	$ 179.00
10.140.7903	AMCA		LY1026	$ 179.00
10.140.7903	AMCA		LY1026	$ 179.00
10.140.7903	AMCA		LY1026	$ 179.00
	SEE ATTACHED FOR MORE			

APPROVAL: **Dept Head/District Manager** Lora Young

Director of Finance Tan Nguyen

SPECIAL INSTRUCTIONS/COMMENTS:

FUND	DESC.	INVOICE #	TOTAL
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.310.7008	GENEWIZ	LY1026	$ 234.50
10.310.7008	GENEWIZ	LY1026	$ 87.50
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.140.7903	AMCA	LY1026	$ 179.00
10.120.7110	VERIZONWRLSS	LY1026	$ 4,681.71
10.350.7008	ULINE	LY1026	$ 42.91
10.350.7008	ULINE	LY1026	$ 95.14
10.410.7014	ADAPCO LLC	LY1026	$ 19,467.73
10.510.7022	GOOGLE ONE	LY1026	$ 19.99
10.210.7020	ASSOCIATION CSDA CAREE NAYLOR.COM	LY1026	$ 175.00
10.210.7504	CLIFTON LARSON ALLEN	LY1026	$ 3,300.00
10.410.7014	TARGET SPECIALTY PRODU	LY1026	$ 30,912.40
60.600.7508	REPUBLIC SERVICES	LY1026	$ 1,687.92
10.140.7410	REPUBLIC SERVICES	LY1026	$ 1,014.09
10.410.7017	WESTCOAST INDUSTRIES	LY1026	$ 1,950.73
10.140.7120	SPECTRUM	LY1026	$ 1,494.00
10.350.7008	ULINE	LY1026	$ 125.40
10.310.7009	ULINE	LY1026	$ 220.96
10.410.7014	ADAPCO LLC	LY1026	$ 16,800.38
10.120.7907	SOUTHWEST LA TO SACRAMENTO	LY1026	$ 123.41
10.120.7907	SOUTHWEST SACRAMENTO TO LB	LY1026	$ 78.40
10.120.7901	MAGGIANOS SOUTH COAST	LY1026	$ 1,500.00
10.410.7014	TARGET SPECIALTY PRODU	LY1026	$ 30,912.40
10.410.7801	THE TOLL ROADS OF OC	LY1026	$ 2.28
10.350.7008	ULINE	LY1026	$ 162.72
10.310.7907	TENAYA LODGING	LY1026	$ 975.27
10.310.7907	TENAYA LODGING	LY1026	$ 975.27
10.410.7014	ADAPCO LLC	LY1026	$ 19,467.73
10.410.7001	GRAINGER	LY1026	$ (11.20)
10.310.7012	STERICYCLE	LY1026	$ (614.35)
10.410.7017	WESTCOAST INDUSTRIES	LY1026	$ (54.84)
10.310.7008	GENEWIZ	LY1026	$ (234.50)
10.310.7008	GENEWIZ	LY1026	$ (87.50)
10.120.7110	VERIZONWRLSS	LY1026	$ (4,681.71)
10.350.7008	ULINE	LY1026	$ (42.91)
10.350.7008	ULINE	LY1026	$ (95.14)
10.410.7014	ADAPCO LLC	LY1026	$ (19,467.73)
10.210.7504	CLIFTON LARSON ALLEN	LY1026	$ (3,300.00)
10.410.7014	TARGET SPECIALTY PRODU	LY1026	$ (30,912.40)
60.600.7508	REPUBLIC SERVICES	LY1026	$ (1,687.92)

10.140.7410	REPUBLIC SERVICES	LY1026	$ (1,014.09)
10.410.7017	WESTCOAST INDUSTRIES	LY1026	$ (1,950.73)
10.140.7120	SPECTRUM	LY1026	$ (1,494.00)
10.350.7008	ULINE	LY1026	$ (125.40)
10.310.7009	ULINE	LY1026	$ (220.96)
10.410.7014	ADAPCO LLC	LY1026	$ (16,800.38)
10.410.7014	TARGET SPECIALTY PRODU	LY1026	$ (30,912.40)
10.410.7801	THE TOLL ROADS OF OC	LY1026	$ (2.28)
10.350.7008	ULINE	LY1026	$ (162.72)
10.410.7014	ADAPCO LLC	LY1026	$ (19,467.73)
10.510.7602	ACT CITY OF PLACENTIA	MJ1026	$ 115.00
10.510.7022	ARTLIST	MJ1026	$ 59.99
10.510.7022	X CORP PAID FEATURES	MJ1026	$ 8.00
10.510.7022	OPENAI CHATGPT SUBSCRIPTION	MJ1026	$ 20.00
10.510.7903	CAPIO CA ASSOCIATION	MJ1026	$ 300.00
10.510.7907	GOVT SOCIAL MEDIA LLC	MJ1026	$ 779.00
10.510.7022	NARRATIVE	MJ1026	$ 15.00
10.510.7602	4TE CITY OF ALISO VIEJO	MJ1026	$ 25.75
10.510.7602	CITY OF TUSTIN PARKS	MJ1026	$ 365.00
10.510.7022	FRGN TRANS FEE - NARRATIVE	MJ1026	$ 0.30
10.120.7901	COSTCO WHSE	SV1026	$ 115.45
10.120.7901	IC INSTACART	SV1026	$ 73.35
10.120.7901	TST CALI TACOS	SV1026	$ 466.61
10.120.7901	IC COSTCO BY INSTACART	SV1026	$ 297.46
10.110.7001	LUNA GRILLS	TP1026	$ 260.11
10.120.7019	OC REGISTER SUBS	TP1026	$ 48.00
10.110.7001	COSTCO WHSE	TP1026	$ 52.83
10.120.7019	LA TIMES CIRCULATION	TP1026	$ 15.96
			$ 20,673.41

Orange County Mosquito and Vector Control District
AGENDA ITEM F.3
Prepared By: Tan Nguyen, Director of Finance
Submitted By: Lora Young, District Manager
Date: November 19, 2026

Agenda Title: Approve Monthly Financial Report for September 2026

Recommended Action: Receive and file.

Summary: Receive and file the Orange County Mosquito and Vector Control District Monthly Financial Report for September 2026.

Previous Relevant Board Actions for This Item: Monthly report

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Strategic Plan Compliance: 5. Financial Sustainability: 5.1: Conduct revenue assessment to determine long-term financial needs

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Fiscal Impact:
What Amount is being requested?
Is the Amount Requested Budgeted in the Current Fiscal Year?
If No, What Funds Are Requested?

Exhibits:

Exhibit A: Monthly Financial Report for September 2026

Orange County Mosquito and Vector Control District
Monthly Financial Report
Month Ending September 30, 2026

Fund No.	Fund	Cash Balance 8/31/2026	Revenue	Expenditures	Transfers	Accrual Adjustment	Cash Balance 9/30/2026	Cash Balance 9/30/2025
10	Operating	$ 11,981,660	$ 189,359	$ 1,751,938	$ -	$ (114,675)	$ 10,304,406	$ 10,349,941
20	Vehicle Replacement	792,028	37,743	-	-	-	829,771	766,010
30	Liability Reserve	518,073	-	-	-	-	518,073	501,054
40	Equipment Replacement	953,580	-	-	-	-	953,580	922,255
50	Emergency Vector Control	1,909,238	-	-	-	-	1,909,238	1,846,519
60	Facility Improvement	20,050,517	15,180	2,063	-	-	20,063,634	17,652,723
70	Habitat Remediation	100,002	-	-	-	-	100,002	100,002
90	Retiree Medical Insurance	701,014	3,791	19,298	-	(12,432)	673,075	699,974
95	Retirement Contingency	1,254,978	-	-	-	-	1,254,978	973,690
99	Payroll Clearing	217,770	-	-	-	(225,893)	(8,123)	87,105
		$ 38,478,860	**$ 246,073**	**$ 1,773,299**	**$ -**	**$ (353,000)**	**$ 36,598,634**	**$ 33,899,273**

Cash & Investment Balances:		Monthly Yield
California LAIF	$ 27,534,507	3.908%
California CLASS	1,132	3.818%
California CLASS Enhanced	1,004,514	3.887%
California CLASS Term Series II	1,000,000	4.170%
Stifel Brokerage account		
Cash sweep account	51,723	0.01%
Fixed income - other (par)	6,156,000	4.68%
Unamortized premium/(discount) on investments	45,033	n/a
F&M Checking	771,924	n/a
Payroll Checking	23,801	n/a
Petty Cash - Checking	10,000	n/a
Total Cash and Investments	**$ 36,598,634**	

Section 115 Irrevocable Trust Balances:		3-month return
PARS Post-Employment Benefits Trust	$ 6,786,569	-1.43%
PARS Pension Trust	5,109,786	-1.43%
Total PARS Trust Balances	$ 11,896,355	

Lora Young
District Manager

Tan Nguyen
Director of Finance

Monthly Cash Flow

Month	Revenue	Expenditures	Transfers	Accrual Adjustment	Monthly Cash Flow	Prior Year Comparison
July	**$ 48,666**	**$ 1,770,352**	**$ -**	**$ 86,538**	**$ (1,635,148)**	**$ (1,301,078)**
August	**67,344**	**2,483,598**	**-**	**213,285**	**(2,202,969)**	**(2,329,165)**
September	**246,073**	**1,773,299**	**-**	**(353,000)**	**(1,880,226)**	**(1,107,027)**
October					**-**	**(1,164,825)**
November					**-**	**2,324,697**
December					**-**	**4,260,580**
January					**-**	**670,316**
February					**-**	**(901,220)**
March					**-**	**88,393**
April					**-**	**5,078,028**
May					**-**	**(716,058)**
June					**-**	**(1,721,686)**
Total YTD	**$ 362,083**	**$ 6,027,249**	**$ -**	**$ (53,177)**	**$ (5,718,343)**	**$ 3,180,955**

Revenues: 25% of Fiscal Year

10-Operating Fund	Budget	Actual	Percentage	
Property Taxes	$ 8,843,490	$ 160,483	1.8%	The major distributions of property tax and benefit assessments occur in four installments: December, January, April, and May.
1996 Benefit Assessment	1,592,000	151	0.0%	
2004 Benefit Assessment	8,425,500	508	0.0%	
Interest and Concessions	748,410	99,606	13.3%	Note 1
Miscellaneous	25,000	-	0.0%	
Successor Agency Passthru/Residual	205,000	1,361	0.7%	Monies come through the County and are unpredictable
Rent for Cell Sites	38,500	9,114	23.7%	
VCJPA Pooled Services	35,000	-	0.0%	
CA State Grant	-	-	0.0%	
Charges for Services	58,000	5,601	9.7%	
Total Operating Fund Revenues	**19,970,900**	**276,824**	**1.4%**	

No.	Other Funds	Budget	Actual	Percentage	
20	Vehicle Replacement	53,900	37,743	70.0%	Several vehicles were sold in Sept 2026
30	Liability Reserve	10,500	-	0.0%	Note 1
40	Equipment Replacement	19,500	-	0.0%	Note 1
50	Emergency Vector Control	41,500	-	0.0%	Note 1
60	Facility Improvement	446,500	36,593	8.2%	Note 1
70	Habitat Remediation	-	-	0.0%	
90	Retiree Medical Insurance	42,000	10,923	26.0%	
95	Retirement Contingency	21,500	-	0.0%	Note 1
	Total Other Funds	**571,000**	**85,259**	**14.9%**	
	Total Revenue	**$ 20,606,300**	**$ 362,083**	**1.8%**	

Note 1: Throughout the fiscal year, interest receipts are recorded as revenue when cash payments are received. At year-end, any difference between the market and book value of investments is an unrealized gain or loss and is recorded as a component of interest revenue. Interest rates and market value have an inverse relationship whereby rising interest rates result in declining market value. Consequently, interest receipt trends do not predict the year-end interest revenue that will be reported in the annual financial statements. Each quarter, interest receipts are allocated to other funds based on each fund's balance in the District's pool. The majority of revenue in funds 20, 30, 40, 50, 60, and 95 is interest earnings.

Expenditures: 25% of Fiscal Year

No.	10-Operating Fund	Budget	Actual	Percentage	
110	Trustees	$ 55,355	$ 7,545	13.6%	
120	District Manager	611,863	143,210	23.4%	
130	Legal Services	95,000	5,302	5.6%	
140	Non-Departmental	2,180,665	300,001	13.8%	
	Executive	**2,942,883**	**456,058**	**15.5%**	
210	Administrative Services	1,137,205	337,557	29.7%	
220	Insurance	952,000	751,032	78.9%	Annual insurance premiums were paid in August.
	Administrative Services	**2,089,205**	**1,088,589**	**52.1%**	
310	Technical Services	2,123,660	615,828	29.0%	
350	SIT Program	624,790	152,372	24.4%	
	Scientific Technical Services	**2,748,450**	**768,200**	**28.0%**	
410	Field Operations	7,716,575	2,487,793	32.2%	
430	Vehicle Maintenance	972,730	493,346	50.7%	Several vehicles were purchased in the first quarter.
440	Building Maintenance	244,143	58,647	24.0%	
	Operations	**8,933,448**	**3,039,786**	**34.0%**	
510	Public Information	862,581	257,977	29.9%	
520	Information Technology	1,207,130	282,598	23.4%	
530	Public Service	222,443	49,913	22.4%	
	Public Information	**2,292,154**	**590,488**	**25.8%**	
	Total Operating Fund Expenditures	**19,006,140**	**5,943,121**	**31.3%**	

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	-	-	0.0%
30	Liability Reserve	-	-	0.0%
40	Equipment Replacement	-	-	0.0%
50	Emergency Vector Control	-	-	0.0%
60	Facility Improvement	43,350	6,571	15.2%
70	Habitat Remediation	-	-	0.0%
90	Retiree Medical Insurance	464,750	77,557	16.7%
95	Retirement Contingency	500,000	-	0.0%
	Total Other Funds	**1,008,100**	**84,128**	**8.3%**
	Total Expenditures	**$ 20,014,240**	**$ 6,027,249**	**30.1%**

STIFEL

STIFEL ACCOUNT STATEMENT

ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT
13001 GARDEN GROVE BLVD
GARDEN GROVE CA 92843-2102

PORTFOLIO SUMMARY	September 30	August 31
Net Cash Equivalents **	51,722.57	22,344.94
Net Portfolio Assets held at Stifel	5,707,533.64	5,802,951.45
Net Portfolio Assets not held at Stifel		
Net Portfolio Value	**$5,759,256.21**	**$5,825,296.39**

YOUR CHANGE IN PORTFOLIO VALUE	September 30	August 31
Net Cash Flow (Inflows/Outflows) [2]		-21.54
Securities Transferred In/Out		
Income and Distributions	29,377.63	34,215.18
Change in Securities Value	-95,417.81	-27,175.98
Net Change in Portfolio Value	**-$66,040.18**	**$7,017.66**

** See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.
[2] Does not include cost or proceeds for buy or sell transactions.

Your Financial Advisor (LU04):
SANDRA HEDSTROM WHEELER
Telephone: (805) 783-2921

Office Serving Your Account:
4460 BROAD STREET
SUITE 210
SAN LUIS OBISPO, CA 93401

PRIMARY INVESTMENT OBJECTIVE: Income

RISK TOLERANCE: Moderate

For a full definition of this objective and risk tolerance, including the use of margin, please see www.stifel.com, IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

TRADING TAX LOT RELIEF METHOD : First In, First Out

INVESTOR UPDATE

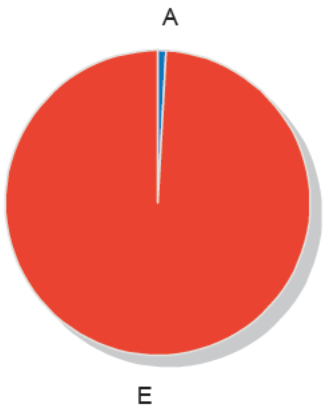
At July 31, 2026, Stifel, Nicolaus & Company, Incorporated had net capital of $803,191,740 or $767,288,701 in excess of the minimum requirement of $35,903,039. The June 30, 2026 Statement of Financial Condition is available at no charge by calling (800) 488-0970 or logging onto www.stifel.com.

ACCOUNT PROTECTION

Stifel, Nicolaus & Company, Incorporated provides up to $150 million of coverage for securities held in client accounts, of which $1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

YOUR ASSET SUMMARY

	Value on September 30, 2026 ($)	Percentage of your account
A Net Cash Equivalents**	51,722.57	0.90%
E Fixed Income-Other	5,707,533.64	99.10%
Total Assets	$5,759,256.21	100.00%



Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at www.stifel.com/disclosures/account-agreement.

ASSET SUMMARY

	Value as of **September 30, 2026**				Gains/(-)Losses		
						Realized	
	At Stifel	*Not at Stifel*	*Total*	*% of assets **	*Unrealized*	*This Period*	*Year-to-date*
Cash							
Cash Sweep/Non-Sweep**	51,722.57		51,722.57	0.90%			
Margin Balance							
A. Net Cash Equivalents	**$51,722.57**		**$51,722.57**	**0.90%**			
B. Equities							
C. Preferreds							
D. Fixed Income-Muni							
E. Fixed Income-Other	5,707,533.64		5,707,533.64	99.10%	-192,974.70		1,565.16
F. Mutual Funds							
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **							
Net Portfolio Assets	**$5,707,533.64**	**$0.00**	**$5,707,533.64**	**99.10%**	**-$192,974.70**	**$0.00**	**$1,565.16**
Net Portfolio Value	**$5,759,256.21**	**$0.00**	**$5,759,256.21**	**100.00%**	**-$192,974.70**	**$0.00**	**$1,565.16**

INCOME & DISTRIBUTION SUMMARY

	Security Type	*Year-to-date*	*This period*
Dividends	Tax-Exempt		
	Taxable		
Interest	Tax-Exempt		
	Taxable	198,995.12	23,774.55
Capital Gain Distributions			
Return of Principal		237,758.68	5,603.08
Other			
Total Income & Distributions		**$436,753.80**	**$29,377.63**

INFORMATION SUMMARY

	Security Type	*Year-to-date*	*This period*
Accrued Interest Paid	Tax-Exempt		
	Taxable	9,004.19	
Accrued Interest	Tax-Exempt		
Received	Taxable	4,401.39	
Gross Proceeds		2,315,396.95	
Federal Withholding			
Foreign Taxes Paid			
Margin Interest Charged			

* Please note "% of assets" figures are shown gross of any amounts owed to Stifel and/or net short positions.
** Includes balances that are FDIC insured bank deposits and not covered by SIPC, including Stifel Reserve Deposit Network balances that are not immediately liquid. Refer to the Asset Details page for more information. Does not include cash held in your Securities Account.

ASSET DETAILS

This section shows the cash equivalents and/or securities in your account. Prices obtained from outside sources are considered reliable but are not guaranteed by Stifel. Actual prices may vary, and upon sale, you may receive more or less than your original purchase price. Contact your Financial Advisor for current price quotes. Gain/Loss is provided for informational purposes only. Cost basis may be adjusted for, but not limited to, amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. The Gain/Loss information should not be used for tax preparation without the assistance of your tax advisor. Lot detail quantity displayed is truncated to the one thousandth of a share.

NET CASH EQUIVALENTS

	Current value	*Cost Basis*	*Estimated Annualized Income*	*Rate at Month End*
STIFEL FDIC INSURED	51,722.57	51,722.57	5.17	0.01%
Total Net Cash Equivalents	**$51,722.57**	**$51,722.57**	**$5.17**	**0.01%**

STIFEL INSURED BANK DEPOSIT PROGRAM
Funds deposited through the Stifel Insured Bank Deposit Program (the "Program") may be deposited at multiple banks. The Program's Disclosure Statement is available at www.stifel.com/disclosures/account-agreement. The deposits are not covered by the Securities Investor Protection Corporation ("SIPC"). Deposits are insured by the FDIC within applicable limits.

Balances in the Program or in any money market fund offered as an available fund for Cash Investment Services at Stifel, subject to applicable limits, can be liquidated upon request and the proceeds returned to your Securities Account or can be distributed directly to you with the proper withdrawal form on file.

PORTFOLIO ASSETS - HELD AT STIFEL

Fixed Income-Other	*Symbol/ Bond Rating/ Type*	*Quantity*	*Current Price/ Current Value*	*Average Unit Cost/ Cost Basis*	*Accrued Income*[6]	*Unrealized Gain/(-)Loss*[10]	*Estimated Annualized Income*	*Estimated Yield %*
U S TREASURY NOTE CPN 2.250% DUE 02/15/27 DTD 02/15/17 FC 08/15/17 CUSIP: 912828V98 *Original Cost: 101,787.19*	Moody: Aa1 **Cash**	98,000	99.2500 97,265.00	100.2953 98,289.35	281.62	-1,024.35	2,205.00	2.27%
FEDL HOME LOAN BANK BOND CPN 2.010% DUE 02/25/27 DTD 02/25/22 FC 08/25/22 CALL 11/25/26 @ 100.000 CUSIP: 3130AQUD3	S&P: AA+ Moody: Aa1 **Cash**	100,000	99.0440 99,044.00	98.7550 98,755.00	201.00	289.00	2,010.00	2.03%
STATE BANK OF INDIA NEW YORK NY CD FDIC #33682 CPN 2.200% DUE 03/10/27 DTD 03/10/22 FC 09/10/22 CUSIP: 856285J36	**Cash**	59,000	99.1100" 58,474.90	100.0000 59,000.00	74.68	-525.10	1,298.00	2.22%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income[6]	Unrealized Gain/(-)Loss[10]	Estimated Annualized Income	Estimated Yield %
REDWOOD TR INC CONVERTIBLE BOND CPN 7.750% DUE 06/15/27 DTD 06/09/22 FC 12/15/22 CUSIP: 758075AF2	**Cash**	100,000	100.9500 100,950.00	102.7300 102,730.00	2,281.94	-1,780.00	7,750.00	7.68%
U S TREASURY NOTE CPN 4.125% DUE 09/30/27 DTD 09/30/22 FC 03/31/23 CUSIP: 91282CFM8 *Original Cost: 151,809.39*	Moody: Aa1 **Cash**	150,000	99.5230 149,284.50	100.6197 150,929.48	16.91	-1,644.98	6,187.50	4.14%
CANADIAN IMPERIAL BANK SR GLBL MEDIUM TERM NOTE CPN 5.250% DUE 12/30/27 DTD 12/30/22 FC 06/30/23 CALL 12/30/26 @ 100.000 CUSIP: 13607XEB9 *Original Cost: 141,804.70*	S&P: A- Moody: A2 **Cash**	140,000	100.1150 140,161.00	100.0000 140,000.00	1,857.92	161.00	7,350.00	5.24%
SALLIE MAE BANK SALT LAKE CITY UT CD FDIC #58177 CPN 4.000% DUE 07/10/28 DTD 07/09/25 FC 01/09/26 CUSIP: 795451DW0	**Cash**	100,000	98.6760" 98,676.00	100.0000 100,000.00	920.55	-1,324.00	4,000.00	4.05%
U S TREASURY NOTE CPN 4.875% DUE 10/31/28 DTD 10/31/23 FC 04/30/24 CUSIP: 91282CJF9 *Original Cost: 430,299.56*	Moody: Aa1 **Cash**	420,000	99.9410 419,752.20	101.9234 428,078.18	8,568.34	-8,325.98	20,475.00	4.88%
COMCAST CORP NEW SR NOTE CPN 4.550% DUE 01/15/29 DTD 05/09/23 FC 01/15/24 CALL 12/15/28 @ 100.000 CUSIP: 20030NED9 *Original Cost: 132,731.10*	S&P: A- Moody: A3 **Cash**	130,000	98.0180 127,423.40	101.5167 131,971.70	1,248.72	-4,548.30	5,915.00	4.64%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income[6]	Unrealized Gain/(-)Loss[10]	Estimated Annualized Income	Estimated Yield %
MAGNA INTL INC UNSECD SR NOTE CPN 5.050% DUE 03/14/29 DTD 03/14/24 FC 09/14/24 CALL 02/14/29 @ 100.000 CUSIP: 559222BA1 *Original Cost: 76,317.50*	S&P: A- Moody: A3 **Cash**	75,000	99.1400 74,355.00	101.0850 75,813.77	178.85	-1,458.77	3,787.50	5.09%
PENNYMAC CORP CONVERTIBLE BOND CPN 8.500% DUE 06/01/29 DTD 05/24/24 FC 12/01/24 CUSIP: 70932AAH6	**Cash**	95,000	99.0190 94,068.05	108.7553 103,317.50	2,691.67	-9,249.45	8,075.00	8.58%
AMERICAN HONDA FIN CORP SR NOTE MEDIUM TERM NOTE CPN 4.400% DUE 09/05/29 DTD 09/05/24 FC 03/05/25 CUSIP: 02665WFQ9 *Original Cost: 170,992.44*	S&P: BBB+ Moody: A3 **Cash**	169,000	96.8750 163,718.75	100.8691 170,468.84	537.04	-6,750.09	7,436.00	4.54%
FEDL HOME LOAN MTG CORP MEDIUM TERM NOTE CPN 4.000% DUE 10/03/29 DTD 10/03/24 FC 04/03/25 CALL 10/03/26 @ 100.000 CUSIP: 3134HAPX5	S&P: AA+ Moody: Aa1 **Cash**	200,000	97.8010 195,602.00	99.7775 199,555.00	3,955.56	-3,953.00	8,000.00	4.09%
JPMORGAN CHASE & CO UNSECD NOTE FXD/VAR CPN 4.452% DUE 12/05/29 DTD 12/05/18 FC 06/05/19 CALL 12/05/28 @ 100.000 CUSIP: 46647PAX4 *Original Cost: 203,525.00*	S&P: A Moody: A1 **Cash**	200,000	97.9180 195,836.00	100.9505 201,900.99	2,869.07	-6,064.99	8,904.00	4.55%
UNITEDHEALTH GRP INC SR NOTE CPN 4.800% DUE 01/15/30 DTD 07/25/24 FC 01/15/25 CALL 12/15/29 @ 100.000 CUSIP: 91324PFG2 *Original Cost: 101,939.00*	S&P: A+ Moody: A2 **Cash**	100,000	97.9330 97,933.00	101.4204 101,420.45	1,013.33	-3,487.45	4,800.00	4.90%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income[6]	Unrealized Gain/(-)Loss[10]	Estimated Annualized Income	Estimated Yield %
INTL BUS MACHS CORP UNSECD NOTE CPN 4.800% DUE 02/10/30 DTD 02/10/25 FC 08/10/25 CALL 01/10/30 @ 100.000 CUSIP: 459200LG4 *Original Cost: 102,001.00*	S&P: A- Moody: A3 **Cash**	100,000	97.6710 97,671.00	101.4947 101,494.66	680.00	-3,823.66	4,800.00	4.91%
GOLDMAN SACHS BANK USA NEW YORK NY CD FDIC #33124 CPN 4.100% DUE 04/08/30 DTD 04/07/26 FC 10/07/26 CUSIP: 38151PLR0	**Cash**	150,000	97.2300" 145,845.00	100.0000 150,000.00	2,982.33	-4,155.00	6,150.00	4.22%
DEUTSCHE BANK AG UNSECD MEDIUM TERM NOTE CPN 5.200% DUE 04/30/30 DTD 04/30/25 FC 10/30/25 CALL 04/30/27 @ 100.000 CUSIP: 25161F4M7 *Original Cost: 50,680.00*	S&P: A Moody: A1 **Cash**	50,000	96.1910 48,095.50	100.4068 50,203.40	1,090.56	-2,107.90	2,600.00	5.41%
FEDL FARM CREDIT BANK BOND CPN 4.650% DUE 06/24/30 DTD 06/24/25 FC 12/24/25 CALL 10/07/26 @ 100.000 CUSIP: 3133ETMB0 *Original Cost: 100,400.00*	S&P: AA+ Moody: Aa1 **Cash**	100,000	97.2230 97,223.00	100.0000 100,000.00	1,252.92	-2,777.00	4,650.00	4.78%
TRUIST BANK CHARLOTTE NC CD FDIC #09846 ANN CLLB CPN 4.450% DUE 06/27/30 DTD 06/27/25 FC 06/27/26 CALL 11/27/26 @ 100.000 CUSIP: 897926BR1	**Cash**	100,000	97.5430" 97,543.00	100.0000 100,000.00	1,170.41	-2,457.00	4,450.00	4.56%
FEDL HOME LOAN BANK BOND CPN 4.650% DUE 07/08/30 DTD 07/08/25 FC 01/08/26 CALL 10/07/26 @ 100.000 CUSIP: 3130B6SV9 *Original Cost: 140,810.00*	S&P: AA+ Moody: Aa1 **Cash**	140,000	98.0770 137,307.80	100.0000 140,000.00	1,500.92	-2,692.20	6,510.00	4.74%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income[6]	Unrealized Gain/(-)Loss[10]	Estimated Annualized Income	Estimated Yield %
HONDA MTR CO LTD SR NOTE CPN 4.688% DUE 07/08/30 DTD 07/02/25 FC 01/08/26 CALL 06/08/30 @ 100.000 CUSIP: 438127AE2 *Original Cost: 102,217.00*	S&P: BBB+ Moody: A3 **Cash**	100,000	96.5270 96,527.00	101.9053 101,905.30	1,080.84	-5,378.30	4,688.00	4.86%
MORGAN STANLEY BANK NA SALT LAKE CITY UT CD FDIC #32992 CPN 4.000% DUE 08/29/30 DTD 08/29/25 FC 02/28/26 CUSIP: 61776CXC6	**Cash**	95,000	95.8260" 91,034.70	100.0000 95,000.00	343.56	-3,965.30	3,800.00	4.17%
U S TREASURY NOTE CPN 4.125% DUE 08/31/30 DTD 08/31/23 FC 02/29/24 CUSIP: 91282CHW4 *Original Cost: 102,007.85*	Moody: Aa1 **Cash**	100,000	96.6950 96,695.00	101.7420 101,741.98	353.25	-5,046.98	4,125.00	4.27%
GLADSTONE CAP CORP UNSECD CCONV NOTE CPN 5.875% DUE 10/01/30 DTD 09/12/25 FC 04/01/26 CALL 10/06/28 @ 100.000 CUSIP: 376535AG5	**Cash**	100,000	96.1000 96,100.00	100.0050 100,005.00	2,937.50	-3,905.00	5,875.00	6.11%
CELTIC BANK SALT LAKE CITY UT CD FDIC #57056 CPN 4.150% DUE 12/20/30 DTD 12/20/24 FC 01/20/25 CUSIP: 15118RT80	**Cash**	130,000	96.7040" 125,715.20	100.0000 130,000.00	162.59	-4,284.80	5,395.00	4.29%
FEDL NATL MTG ASSN NOTE CPN 4.100% DUE 01/06/31 DTD 01/06/26 FC 07/06/26 CALL 10/06/26 @ 100.000 CUSIP: 3136GCCU7 *Original Cost: 85,345.00*	S&P: AA+ Moody: Aa1 **Cash**	85,000	96.8950 82,360.75	100.0000 85,000.00	822.85	-2,639.25	3,485.00	4.23%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income[6]	Unrealized Gain/(-)Loss[10]	Estimated Annualized Income	Estimated Yield %
APOLLO GLBL MGMT INC NEW SR NOTE CPN 4.600% DUE 01/15/31 DTD 11/07/25 FC 07/15/26 CALL 12/15/30 @ 100.000 CUSIP: 03769MAF3 *Original Cost: 132,241.00*	S&P: A Moody: A2 **Cash**	130,000	95.4210 124,047.30	101.4722 131,913.92	1,262.44	-7,866.62	5,980.00	4.82%
U S TREASURY NOTE CPN 4.000% DUE 01/31/31 DTD 01/31/24 FC 07/31/24 CUSIP: 91282CJX0 *Original Cost: 194,440.39*	Moody: Aa1 **Cash**	190,000	95.8400 182,096.00	101.9914 193,783.72	1,280.43	-11,687.72	7,600.00	4.17%
CENTURY HOUSING CORP SUSTAINABLE IMPACT NOTES SURVIVOR OPTION CPN 4.150% DUE 03/15/31 DTD 03/12/26 FC 06/15/26 CALL 03/15/27 @ 100.000 CUSIP: 15654VCA4	S&P: AA **Cash**	200,000	94.7500 189,500.00	100.0000 200,000.00	368.89	-10,500.00	8,300.00	4.38%
PRUDENTIAL FINANCIAL INC INTERNOTES SURVIVOR OPTION CPN 4.100% DUE 03/15/31 DTD 03/05/26 FC 09/15/26 CUSIP: 74432BBU1	S&P: A Moody: A3 **Cash**	220,000	94.7590 208,469.80	100.0000 220,000.00	400.89	-11,530.20	9,020.00	4.33%
FEDL HOME LOAN BANK BOND CPN 4.250% DUE 03/25/31 DTD 03/30/26 FC 09/25/26 CALL 03/25/27 @ 100.000 CUSIP: 3130B9Y38 *Original Cost: 280,279.40*	S&P: AA+ Moody: Aa1 **Cash**	280,000	96.6100 270,508.00	100.0500 280,139.92	198.33	-9,631.92	11,900.00	4.40%
U S TREASURY NOTE CPN 4.625% DUE 04/30/31 DTD 04/30/24 FC 10/31/24 CUSIP: 91282CKN0 *Original Cost: 139,851.98*	Moody: Aa1 **Cash**	135,000	98.1330 132,479.55	103.2861 139,436.17	2,612.88	-6,956.62	6,243.75	4.71%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income[6]	Unrealized Gain/(-)Loss[10]	Estimated Annualized Income	Estimated Yield %
FEDL HOME LOAN BANK BOND CPN 4.250% DUE 05/15/31 DTD 05/18/26 FC 11/15/26 CALL 11/15/28 @ 100.000 CUSIP: 3130BAQX8 *Original Cost: 100,253.75*	S&P: AA+ Moody: Aa1 **Cash**	100,000	96.3260 96,326.00	100.2181 100,218.14	1,570.14	-3,892.14	4,250.00	4.41%
CITIGROUP GLBL MKTS HLDG UNSECD MEDIUM TERM NOTE CPN 5.000% DUE 05/20/31 DTD 05/20/26 FC 11/20/26 CALL 05/20/27 @ 100.000 CUSIP: 17291W2W0 *Original Cost: 100,905.00*	S&P: A Moody: A2 **Cash**	100,000	95.0440 95,044.00	100.5815 100,581.48	1,819.44	-5,537.48	5,000.00	5.26%
FEDL HOME LOAN BANK BOND CPN 4.550% DUE 05/28/31 DTD 05/28/26 FC 11/28/26 CALL 05/28/27 @ 100.000 CUSIP: 3130BAQJ9 *Original Cost: 150,716.38*	S&P: AA+ Moody: Aa1 **Cash**	150,000	97.0640 145,596.00	100.3174 150,476.04	2,331.88	-4,880.04	6,825.00	4.69%
FEDL HOME LOAN BANK BOND CPN 4.690% DUE 07/08/31 DTD 07/08/26 FC 01/08/27 CALL 01/08/27 @ 100.000 CUSIP: 3130BBAC9 *Original Cost: 150,302.75*	S&P: AA+ Moody: Aa1 **Cash**	150,000	97.5530 146,329.50	100.1105 150,165.75	1,621.96	-3,836.25	7,035.00	4.81%
AMAZON COM INC UNSECD NOTE CPN 4.800% DUE 07/09/31 DTD 07/09/26 FC 01/09/27 CALL 06/09/31 @ 100.000 CUSIP: 023135EC6 *Original Cost: 176,405.00*	S&P: AA Moody: A1 **Cash**	175,000	96.6960 169,218.00	100.7695 176,346.71	1,913.33	-7,128.71	8,400.00	4.96%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income[6]	Unrealized Gain/(-)Loss[10]	Estimated Annualized Income	Estimated Yield %
TORONTO DOMINION BANK MEDIUM TERM NOTE CPN 5.000% DUE 07/15/31 DTD 07/15/26 FC 07/15/27 CALL 07/15/27 @ 100.000 CUSIP: 89115JCS0 *Original Cost: 100,955.00*	S&P: A- Moody: A2 **Cash**	100,000	97.0700 97,070.00	100.7582 100,758.15	1,055.56	-3,688.15	5,000.00	5.15%
FEDL HOME LOAN BANK BOND CPN 4.830% DUE 08/04/31 DTD 08/04/26 FC 02/04/27 CALL 08/04/27 @ 100.000 CUSIP: 3130BBMT9 *Original Cost: 225,961.25*	S&P: AA+ Moody: Aa1 **Cash**	225,000	97.8990 220,272.75	100.3625 225,815.63	1,720.69	-5,542.88	10,867.50	4.93%
GOVT NATL MTG ASSN REMIC SER 2024-181 CL D MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/52 DTD 11/01/24 FC 12/20/24 CUSIP: 38384X3Y7 *Remaining Balance: $65,901.53* *Original Cost: 100,005.00*	**Cash**	100,000	97.4479 64,219.65	100.0076 65,906.54	274.59	-1,686.88	3,295.07	5.13%
GOVT NATL MTG ASSN REMIC SER 2024-92 CL EA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/54 DTD 05/01/24 FC 06/20/24 CUSIP: 38384NXH3 *Remaining Balance: $14,639.40* *Original Cost: 64,680.00*	**Cash**	65,000	97.9545 14,339.95	97.8142 14,319.41	61.00	20.55	731.97	5.10%
GOVT NATL MTG ASSN REMIC SER 2025-1 CL UJ MONTHLY 19 DAY DELAY CPN 5.000% DUE 01/20/55 DTD 01/01/25 FC 02/20/25 CUSIP: 38385CFH6 *Remaining Balance: $93,865.80* *Original Cost: 99,755.00*	**Cash**	100,000	95.2374 89,395.34	99.7390 93,620.80	391.11	-4,225.46	4,693.28	5.25%

ASSET DETAILS (continued)

PORTFOLIO ASSETS - HELD AT STIFEL (continued)

Fixed Income-Other	Symbol/ Bond Rating/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Accrued Income[6]	Unrealized Gain/(-)Loss[10]	Estimated Annualized Income	Estimated Yield %
FEDL HOME LOAN MTG CORP MULTICL REMIC 5492 CL CA MONTHLY 24 DAY DELAY CPN 5.000% DUE 01/25/55 DTD 12/01/24 FC 01/25/25 CUSIP: 3137HHY62 *Remaining Balance: $16,632.95* *Original Cost: 149,817.50*	**Cash**	150,000	94.4662 15,712.51	98.9028 16,450.45	69.30	-737.93	831.64	5.29%
GOVT NATL MTG ASSN REMIC SER 2025-89 CL UA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/55 DTD 05/01/25 FC 06/20/25 CUSIP: 38385GGC7 *Remaining Balance: $23,983.31* *Original Cost: 99,180.82*	**Cash**	100,000	97.4642 23,375.14	97.9429 23,489.94	99.93	-114.80	1,199.16	5.13%
GOVT NATL MTG ASSN REMIC SER 2026-129 CL LU MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/56 DTD 07/01/26 FC 08/20/26 CUSIP: 38385XLN0	**Cash**	100,000	98.8724 98,872.40	99.5050 99,505.00	416.67	-632.60	5,000.00	5.06%
Total Fixed Income-Other		**6,156,000**	**$5,707,533.64**	**$5,900,508.37**	**$60,544.39**	**-$192,974.70**	**$266,893.37**	**4.68%**

Principal Protected Notes are subject to the credit risk of the issuer. Principal Protected Market Linked CDs are subject to applicable limits.

Total Portfolio Assets - Held at Stifel	**$5,707,533.64**	**$5,900,508.37**	**-$192,974.70**	**$266,893.37**	**4.68%**
Total Net Portfolio Value	**$5,759,256.21**	**$5,952,230.94**	**-$192,974.70**	**$266,898.54**	**4.63%**

FOOTNOTE DEFINITIONS

6 **Accrued Income:** Accrued Income amounts are provided for informational purposes only and are not included as part of the Net Portfolio Value. Accrued Income represents the sum of accrued interest and accrued dividends on securities positions, but which Stifel has not yet received. Stifel cannot guarantee the accuracy of the Accrued Income, which may be subject to change. Accrued Income amounts are not covered by SIPC and should not be relied upon for making investment decisions.

10 Please note "Unrealized Gain/(-)Loss" does not equal the total current value minus the total cost if any value or cost amounts are missing. Unrealized gains or losses are provided for your information only and should not be used for tax purposes.

15 There will be no secondary market for Stifel Fixed Yield time deposits. An early withdrawal penalty of the lessor of 90 days interest or half of the interest earned for the amount withdrawn will apply. For complete terms, please contact your Financial Advisor.

" The price assigned to this instrument may have been provided by a national pricing service and is derived from a 'market-driven pricing model.'
This price may not be the actual price you would receive in the event of a sale prior to the maturity of the C.D. Additional information is available upon request.

ACTIVITY SUMMARY				CASH EQUIVALENTS		
Type of Activity	*Activity*	*Year-to-date*	*This period*	*Cash*	*Sweep/Non-Sweep*	*Margin*
	Opening Balance - Net Cash Equivalents		**$22,344.94**	**$1,894.79**	**$20,450.15**	**$0.00**
Buy and Sell Transactions	Assets Bought	-2,707,103.59				
	Assets Sold/Redeemed	2,319,798.34				
Deposits	Deposits Made To Your Account					
Withdrawals	Withdrawals From Your Account					
Income and Distributions	Income and Distributions	436,753.80	29,377.63	29,377.63		
Cash Sweep/Non-Sweep	Cash Sweep/Non-Sweep Activity			-31,272.42	31,272.42	
Margin Interest	Margin Interest Charged					
Other	Other Transactions	-21.54				
Cash Management Activity	Card Activity					
	ACH/ATM Activity					
Checkwriting Activity	Checks You Wrote					
	Closing Balance - Net Cash Equivalents		**$51,722.57**	**$0.00**	**$51,722.57**	**$0.00**
Securities Transferred	Securities Transferred In/Out					

ACTIVITY DETAILS			CASH EQUIVALENTS		
		This period	*Cash*	*Sweep/Non-Sweep*	*Margin*
	Opening Balance - Net Cash Equivalents	**$22,344.94**	**$1,894.79**	**$20,450.15**	**$0.00**

Income and Distributions

Date	*Activity*	*Quantity*	*Description*	*Total*	*Cash*	*Sweep/Non-Sweep*	*Margin*
9/8/2026	Interest		AMERICAN HONDA FIN CORP SR NOTE MEDIUM TERM NOTE CPN 4.400% DUE 09/05/29 DTD 09/05/24 FC 03/05/25 090526 169,000 CUSIP: 02665WFQ9	3,718.00	3,718.00		

ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Income and Distributions continued

Date	Activity	Quantity	Description	Total	Cash	Sweep/Non-Sweep	Margin
9/10/2026	Interest		STATE BANK OF INDIA NEW YORK NY CD FDIC #33682 CPN 2.200% DUE 03/10/27 DTD 03/10/22 FC 09/10/22 091026 59,000 CUSIP: 856285J36	654.33	654.33		
9/14/2026	Interest		MAGNA INTL INC UNSECD SR NOTE CPN 5.050% DUE 03/14/29 DTD 03/14/24 FC 09/14/24 CALL 02/14/29 @ 100.000 091426 75,000 CUSIP: 559222BA1	1,893.75	1,893.75		
9/15/2026	Interest		CENTURY HOUSING CORP SUSTAINABLE IMPACT NOTES SURVIVOR OPTION CPN 4.150% DUE 03/15/31 DTD 03/12/26 FC 06/15/26 091526 200,000 CUSIP: 15654VCA4	2,075.00	2,075.00		
9/15/2026	Interest		PRUDENTIAL FINANCIAL INC INTERNOTES SURVIVOR OPTION CPN 4.100% DUE 03/15/31 DTD 03/05/26 FC 09/15/26 091526 220,000 CUSIP: 74432BBU1	4,760.56	4,760.56		
9/21/2026	Interest		CELTIC BANK SALT LAKE CITY UT CD FDIC #57056 CPN 4.150% DUE 12/20/30 DTD 12/20/24 FC 01/20/25 092026 130,000 CUSIP: 15118RT80	458.21	458.21		

ACTIVITY DETAILS continued

Income and Distributions continued

Date	Activity	Quantity	Description	Total
9/21/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2024-92 CL EA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/54 DTD 05/01/24 FC 06/20/24 092026 65,000 CUSIP: 38384NXH3	61.00
9/21/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2024-181 CL D MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/52 DTD 11/01/24 FC 12/20/24 092026 100,000 CUSIP: 38384X3Y7	280.38
9/21/2026	Return Of Principal		GOVT NATL MTG ASSN REMIC SER 2024-181 CL D MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/52 DTD 11/01/24 FC 12/20/24 092026 100,000 CUSIP: 38384X3Y7	1,388.68
9/21/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2025-1 CL UJ MONTHLY 19 DAY DELAY CPN 5.000% DUE 01/20/55 DTD 01/01/25 FC 02/20/25 092026 100,000 CUSIP: 38385CFH6	399.04
9/21/2026	Return Of Principal		GOVT NATL MTG ASSN REMIC SER 2025-1 CL UJ MONTHLY 19 DAY DELAY CPN 5.000% DUE 01/20/55 DTD 01/01/25 FC 02/20/25 092026 100,000 CUSIP: 38385CFH6	1,903.22

CASH EQUIVALENTS continued

Cash	Sweep/Non-Sweep	Margin
61.00		
280.38		
1,388.68		
399.04		
1,903.22		

ACTIVITY DETAILS continued

CASH EQUIVALENTS continued

Income and Distributions continued

Date	Activity	Quantity	Description	Total	Cash	Sweep/Non-Sweep	Margin
9/21/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2025-89 CL UA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/55 DTD 05/01/25 FC 06/20/25 092026 100,000 CUSIP: 38385GGC7	109.56	109.56		
9/21/2026	Return Of Principal		GOVT NATL MTG ASSN REMIC SER 2025-89 CL UA MONTHLY 19 DAY DELAY CPN 5.000% DUE 05/20/55 DTD 05/01/25 FC 06/20/25 092026 100,000 CUSIP: 38385GGC7	2,311.18	2,311.18		
9/21/2026	Interest		GOVT NATL MTG ASSN REMIC SER 2026-129 CL LU MONTHLY 19 DAY DELAY CPN 5.000% DUE 07/20/56 DTD 07/01/26 FC 08/20/26 092026 100,000 CUSIP: 38385XLN0	416.67	416.67		
9/25/2026	Interest		FEDL HOME LOAN BANK BOND CPN 4.250% DUE 03/25/31 DTD 03/30/26 FC 09/25/26 CALL 03/25/27 @ 100.000 092526 280,000 CUSIP: 3130B9Y38	5,784.72	5,784.72		
9/25/2026	Interest		FEDL HOME LOAN MTG CORP MULTICL REMIC 5492 CL CA MONTHLY 24 DAY DELAY CPN 5.000% DUE 01/25/55 DTD 12/01/24 FC 01/25/25 092526 150,000 CUSIP: 3137HHY62	69.30	69.30		
9/30/2026	Interest		STIFEL FDIC INSURED BANK DEPOSIT PROGRAM 093026 51,722 CUSIP: 09999844	0.28	0.28		

ACTIVITY DETAILS continued

Income and Distributions continued

Date	Activity	Quantity	Description	Total
9/30/2026	Interest		U S TREASURY NOTE CPN 4.125% DUE 09/30/27 DTD 09/30/22 FC 03/31/23 093026 150,000 CUSIP: 91282CFM8	3,093.75
Total Income and Distributions				**$29,377.63**

Cash Sweep/Non-Sweep Activity

Date	Activity	Description	Total
9/1/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
9/8/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
9/10/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
9/14/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
9/15/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
9/21/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
9/25/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
9/30/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
9/30/2026	Purchase	STIFEL FDIC INSURED BANK DEPOSIT PROGRAM	
Total Cash Sweep/Non-Sweep Activity			**$0.00**

CASH EQUIVALENTS continued

Date	Activity	Cash	Sweep/Non-Sweep	Margin
9/30/2026	Interest	3,093.75		
Total Income and Distributions		**$29,377.63**		
9/1/2026	Purchase	-1,894.79	1,894.79	
9/8/2026	Purchase	-3,718.00	3,718.00	
9/10/2026	Purchase	-654.33	654.33	
9/14/2026	Purchase	-1,893.75	1,893.75	
9/15/2026	Purchase	-6,835.56	6,835.56	
9/21/2026	Purchase	-7,327.94	7,327.94	
9/25/2026	Purchase	-5,854.02	5,854.02	
9/30/2026	Purchase	-0.28	0.28	
9/30/2026	Purchase	-3,093.75	3,093.75	
Total Cash Sweep/Non-Sweep Activity		**-$31,272.42**	**$31,272.42**	

	This period	Cash	Sweep/Non-Sweep	Margin
Closing Balance - Net Cash Equivalents	**$51,722.57**	**$0.00**	**$51,722.57**	**$0.00**

REALIZED GAINS/(-)LOSSES

This section provides estimated realized gains or losses for informational purposes only. Cost basis may be adjusted due to, but not limited to, the following: amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. Unless another method was in effect at the time of the trade, the trading tax lot relief method indicated on the first page of the statement was used to calculate gains or losses. Please review this information carefully for accuracy, and contact your Financial Advisor with any questions.

Fixed Income-Muni	Closing Transaction	Date Acquired	Date Sold	Quantity	Cost Basis	Sale Proceeds	Realized Gain/(-)Loss**
BAY AREA TOLL AUTH CA	REDEEMED	04/15/21	04/01/26	30,000	30,000.00	30,000.00	N/A (LT)
TOLL BRDG REV SAN CUSIP: 072024WR9	REDEEMED	05/26/21	04/01/26	95,000	95,000.00	95,000.00	N/A (LT)
				125,000	125,000.00	125,000.00	0.00
MASSACHUSETTS EDL FING AUTH ED LN ISSUE L CUSIP: 57563RPM5	REDEEMED	06/21/21	07/01/26	220,000	220,000.00	220,000.00	N/A (LT)
UNIVERSITY CA REV RFDG GENL SER AS CUSIP: 91412GE27	REDEEMED	05/17/21	05/15/26	150,000	150,000.00	150,000.00	N/A (LT)
Total Fixed Income-Muni					**$495,000.00**	**$495,000.00**	**$0.00**

Fixed Income-Other	Closing Transaction	Date Acquired	Date Sold	Quantity	Cost Basis	Sale Proceeds	Realized Gain/(-)Loss**
BANK AMERICA CORP SR NOTE CUSIP: 06051GFX2		03/01/22	03/03/26	100,000	100,166.42	99,907.00	-259.42 (LT)
BROOKFIELD FIN INC GTD NOTE CUSIP: 11271LAA0	REDEEMED	12/22/22	06/02/26	115,000	115,000.00	115,000.00	N/A (LT)
CUSTOMERS BANK MALVERN PA CD CUSIP: 23204HNV6	REDEEMED	03/30/23	03/31/26	140,000	140,000.00	140,000.00	N/A (LT)
FEDL HOME LOAN BANK BOND CUSIP: 3130AMH39	REDEEMED	05/17/21	05/26/26	135,000	135,000.00	135,000.00	N/A (LT)
FEDL HOME LOAN BANK BOND CUSIP: 3130AYRG3	REDEEMED	12/12/25	08/05/26	200,000	200,000.00	200,000.00	N/A (ST)
FEDL FARM CREDIT BANK BOND CUSIP: 3133EMH21	REDEEMED	11/04/21	06/15/26	50,000	49,944.87	50,000.00	55.13 (LT)

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.

REALIZED GAINS/(-)LOSSES continued

Fixed Income-Other	Closing Transaction	Date Acquired	Date Sold	Quantity	Cost Basis	Sale Proceeds	Realized Gain/(-)Loss**
FEDL NATL MTG ASSN NOTE CUSIP: 3136GAB40	REDEEMED	02/25/25	02/26/26	150,000	150,000.00	150,000.00	N/A (LT)
GOVT NATL MTG ASSN REMIC SER 2024-109 CL MA CUSIP: 38384QP69	REDEEMED	07/29/24	02/23/26	65,000	1,361.50	1,518.99	157.49 (LT)
GOVT NATL MTG ASSN REMIC SER 2025-33 CL BA CUSIP: 38385CB64	REDEEMED	02/25/25	06/22/26	100,000	3,217.93	3,337.93	120.00 (LT)
GOVT NATL MTG ASSN REMIC SER 2025-65 CL EA CUSIP: 38385FSY8	REDEEMED	04/16/25	03/20/26	100,000	15,398.03	16,143.03	745.00 (ST)
LEGG MASON INC SR NOTE CUSIP: 524901AV7	REDEEMED	05/10/22	03/16/26	125,000	125,000.00	125,000.00	N/A (LT)
MORGAN STANLEY SR NOTE CUSIP: 61746BDZ6	REDEEMED	08/29/22	01/27/26	100,000	100,000.00	100,000.00	N/A (LT)
MORGAN STANLEY PVT BK NA PURCHASE NY CD CUSIP: 61768UT31	REDEEMED	02/28/25	03/09/26	200,000	200,000.00	200,000.00	N/A (LT)
PENNYMAC CORP CONV SR NOTE CUSIP: 70932AAF0		03/04/24	01/06/26	100,000	98,995.00	98,995.00	N/A (LT)
REDWOOD TR INC CONVERTIBLE BOND CUSIP: 758075AF2		05/22/24	08/18/26	100,000	99,748.04	100,495.00	746.96 (LT)
TORONTO DOMINION BANK NOTE CUSIP: 89115JAE3	REDEEMED	04/16/25	07/16/26	100,000	100,000.00	100,000.00	N/A (LT)
TOYOTA MOTOR CREDIT CORP UNSECD MEDIUM TERM NOTE CUSIP: 89236TKX2	REDEEMED	07/09/24	08/14/26	150,000	150,000.00	150,000.00	N/A (LT)

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.

REALIZED GAINS/(-)LOSSES continued

Fixed Income-Other	Closing Transaction	Date Acquired	Date Sold	Quantity	Cost Basis	Sale Proceeds	Realized Gain/(-)Loss**
TWO HBRS INVT CORP SR NOTE CONV CUSIP: 90187BAB7	REDEEMED	04/09/24	01/15/26	35,000	35,000.00	35,000.00	N/A (LT)
Total Fixed Income-Other					**$1,818,831.79**	**$1,820,396.95**	**$1,565.16**
Total Realized Gains/(-)Losses					**$2,313,831.79**	**$2,315,396.95**	**$1,565.16**
Total Net Short-Term (ST)					**$215,398.03**	**$216,143.03**	**$745.00**
Total Net Long-Term (LT)					**$2,098,433.76**	**$2,099,253.92**	**$820.16**
Total Net Other-Term (OT)					**$0.00**	**$0.00**	**$0.00**

** Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.

Stifel Insured Bank Deposit Program

Amount(s) listed below include accrued interest in the amount of $0.28. The rate at month-end was 0.01%. For advisory accounts with balances qualifying for Enhanced Advisory Yield, see the Certain Definitions page for more information.

Description	Location	Previous Month Value	Current Month Value
Stifel Trust Company National	St. Louis, MO	$20,450.15	$51,722.57
Closing Balance - Stifel Insured Bank Deposit Program			$51,722.57

Your deposit balances at each Program Bank are eligible for insurance by the FDIC within applicable limits. The deposit balances are not insured by SIPC. Please refer to the Stifel Insured Bank Deposit Program Disclosure Statement and the Stifel Insured Bank Deposit Program for Retirement Accounts Disclosure Statement which are available at www.stifel.com/disclosures/account-agreement or from your Financial Advisor.

STIFEL

Certain Definitions

"Stifel" means Stifel, Nicolaus & Company, Incorporated, Member SIPC and NYSE.
"Stifel Banks" means affiliated banks of Stifel, which may include Stifel Bank & Trust, Member Federal Deposit Insurance Corporation ("FDIC"); Stifel Bank, Member FDIC; Stifel Trust Company, National Association, Member FDIC; and Stifel Trust Company Delaware, National Association, Member FDIC. **Unless otherwise specified, products purchased from or held by Stifel in a Securities Account are not insured by the FDIC, are not deposits or other obligations of the Stifel Banks, are not guaranteed by the Stifel Banks, and are subject to investment risk, including possible loss of the principal.**
"Stifel Smart Rate Program" refers to a money market deposit account at Stifel Bank & Trust, Stifel Bank, Stifel Trust Company, N.A., or Stifel Trust Company Delaware, N.A., each an affiliate of Stifel, which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your Securities Account. For additional information and terms and conditions concerning these deposits, see the Stifel Smart Rate Program Disclosure, which is available at www.stifel.com/disclosures or from your Financial Advisor.
"Stifel Reserve Deposit Network" refers to a demand deposit account at Stifel Bank & Trust which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your Securities Account. For additional information and terms and conditions concerning these deposits, see the Stifel Reserve Deposit Network Disclosure, which is available at www.stifel.com/disclosures or from your Financial Advisor.
"Stifel Fixed Yield Program" refers to a time deposit account at Stifel Bank & Trust, Stifel Bank, Stifel Trust Company, N.A., or Stifel Trust Company Delaware, N.A., each an affiliate of Stifel, which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your Securities Account. For additional information and terms and conditions concerning these deposits, see the Stifel Fixed Yield Program Disclosure, which is available at www.stifel.com/disclosures or from your Financial Advisor.
"Enhanced Advisory Yield" refers to an interest rate tier assigned to certain advisory accounts with an eligible deposit account balance. For advisory accounts with balances qualifying for an Enhanced Advisory Yield, Stifel will use the balances in your deposit accounts at the end of the prior business day to determine the interest rate tier applicable to balances earning standard interest and the interest rate tier applicable to balances earning an Enhanced Advisory Yield. The rate at month-end displayed on statements is the weighted average of the standard and enhanced interest rates. Additional information, including terms and conditions, is available at www.stifel.com/disclosures/sweep-choices/sweep-choices-disclosure.

Account Disclosures

Errors and Inquiries – You should review this statement carefully and notify the Manager of the Office servicing your account of anything you believe to be incorrect. Any verbal communications should be re-confirmed in writing to protect your rights, including rights under SIPA. All statements furnished to you shall be considered accurate, complete, and acknowledged by you unless you report any inaccuracies to the Manager. Instructions and inquiries should be directed to your Financial Advisor. When making inquiries, please mention your account number. Please notify us promptly of any change of address.
Investment Objective – All clients are requested to promptly notify us of any material change in their investment objective or financial situation in order to assist us in maintaining current background and financial information.
Pricing and Rating of Securities– The pricing of securities displayed on your statement is derived from various sources and, in some cases, may be higher or lower than the price you would actually receive in the market. If we cannot obtain a price, "N/A" appears. For securities listed on an exchange or trading continually in an active marketplace, the prices reflect market quotations at the close of your statement period. For securities trading less frequently, we rely on third-party pricing services or a computerized pricing model, which may not always reflect actual market values. Similarly, some insurance product values provided by outside carriers may be valued as of a date other than the statement date. Bond ratings of securities were obtained from various rating services. There is no guarantee with respect to their accuracy. For current price quotes, please contact your Financial Advisor.
Cost Basis Information – All information provided with respect to cost basis is derived from transactions in the account or information supplied by other sources. There is no guarantee as to the accuracy of cost basis information or the profit and loss information provided for tax lots designated as noncovered. Stifel uses the first-in, first-out method when calculating the realized gain or loss on sale transactions unless a specific identification is made prior to settlement date. The gain or loss provided on your statement is informational only and should not be used for tax reporting. A 1099 including the cost basis for sale proceeds from covered tax lots will be provided after year-end for tax reporting. Please inform your Financial Advisor if a cost basis is not accurate.
Transaction Dates – All securities transactions are reflected on a trade date basis. Settlement of trades will normally occur in two business days (T+1 = trade date plus one business day) unless stated differently on your confirmation.
Custody of Securities – Securities held by Stifel, Nicolaus & Company, Incorporated for you, but which are not registered in your name, may be commingled with identical securities being held for other clients by our Correspondent, the Depository Trust Company, or in similar systems.
Assets Held Away – You may purchase certain assets through Stifel, which will be held at a custodial institution other than Stifel. Where available, we include information about these assets on your statement. The custodial institution is responsible, however, for providing year-end tax reporting information (Form 1099) and separate periodic statements, which may vary from the information included on your Stifel statement because of different reporting periods. Your Stifel statements may also reflect other assets "not held" at Stifel, in addition to those held by a custodial institution. The value and nature of these investments is generally provided by you. Stifel does not guarantee the accuracy of the information with respect to the value of these investments as reflected on your statement. Assets held away are not covered by Stifel SIPC.
Estimated Annual Income and Yields – Estimated annual income and yields are calculated by annualizing the most recent distribution and do not reflect historical experience or project future results. The yield information for the money market funds is based on historical performance; future yields will fluctuate. These figures have been obtained from sources believed to be reliable, but no assurance can be made as to accuracy. Before investing in any of these funds, carefully read the prospectus, which is available through your Financial Advisor.
Order Routing and Payment for Order Flow – In order to access a wide variety of execution venues, the firm does participate in the maker/taker model. Certain exchanges and other trading centers to which the firm routes equities and options orders have implemented fee structures under which broker-dealer participants may receive rebates on certain orders. Under these fee structures, participants are charged a fee for orders that take liquidity from the venue and provided a rebate for orders that add liquidity to the venue. Rebates received by the firm from a venue during any time period may or may not exceed the fees paid by the firm to the venue during that time period. Fees and/or rebates from all venues are subject to change. Stifel will provide customers additional information regarding average net fees/rebates paid/received upon written request. For venues from which Stifel receives a rebate, Stifel is considered to be receiving payment for order flow.
Stifel monitors the performance of competing market centers and routes orders to those that seek competitive executions and complete transactions on a timely basis at a reasonable cost. Whenever possible, Stifel routes orders to market centers that offer, through automated systems, an opportunity for price improvement to the client. Held market orders received and entered prior to 9:28 a.m. Eastern will be routed to market centers that will attempt to execute at the opening price on the listing exchange.
Additional information will be provided upon written request, and certain order routing information is available online at www.stifel.com/disclosures/best-execution. On request of a customer and at no fee, Stifel will disclose to such customer the identity of the venue to which such customer's orders were routed for execution in the six months prior to the request, whether the orders were directed orders or non-directed orders, and the time of the transactions, if any, that resulted from such orders. Orders may be routed and executed internally through Stifel's trading desk. In such instances, Stifel stands to share in 100% of remuneration received (in the case of orders executed as agent) or profits or losses generated (in the case of orders executed as principal) as a result of internalizing such orders. Customers may mail their inquiries to: Stifel – Attn: Equity Trading Compliance, 501 North Broadway, St. Louis, Missouri 63102.
Tax Information – Although your statement may describe certain items as Federally tax-exempt, this is for information purposes only. When reporting your taxes, please rely exclusively on the substitute Form 1099 you will receive from us after year-end for your taxable accounts. (For Retirement Accounts, Form 1099R will report distributions from the account rather than income and dividends or proceeds from sales.)

STIFEL

Account Disclosures Continued

SIPC Protection – Stifel is a member of the Securities Investor Protection Corporation (SIPC). SIPC coverage protects securities customers of its members up to $500,000 (including $250,000 for claims for cash). An explanatory brochure is available upon request or at www.sipc.org, or investors may contact SIPC at (202) 371-8300. Stifel has purchased additional securities coverage of $149,500,000 and cash coverage of $900,000 for a total of $150,000,000 of securities coverage and $1,150,000 of cash coverage, subject to the terms and conditions of the policy, with an aggregate limit of $300,000,000. (For more information, visit: www.stifel.com/disclosures/asset-protection.) This coverage does not protect against market losses and does not cover securities not held by Stifel.

Margin Accounts – If you have a margin account, this is a combined statement of your margin account and special memorandum account ("SMA") maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the ("SMA") as required by Regulation T is available for your inspection upon request. If you have applied for margin privileges and have been approved, you may borrow money from Stifel in exchange for pledging assets in your account as collateral for any outstanding margin loan. The amount you may borrow is based on Regulation T, Stifel's internal policies, and the value of securities in your margin account. Securities held in a margin account are identified by the word "margin" on your statement. Stifel reserves the right to limit margin purchases and short sales and to alter its margin requirements and due dates for house or other margin calls in accordance with the Firm's guidelines, market conditions, and regulatory margin requirements.

Margin Account Interest Charges – The margin interest period includes the second to last day of the prior statement period through the third day prior to the last day of the current statement period. The margin interest charge is computed by multiplying the rate of interest by the average net daily settled debit balance and a fraction, the numerator of which is the number of days the debit balance existed, and the denominator of which is three hundred sixty (360). The rate of interest is determined by the cost of borrowing money and is subject to change without notice. The average net daily settled debit balance includes any settled credit and settled debit balances in your cash and margin accounts during the period. Please review the "Statement of Credit Terms" you have already received for further information.

Fully Paid Lending Participants –Without waiving any rights given to you, it is understood and agreed that the provisions of the Securities Investor Protection Act of 1970 may not protect the lender with respect to loaned securities hereunder and that, therefore, the collateral held for you may constitute the only source of satisfaction of Stifel's obligations in the event Stifel fails to return the loaned securities.

Late Charges – If transactions in your account result in a debit balance in your cash account and you do not make payment by the settlement date, you may be subject to interest charges.

Free Credit Balances – Customer Free Credit Balances may be used in this Firm's business subject to the limitations of 17CFR Section 240, 15c3-3 under The Securities Exchange Act of 1934. You have the right to receive from us in the course of normal business operations, upon demand, the delivery of: a) any Free Credit Balances to which you are entitled, b) any Fully Paid Securities to which you are entitled, c) any Securities purchased on margin upon full payment of any indebtedness to us. If you participate in Cash Management Accounts, the payment to you of a Free Credit Balance may be subject to the cancellation of any commitment made in respect to your account for the payment of checks, automated clearing house (ACH) payments, ATM Card or Point of Sale transaction charges, or other debit card transactions.

Option Accounts – 1) Commissions and other charges related to the execution of option transactions have been included on confirmations for such transactions, which have already been sent to you, and copies of confirmations are available upon request; 2) should you have any changes in your investment objective or current financial situation, you should advise your investment professional immediately; and 3) assignment notices for option contracts are allocated among client short positions pursuant to an automated procedure that randomly selects from all client short option positions those contracts that are subject to assignment, which includes positions established on the day of assignment. Additional information pertaining to the procedures used for random selection is available upon request.

Complaints – Complaints relating to your account(s) may be directed to Stifel, Legal Department, 501 North Broadway, St. Louis, Missouri 63102 or by phoning (800) 488-0970 or (314) 342-2000.

Lost Certificates – In the event your statement indicates that securities were delivered out of your account in certificate form and you have not received them, it is understood that you will notify Stifel immediately in writing. If written notification is received within 120 calendar days after the delivery date, as reflected on your statement, the certificate will be replaced free of charge. Thereafter, a fee for replacement may apply.

Dividend Reinvestment – (Optional) The dollar amount of Mutual Fund distributions, Money Market Fund income, or dividends on other securities shown on your statement may have been reinvested into additional shares. You will not receive confirmations for these reinvestment transactions. However, information pertaining to these transactions which would otherwise appear on confirmations will be furnished to you upon written request. In dividend reinvestment transactions, Stifel may act as your agent and receive payment for order flow. The source and nature of such payment will be furnished to you upon written request to Stifel or your introducing firm. If Stifel is currently a market maker in the eligible security, Stifel will purchase, as principal for you, additional shares at the opening market price.

Stifel Information – A Statement of Financial Condition of Stifel, Nicolaus & Company, Incorporated is available for your inspection at any of our offices, or a copy will be mailed to you upon request.

Investor Education and Protection – Under the Public Disclosure Program, the Financial Industry Regulatory Authority ("FINRA") provides certain information regarding the disciplinary history of FINRA members and their associated persons via FINRA's BrokerCheck Hotline (toll-free (800) 289-9999) or on the FINRA website at www.finra.org, including an investor brochure that includes information describing FINRA BrokerCheck.
Stifel, Nicolaus & Company, Incorporated is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board ("MSRB"). Additional information may be obtained from the MSRB website at www.msrb.org, including an investor brochure that is posted on the website describing the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

ERISA Section 408(b)(2) Notice – For Service Provider Fee Disclosures under ERISA 408(b)(2), please see www.stifel.com/disclosures/ERISA. Please direct any questions you may have to your Financial Advisor.

Notification of Change in Circumstances and Availability of Investment Advisory Disclosure Brochures – In the event that there are any material changes in your financial situation, investment objective(s), risk tolerance, or instructions regarding your account(s), please promptly report such changes to your Financial Advisor to ensure that your investment advisory accounts are being managed based on the most current information. You should review Stifel's Form ADV Part 2A (Disclosure Brochure) for information and disclosures relating to Stifel's investment advisory services (available at: www.stifel.com/disclosures/investment-advisory-services/program-disclosures), including (but not limited to) a discussion of the various conflicts of interest to which our firm may be subject in the provision of investment advisory services to you.

Account Verification Information

In accordance with Securities and Exchange Commission Rules and the USA Patriot Act of 2001, all brokerage firms are required to periodically update certain client information. If the information provided below is correct, no further action on your part is required. However, if there are any discrepancies, please note them, sign where indicated, and return the form to the address listed below.

Registration and Mailing Address:
ORANGE COUNTY MOSQUITO &
VECTOR CONTROL DISTRICT
13001 GARDEN GROVE BLVD
GARDEN GROVE CA 92843-2102

Business Phone Number:
(714) 971-2421

Primary Owner
Legal Name:
ORANGE COUNTY MOSQUITO &VECTOR CONTROL DISTRICT

Legal Address:
13001 GARDEN GROVE BLVD
GARDEN GROVE, CA 92843-2102

Business Phone Number:
(714) 971-2421

Financial Information
Annual Income: $250,000 TO $499,999
Net Worth: $1,000,000 TO $2,999,999
Liquid Net Worth: $1,000,000 TO $2,999,999
Tax Bracket: Exempt

Account Information
Investment Time Horizon: 6 to 10 years
Liquidity Needs: 6 to 10 years

Primary Investment Objective: Income

(continuation from previous column)
An investment objective for a client seeking current income while recognizing and accepting market and issuer risks inherent in investments of this type. Accounts for those individuals seeking income above the market average carry higher risks and can be more volatile than the general market.

Risk Tolerance: Moderate
A Moderate investor values reducing risks and enhancing returns equally. This investor is willing to accept modest risks to seek higher long-term returns. A Moderate investor may endure a short-term loss of principal and lower degree of liquidity in exchange for long-term appreciation.

Associated Parties Authorized to Act on this Account:
NHAT B NGUYEN
LORA B YOUNG

Trusted Contact:
CLIENT DECLINED TO PROVIDE

Signature: _____ Joint Signature: _____

SANDRA HEDSTROM WHEELER | (805) 783-2921
4460 BROAD STREET | SUITE 210 | SAN LUIS OBISPO, CA 93401

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Official website of the State of California

State of California
Office of the
State Treasurer

LAIF Monthly Statements

LAIF Monthly Statement

ORANGE COUNTY VECTOR CONTROL DISTRICT
DIRECTOR OF ADMINISTRATIVE SERVICES
13001 GARDEN GROVE BLVD
GARDEN GROVE, CA 92843

LAIF Account #: [redacted]
September 2026 Statement

Effective Date	TXN Date	TXN Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/4/2026	9/3/2026	RW	1806617	N/A	TAN NGUYEN	-1,000,000.00
9/25/2026	9/25/2026	RW	1807395	N/A	TAN NGUYEN	-1,000,000.00

Account Summary

Beginning Balance:	29,534,507.33
Total Deposit:	0.00
Total Withdrawal:	-2,000,000.00
Ending Balance:	27,534,507.33

California CLASS

Summary Statement

September 30, 2026

Investor ID: [redacted]

0000259-0001188 PDFT 238723

Orange County Mosquito and Vector Control District
13001 Garden Grove Boulevard
Garden Grove, CA 92843

California CLASS

California CLASS

Average Monthly Yield: 3.8181%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[redacted]	General Fund	1,128.07	0.00	0.00	3.54	1,131.61	1,128.19	1,131.61
TOTAL		**1,128.07**	**0.00**	**0.00**	**3.54**	**1,131.61**	**1,128.19**	**1,131.61**

California CLASS Enhanced Cash

Average Monthly Yield: 3.8869%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[redacted]	General Fund	1,002,316.75	0.00	0.00	3,199.83	5,516.58	1,001,721.79	1,004,514.26
TOTAL		**1,002,316.75**	**0.00**	**0.00**	**3,199.83**	**5,516.58**	**1,001,721.79**	**1,004,514.26**

Account Number: [redacted]

General Fund

Account Summary

Average Monthly Yield: 3.8181%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	1,128.07	0.00	0.00	3.54	1,131.61	1,128.19	1,131.61

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
09/01/2026	Beginning Balance			1,128.07	
09/30/2026	Income Dividend Reinvestment	3.54			
09/30/2026	Ending Balance			1,131.61	

Account Number: [redacted]

General Fund

Account Summary

Monthly Distribution Yield: 3.8869%

	Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
California CLASS Enhanced Cash	1,002,316.75	0.00	0.00	3,199.83	-1,002.32	1,004,514.26

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	NAV	Shares	Realized G/L
09/01/2026	Beginning Balance			1,002,316.75	10.00	100,231.675	
09/30/2026	Income Dividend Reinvestment	3,199.83			9.99	320.303	
09/30/2026	Ending Balance			1,004,514.26	9.99	100,551.978	

Investor ID: [redacted]

Orange County Mosquito and Vector Control District
13001 Garden Grove Boulevard
Garden Grove, CA 92843

California CLASS Term Series II

Term Subaccount	Settlement Date	Maturity Date	Term Duration	Original Cost	Estimated Earnings	Estimated Value at Maturity	Yield
[redacted]	08/13/2026	08/13/2027	365 Days	$1,000,000.00	$41,700.00	$1,041,700.00	4.17%
TOTAL				**$1,000,000.00**	**$41,700.00**	**$1,041,700.00**	

For investors of Term Series II, each portfolio offers a fixed rate and seeks to preserve capital and return principal and interest only at the scheduled participant redemption date. Term Series II is designed for participants who will not need access to their investment prior to the planned redemption date or final maturity of each portfolio. Withdrawals made at any time prior to the planned redemption date will likely result in a substantial early redemption penalty which may reduce or eliminate income and may reduce principal. For additional information on Term Series II-specific portfolio risks, please refer to the fund operating documents, including the Information Statement.

Account Summary

Term Subaccount	Beginning Balance	Contributions & Income Earned	Withdrawals	Month End Balance	Yield
[redacted]	$1,000,000.00	$0.00	$0.00	$1,000,000.00	4.17%

Transaction Activity

Transaction Date	Term Subaccount	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
09/01/2026		Beginning Balance			$1,000,000.00	
09/30/2026		Ending Balance			$1,000,000.00	

For investors of Term Series II, each portfolio offers a fixed rate and seeks to preserve capital and return principal and interest only at the scheduled participant redemption date. Term Series II is designed for participants who will not need access to their investment prior to the planned redemption date or final maturity of each portfolio. Withdrawals made at any time prior to the planned redemption date will likely result in a substantial early redemption penalty which may reduce or eliminate income and may reduce principal. For additional information on Term Series II-specific portfolio risks, please refer to the fund operating documents, including the Information Statement.

California CLASS

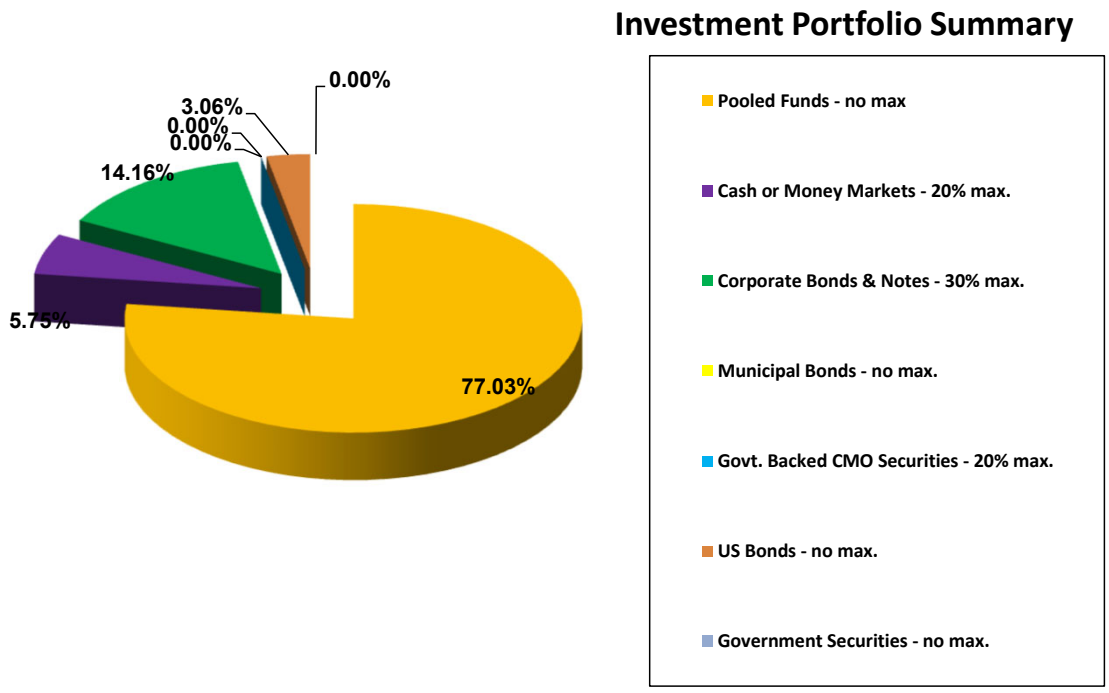
	California CLASS		California CLASS Enhanced Cash	
Date	Dividend Rate	Daily Yield	Dividend Rate	Daily Yield
09/01/2026	0.000103007	3.7598%	0.001056360	3.8557%
09/02/2026	0.000102942	3.7574%	0.001054454	3.8488%
09/03/2026	0.000102863	3.7545%	0.001053942	3.8469%
09/04/2026	0.000411872	3.7583%	0.004216472	3.8475%
09/05/2026	0.000000000	3.7583%	0.000000000	3.8475%
09/06/2026	0.000000000	3.7583%	0.000000000	3.8475%
09/07/2026	0.000000000	3.7583%	0.000000000	3.8475%
09/08/2026	0.000103000	3.7595%	0.001054028	3.8472%
09/09/2026	0.000102897	3.7557%	0.001053775	3.8463%
09/10/2026	0.000102981	3.7588%	0.001058021	3.8618%
09/11/2026	0.000308301	3.7510%	0.003172384	3.8636%
09/12/2026	0.000000000	3.7510%	0.000000000	3.8636%
09/13/2026	0.000000000	3.7510%	0.000000000	3.8636%
09/14/2026	0.000102800	3.7522%	0.001056929	3.8617%
09/15/2026	0.000102919	3.7565%	0.001057052	3.8621%
09/16/2026	0.000102966	3.7583%	0.001057887	3.8652%
09/17/2026	0.000103769	3.7876%	0.001056400	3.8597%
09/18/2026	0.000318069	3.8698%	0.003205260	3.9036%
09/19/2026	0.000000000	3.8698%	0.000000000	3.9036%
09/20/2026	0.000000000	3.8698%	0.000000000	3.9036%
09/21/2026	0.000106004	3.8691%	0.001074125	3.9245%
09/22/2026	0.000106370	3.8825%	0.001071338	3.9143%
09/23/2026	0.000106707	3.8948%	0.001073507	3.9222%
09/24/2026	0.000106923	3.9027%	0.001074883	3.9273%
09/25/2026	0.000321510	3.9117%	0.003235736	3.9408%
09/26/2026	0.000000000	3.9117%	0.000000000	3.9408%
09/27/2026	0.000000000	3.9117%	0.000000000	3.9408%
09/28/2026	0.000107501	3.9238%	0.001080529	3.9518%
09/29/2026	0.000107406	3.9203%	0.001081201	3.9503%
09/30/2026	0.000107326	3.9174%	0.001080091	3.9463%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT - INVESTMENT SUMMARY Q1 FY 2027

BASED ON FACE VALUE AT MATURITY

	STIFEL	LAIF	CLASS	Combined Total
Pooled Investment	$0	$27,534,507	$0	$27,534,507
Cash or Money Markets or CDs	$51,723	$0	$2,004,514	$2,056,237
Corporate Bonds & Notes	$5,063,000	$0	$0	$5,063,000
Municipal Bonds	$0	$0	$0	$0
Govt. Backed CMO Securities	$0	$0	$0	$0
US Bonds	$1,093,000	$0	$0	$1,093,000
Government Securities	$0	$0	$0	$0
Total	**$6,207,723**	**$27,534,507**	**$2,004,514**	**$35,746,744**



Lora Young
District Manager

Tan Nguyen
Director of Finance

SUMMARY OF INVESTMENTS BY CORPORATION/GOV'T BY INVESTMENT TYPE

	STIFEL	LAIF	CLASS	Combined Total
Pooled Funds				
Pooled Funds	$0.00	$27,534,507	$0	$27,534,507
Totals	**$0.00**	**$27,534,507**	**$0**	**$27,534,507**
			% of total fund	**77.03%**

	STIFEL	LAIF	CLASS	Combined Total
Certificates of Deposit				
			$1,000,000.00	$1,000,000
Totals	**$0.00**	**$0.00**	**$1,000,000.00**	**$1,000,000.00**
			% of total fund	**2.80%**

	STIFEL	LAIF	OCERS	Combined Total
Cash or Money Markets				
STIFEL Deposit Program	$51,723	$0	$1,004,514	$1,056,237
Totals	**$51,723**	**$0**	**$1,004,514**	**$1,056,237**
			% of total fund	**2.95%**

	STIFEL	LAIF	CLASS	Combined Total
Corporate Bonds & Notes				
Fedl Home Loan Bank	$100,000	$0	$0	$100,000
State Bank of India	$59,000	$0	$0	$59,000
Redwood TR Inc	$100,000	$0	$0	$100,000
Canadian Imperial Bank	$140,000	$0	$0	$140,000
Sally Mae Bank	$100,000	$0	$0	$100,000
Comcast Corp	$130,000	$0	$0	$130,000
Fedl Home Loan Bank	$225,000	$0	$0	$225,000
Magna Intl Inc	$75,000	$0	$0	$75,000
PennyMac Corp	$95,000	$0	$0	$95,000
American Honda Fin Corp	$169,000	$0	$0	$169,000
Fedl Home Loan Mtg Corp	$200,000	$0	$0	$200,000
JPMorgan Chase & Co	$200,000	$0	$0	$200,000
United Health Grp Inc	$100,000	$0	$0	$100,000
Intl Bus Machs Corp	$100,000	$0	$0	$100,000
Goldman Sachs Bank USA	$150,000	$0	$0	$150,000
Deutsche Bank AG	$50,000	$0	$0	$50,000
FEDL Farm Credit Bank	$100,000	$0	$0	$100,000
Truist Bank	$100,000	$0	$0	$100,000
Fedl Home Loan Bank	$140,000	$0	$0	$140,000
Honda MTR CO LTD	$100,000	$0	$0	$100,000
Morgan Stanley Bank NA	$95,000	$0	$0	$95,000
Gladstone Cap Corp	$100,000	$0	$0	$100,000
Celtic Bank	$130,000	$0	$0	$130,000
Fedl Natl Mtg Assn	$85,000	$0	$0	$85,000
Apollo Glbl Mgmt Inc	$130,000	$0	$0	$130,000

Century Housing Corp	$200,000	$0	$0	$200,000
Prudential Financial Inc.	$220,000	$0	$0	$220,000
Federal Home Loan Bank	$280,000	$0	$0	$280,000
Fed Home Loan Bank	$100,000	$0	$0	$100,000
Citigroup Glbl Mkts Hldg	$100,000	$0	$0	$100,000
Fedl Home Loan Bank Bond	$150,000	$0	$0	$150,000
Govt Natl Mtg Assn	$100,000	$0	$0	$100,000
Govt Natl Mtg Assn	$65,000	$0	$0	$65,000
Govt Natl Mtg Assn	$100,000	$0	$0	$100,000
Fedl Home Loan Mtg Corp	$150,000	$0	$0	$150,000
Amazon COM INC	$175,000	$0	$0	$175,000
Toronto Dominion Bank	$100,000	$0	$0	$100,000
Fedl Home Loan Mtg Corp	$150,000	$0	$0	$150,000
Govt Natl Mtg Assn	$100,000	$0	$0	$100,000
Govt Natl Mtg Assn	$100,000	$0	$0	$100,000
Totals	**$5,063,000**	**$0**	**$0**	**$5,063,000**
			% of total fund	**14.16%**

	STIFEL	LAIF	CLASS	Combined Total
	$0	$0	$0	$0
Totals	**$0**	**$0**	**$0**	**$0**
			% of total fund	**0.00%**

	STIFEL	LAIF	CLASS	Combined Total
FNMA	$0	$0	$0	$0
GNMA	$0	$0	$0	$0
Totals	**$0**	**$0**	**$0**	**$0**
			% of total fund	**0.00%**

	STIFEL	LAIF	CLASS	Combined Total
FNMA	$0	$0	$0	$0
FNMA	$0	$0	$0	$0
Totals	**$0**	**$0**	**$0**	**$0**
			% of total fund	**0.00%**
US Bonds				
US Treasury Bill	$100,000	$0	$0	$100,000
US Treasury Bill	$98,000	$0	$0	$98,000
US Treasury Bill	$150,000	$0	$0	$150,000
US Treasury Bill	$420,000	$0	$0	$420,000
US Treasury Bill	$135,000	$0	$0	$135,000
US Treasury Bill	$190,000	$0	$0	$190,000
	$1,093,000	**$0**	**$0**	**$1,093,000**
				3.06%
				$35,746,744
Grand Total	**$6,207,723**	**$27,534,507**	**$2,004,514**	**$35,746,744**

Orange County Mosquito and Vector Control District
AGENDA ITEM F.4

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Lora Young, District Manager
Date: November 19, 2026

Agenda Title: Adopt Resolution No. 617 Reaffirming Policy No. 48, Records and Information Management Program Policy and Updating the District's Records Retention and Document Destruction Schedules

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Recommended Action: Adopt Resolution No. 617 reaffirming Policy No. 48, Records and Information Management Program Policy and updating the District's records retention and document destruction schedules

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Summary: State law provides that certain documents created and maintained at the District be maintained for specified periods of time, depending on the types of documents.

The retention schedules for the District were updated interactively with all the departments able to provide input. The retention schedules provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of the District's records. By identifying which department is responsible for maintaining original records, and by establishing clear retention periods for different categories of records, the District will have a significantly more efficient records storage, retention, and destruction process which will ultimately result in reductions in storage costs, free filing cabinets and office space, and realize operational efficiencies.

The appropriate Department Head and District Manager have reviewed and approved all Retention Schedule updates as they pertain to the District's functions. The Schedule updates are ready for Board consideration and adoption.

Previous Relevant Board Actions for This Item:
07-21-16 Adopted Policy No. 48, Resolution No. 431
04-20-23 Updated Policy No. 48, Resolution No. 555

Strategic Plan Compliance: 1. Enhance Organizational Policies, Plans, & Procedures 1.4 Review and update the District's plans that address regulatory requirements, compliance, and program resource allocation.

Fiscal Impact:
What Amount is being requested? N/A
Is the Amount Requested Budgeted in the Current Fiscal Year? N/A
If No, What Funds Are Requested? N/A

Exhibits:

Exhibit A: Records Retention Schedule

Exhibit B: Policy No. 48

Exhibit C: Resolution No. 617

01-00-00 DISTRICT-WIDE ADMINISTRATIVE RECORDS (ALL DEPARTMENTS)

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AS - After Separation, AT - After Termination, C - Confidential, CD - Current Day, CM - Current Month, CY - Current Year, CW - Current Week, EY - Event Year, H - Historical, IND - Indefinite, LOB/LOE/LOV/LOI/LOS - Life of Board, Building, Equipment, Improvement, System or Vehicle, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years, Months or Weeks

Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
01-01-00	**Administrative Materials**							
01-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-01-02	Correspondence & Reports - External		All Depts		CY+2		**CY+2**	State of California Guidelines; Administrative Record
01-01-03	Correspondence & Reports - Internal		All Depts		CY+2		**CY+2**	State of California Guidelines; Administrative Record
01-01-04	Departmental Goals/Objectives		All Depts		S	2	**S+2**	State of California Guidelines; Administrative Record recommends retaining for 2 years after superseded.
01-01-05	District Rules, Policies & Procedures		All Depts	V	S	5	**S+5**	CCP 343; Statute of limitations of 4 years to commence action State of California Guidelines; Administrative Record recommends retaining for 5 years after superseded.
01-01-06	Staff & Interdepartmental Meetings	Includes informal meeting agendas.	All Depts		EY	2	**EY+2**	State of California Guidelines; Administrative Record
01-01-07	Calendars/Schedules		All Depts		CY+2		**CY+2**	State of California Guidelines; Administrative Record
01-01-08	Surveys & Studies - General District		All Depts		AC+2		**AC+2**	State of California Guidelines; 2 years after completion for general studies and surveys
01-02-00	**Reference Materials**							
01-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-02-02	Chronological Files		All Depts		ACT		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period. Duplicates must not be kept longer than the retention life of the original record. State of California Guidelines; Administrative Record
01-02-03	Professional Associations/Organizations		All Depts		CY+2		**CY+2**	State of California Guidelines; Administrative Record
01-02-04	Community Organizations/Foundations		All Depts		CY+2		**CY+2**	State of California Guidelines; Administrative Record
01-02-05	Complaint Files	General complaints to District departments. Does not include claims against the District.	All Depts		CY+2		**CY+2**	State of California Guidelines; 2 year plus the current year for maintenance and operations documents
01-02-06	Community Information/Events		All Depts		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
01-02-07	Historical Information/Events		All Depts	H	CY+2	P	**P**	Administrative Record, State of California Guidelines Administrative Decision: Retain permanently for historical value
01-02-08	Public Relations Information / Handouts / Speeches / Biographies	Potential Historical information. May include photographs with historical value.	All Depts	H	EY+2, AR	5	**EY+7, AR**	State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.

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01-00-00 DISTRICT-WIDE ADMINISTRATIVE RECORDS (ALL DEPARTMENTS)

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
01-02-09	Technical Reference		All Depts		S		**S**	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
01-02-10	Dues/Subscriptions		All Depts		CY+2		**CY+2**	State of California Guidelines; Administrative Record
01-03-00	**Records & Information Management Program**							
01-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-03-02	Inactive Records and Archives	Includes box listings, archive reports and other inactive records storage system tracking.	All Depts		S+2		**S+2**	State of California Guidelines; 2 years after superseded
01-03-03	Retention Review & Destruction Request Forms	District Clerk maintains the original signed destruction request forms.	Clerk		P	P	**P**	State of California Guidelines; 2 years after superseded Administrative Decision: Permanent for destruction tracking purposes.
01-03-04	Certificates of Destruction		Clerk		P	P	**P**	State of California Guidelines; 2 years after superseded Administrative Decision: Permanent for destruction tracking purposes.
01-03-05	Business Continuation Plan & Vital Records Program		All Depts		S	5	**S+5**	Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
01-04-00	**Forms/Labels/Graphics**							
01-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-04-02	Samples	Does not include controlled forms	All Depts		S		**S**	State of California Guidelines; Administrative record
01-04-03	Blank Forms	Does not include controlled forms	All Depts		S		**S**	State of California Guidelines; Administrative record
01-04-04	Form Letters	Does not include controlled forms	All Depts		S		**S**	State of California Guidelines; Administrative record
01-04-05	Form Master/Originals	Does not include controlled forms	All Depts		S		**S**	State of California Guidelines; Administrative record
01-04-06	Labels	Does not include controlled forms	All Depts		S		**S**	State of California Guidelines; Administrative record

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
01-05-00	**Materials from Agencies & Other Districts**							
01-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-05-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
01-05-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
01-05-04	Regional Agencies/Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
01-05-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
01-05-06	Municipalities	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.
01-05-07	Other Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	All Depts		CY+2, AR		**CY+2, AR**	State of California Guidelines; Administrative Record Administrative Decision: Maintain for the current year plus 2 years, review for relevance to current subject matter or projects.

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02-00-00 DISTRICT MANAGEMENT

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
02-01-00	**District Board of Trustees**							
02-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-01-02	Agenda/Agenda Packets	Agenda, staff reports and all other supporting documentation for regular and special meetings. Scanned to Laserfiche. Includes committee recommendations to the Board.	Clerk		CY+2	8	**CY+10**	State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 10 years in electronic form.
02-01-03	Board Minutes		Clerk		P		**P**	GC 60201(d)(3); Minutes of governing bodies, Permanent
02-01-04	Meeting Recordings	Supports the agenda packet and action minutes. Stored on tape and on computer as a duplicate.	Clerk		CM+1		**CM+1**	GC 54953.5; 30 days after recording Administrative Decision: Maintain recordings for the current month plus 1 month.
02-01-05	Board of Directors Ad Hoc Committees	Includes task forces and other Board of Directors ad hoc committees.	Clerk		AT+2		**AT+2**	State of California Guidelines; Administrative Record Administrative Decision: Maintain applications for successful appointees for 2 years after term of committee office.
02-01-06	Engineer's Reports	Complete annually for assessment district and benefit areas.	Clerk		CY+2	P	**P**	GC 60201(d)(8); Permanent for land and property related documents CCP 338; 3 year statute of limitations State of California Guidelines; Permanent
02-02-00	**General District Management Materials**							
02-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-02-02	District Goals	Maintained with the budget.	Manager		S	2	**S+2**	State of California Guidelines; Administrative Record recommends retaining for 2 years after superseded.
02-02-03	District Manager Weekly Reports to Board of Trustees	Maintained in electronic form	Manager		CY+2		**CY+2**	State of California Guidelines; 2 years for management reports
02-02-04	Strategic Planning	Maintained with the 5 year plan.	Manager		S	2	**S+2**	State of California Guidelines; 2 years after strategic plan is superseded.
02-02-05	Annual Reports	Annual report	Manager		CY+2		**CY+2**	State of California Guidelines; 2 years for management reports
02-02-06	Integrated Vector Management Response Plan		Manager	V	S+2		**S+2**	State of California Guidelines; 2 years after plan is superseded for emergency management.
02-02-07	Orange County Emergency Operations Plan		Manager	V	S+2		**S+2**	State of California Guidelines; 2 years after plan is superseded for emergency management.
02-02-08	West Nile Virus Emergency Response Plan		Manager	V	S+2		**S+2**	State of California Guidelines; 2 years after plan is superseded for emergency management.

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03-00-00 LEGAL & LEGISLATIVE

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
03-01-00	**Legislative Information**							
03-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-01-02	Ordinances	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained. From 1870 to 1991 documents were microfilmed.	Clerk	V	P		**P**	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
03-01-03	Resolutions - District Board of Trustees	In some cases, documents were scanned and destroyed. Currently documents are scanned and the paper is maintained. From 1925 to 2006 documents were microfilmed.	Clerk	V	P		**P**	GC 60201(d)(2); Permanent for decisions of the District State of California Guidelines; Permanent
03-01-04	Articles of Incorporation		Clerk		P		**P**	GC 60201(d)(1); Permanent for District formation documents State of California Guidelines; Permanent
03-02-00	**General Legal Matters**							
03-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-02-02	Public Records Requests	Includes request forms, and responses and response documents. Granted requests Denied requests	Clerk		 AC AC+2		 **AC** **AC+2**	GC 60201(d)(5); Until request is granted or 2 years after request has been denied in writing
03-02-03	Legal Opinions	Includes attorney correspondence.	Clerk	C	CY+2, AR		**CY+2, AR**	State of California Guidelines: 2 years after superseded Administrative Decision: Maintain legal opinions and attorney correspondence for 2 years plus the current year. Review for relevance to current matters.
03-02-04	Litigation	General cases High profile cases Documents include all materials supporting the case and leading up to the court decision.	Clerk		AC+2 AC+2	5 P	**AC+7** **P**	State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
03-02-05	Grand Jury Report Responses		Clerk		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
03-03-00	**Agreements / Contracts / MOUs**							
03-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-03-02	General District Agreements/Contracts	Includes general services, professional services and consultants, and all other general District agreements.	Clerk		AC+5		**AC+4**	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 7.703; 3 years after final payment 48 CFR 4.705 et. seq; 4 years for contractor related records
03-03-03	Enterprise Agreements/Contracts	Includes contracts, agreements and MOUs for services performed for other agencies.	Clerk		AC+5		**AC+4**	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 7.703; 3 years after final payment 48 CFR 4.705 et. seq; 4 years for contractor related records
03-03-04	Capital Improvement Project Agreements	Includes contracts, bonds and insurance certificates. Specifications and all other project related documents are maintained by Engineering.	Clerk		AC+5	P	**P**	GC 60201(d)(8); Permanent for land and property related documents H&S 19850; Life of Building, with exceptions CCP 337.15; Statutes of limitations of 10 years State of California Guidelines; Permanent
03-03-05	Lease & License Agreements		Clerk		AE+2	3	**AE+4**	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 7.703; 3 years after final payment 48 CFR 4.705 et. seq; 4 years for contractor related records
03-03-06	Settlement Agreements	General Settlements: Recorded Settlements:	Clerk		AC+5 AC+5	 P	**AC+4** **P**	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations, leases 4 years CCP 343; Statutes of limitations, general 4 years 48 CFR 7.703; 3 years after final payment 48 CFR 4.705 et. seq; 4 years for contractor related records
03-03-07	Joint Powers & Mutual Aid Agreements		Clerk		AC+2	P	**P**	State of California Guidelines; Permanent for joint powers authorities for insurance.
03-03-08	MOU / Employment Agreements		Clerk		S+2	P	**P**	29 USC 211c; Maintain, indefinite State of California Guidelines; Permanent
03-03-09	Grant Agreements	For grants given to outside parties.	Clerk		AC+1*	4*	**AFP+5***	24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 29 CFR 97.42(b); grants covered by a consolidated action plan must be kept for 5 years. 29 CFR 97.36(i)(11); 3 years after final payment State of California Guidelines; 5 years after grant closure. *** Refer to grant application close-out procedures for specific retention, if any. If no retention exists, follow retention listed here.**

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
03-04-00	**Property Related Records**							
03-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-04-02	Easements & Deeds	Includes the deeds and other backup information on acquisition of District-owned property.	Clerk		P	P	**P**	GC 60201(d)(8); Permanent for land and property related documents 24 CFR 1710; Permanent
03-04-03	Real Property Acquisitions/Dispositions		Clerk	C	AC+2	8	**AC+10**	GC 7930.190; PRA, confidential record designation for real property acquisition records CCP 337.1; Statute of limitations of 4 years after completion of construction or improvement CCP 337.15; Statute of limitations of 10 years after completion of construction or improvement 36 CFR 64.11; 3 years after last payment for public property acquisition. State of California Guidelines; Completion expiration + 10 years for acquisitions.
03-04-04	Appraisals		Clerk	C	AC+2		**AC+2**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records GC 7930.190; PRA, confidential record designation for real property acquisition feasibility records
03-05-00	**Fair Political Practices Commission Materials**							
03-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-05-02	Statement of Economic Interest (Form 700) - Designated	Designated Positions. Electronic submission not received by the District. The County and Cities are responsible for the official records.	Clerk		ACT		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Administrative Record
03-05-03	Ethics Training - AB 1234	Filed by official.	Clerk		AC+5		**AC+5**	GC 53235.2(b); Retain ethics training records for 5 years after training
03-05-04	Oaths of Office - Designated/Appointed		Clerk		AT+3		**AT+6**	State of California Guidelines; 6 years after termination
03-05-05	Harassment Training - AB 1825		Clerk		AC+2		**AC+2**	2 CCR 11024(b)(2); Training occurs every 2 years.
03-05-06	Fiscal & Financial Training - SB 827		Clerk		AC+5		**AC+5**	CD 53238.3(b); Retain fiscal and financial training records for 5 years after training

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04-00-00 FINANCIAL SERVICES

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
04-01-00	**General Financial Records**							
04-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-01-02	Springbrook Financial System	Financial database.	Finance		ACT		**ACT**	Transitory Record; Databases are maintained while
04-01-03	Journal Entries		Finance		AA+2		**AA+2**	State of California Guidelines; 2 years after audit
04-01-04	On-demand Financial Reports	Generated by request. Does not include state or other agency mandated reports, which are kept PERMANENTLY.	Finance		AA+2		**AA+2**	State of California Guidelines; 2 years after audit
04-01-05	Certificates of Insurance	Certificates provided by contractors and vendors for liability coverage.	Finance		AE+2 *		**AE+2 ***	State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees. CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others Administrative Decision: Maintain certificates of insurance for 2 years after expiration to meet general statutes of limitations. * Refer to the provider's contract or agreement for potential extended retention.
04-02-00	**Reporting**							
04-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-02-02	State Controller Reports	Scanned into Laserfiche after 2001.	Finance		CY+1	P	**P**	State of California Guidelines; Permanent
04-02-03	Use Tax Reports	Scanned into Laserfiche after 2001.	Finance		AA+1	4	**AA+5**	29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-02-04	Annual Audit	Based on the fiscal year.	Finance		AA+1	P	**P**	State of California Guidelines; Permanent
04-02-05	Annual GASB Reports		Finance		CY+1	P	**P**	State of California Guidelines; Permanent
04-02-06	OPEB Valuation Reports		Finance		CY+2	3	**CY+5**	State of California Guideline: 5 years after completed
04-02-07	MVCAC Report	Mosquito Vector Control Association of California. Reports sent to the association to determine membership fees.	Finance		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years for management reports.

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
04-03-00	**Accounts Payable**							
04-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-03-02	Warrants	Paid invoices, account analysis and supporting vendor documents. Includes travel expenses, reimbursements and invoice payments.	Finance		AA+1	6	**AA+7**	GC 60201(d)(12); 7 years after date of payment for reimbursements. CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit
04-03-03	Petty Cash	Includes receipts requesting reimbursement.	Finance		AA+1	6	**AA+7**	GC 60201(d)(12); 7 years after date of payment for reimbursements. CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit
04-03-04	Credit Card Statements		Finance		AA+1	6	**AA+7**	GC 60201(d)(12); 7 years after date of payment for reimbursements. CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit
04-03-05	W-9 / 1099 Reporting		Finance		AA+1	3	**AA+4**	26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-03-06	Retiree Allowance Reimbursements		Finance		AA+1	3	**AA+4**	CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit
04-04-00	**Banking**							
04-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-04-02	Bank Statements/Reconciliation	Includes statements, summaries for receipts, disbursements & reconciliation	Finance		AA+1	4	**AA+5**	26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
04-04-03	Check Registers		Finance		AA+2		**AA+2**	State of California Guidelines; After audit plus 2 years for warrant registers.
04-04-04	Investments	Includes LAIF, Orange County Investment Pool, Orange County Treasurer and reports prepared for financials, summaries of transactions, inventory and earnings reports.	Finance		CY+2	P	**P**	CCP 337; Statute of limitations of 4 years for action State of California Guidelines; Permanent

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
04-05-00	**Payroll**							
04-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-05-02	Time Sheets	Signed employee timesheets for audit reports. Electronic timesheets are downloaded from the time clock and saved in a spreadsheet. Past time cards are in paper form, but scanned.	Finance		AA+4	2	**AA+6**	29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
04-05-03	Payroll Registers	Received from ADP after processing payroll and maintained electronically.	Finance		CY+1	6	**CY+7**	GC 60201d(12); 7 years after payment GC 12946; 4 years after termination 29 CFR 516.2-6; Maintain at least 3 years 29 CFR 1627; 3 years
04-05-04	Earnings/Withholding Reports (Taxes)	Forms 1096, 1099, W-4 and W-2.	Finance		CY+1	AA+7	**AA+7**	GC 60201d(12); 7 years after payment 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-05-05	Quarterly Tax Returns	Listing of changes to employee payroll.	Finance		AA+2	4	**AA+6**	29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-05-06	Garnishments & Withholding Orders	Maintained in the personnel file. Processed by Finance and sent to HR.	Finance		AFP	AT+6	**AT+6**	R&T 19704; 6 year statute of limitations 29 USC 436; 5 years 26 CFR 31.6001-1; 4 years 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 3 years after termination
04-05-07	Deferred Compensation	Plan information and correspondence. Does not include individual contributions.	Finance		S+4		**S+4**	GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information.
04-05-08	PARS	Includes plan contracts, plan amendments and other administrative documents.	Finance		S+4		**P**	GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents.

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
04-05-09	Other MOU Related Benefits	Shoe allowance, vacation/comp buyback, educational reimbursement, sick leave buyback, acting pay reports, general flex benefits and other miscellaneous benefits.	Finance		S+4		**S+4**	GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action
04-05-10	Benefit Claims	Includes payments for flexible spending accounts and other benefit related payments. Does not include worker's compensation claims.	Finance		AA+3	P	**P**	29 USC 1027; 6 years for benefit rights 29 USC 1113; 3 & 6 year statute of limitations State of California Guidelines; Permanent for benefit plan claims
04-05-11	W-2s / W-2 Reporting	Saved electronically.			AA+2	4	**AA+6**	29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-06-00	**Budget**							
04-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-06-02	Annual Budget		Finance		CY+2	P	**P**	GC 53901; Budgets copy must be filed with the County State of California Guidelines; Permanent. Permanent refers to one final copy of the approved budget. Working copies can be destroyed after use.
04-06-03	Budget Adjustments		Finance		AA+1	1	**AA+2**	State of California Guidelines; 2 years after audit
04-06-04	Budget Working Papers	Includes proposed budgets, and all work papers leading up to final annual budget.	All Depts		AA+1	1	**AA+2**	State of California Guidelines; 2 years after audit
04-06-05	Mid-year Budget Reports	Approved by the board of trustees.	Finance		AA+1	1	**AA+2**	State of California Guidelines; 2 years after audit
04-07-00	**Revenue**							
04-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-07-02	Contract Services	Includes funds received from agencies working with the District.	Finance		AA+1	3	**AA+4**	CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit
04-07-03	Retiree Medical Payments		Finance		AA+1	3	**AA+4**	CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit
04-07-04	Miscellaneous Receivables		Finance		AA+1	3	**AA+4**	CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit
04-07-05	Property Tax Revenue	Includes assessments, benefit assessments and other property tax related revenue.	Finance		AA+1	2	**AA+3**	CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit
04-07-06	Rent Revenue		Finance		AA+1	3	**AA+4**	CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit
04-08-00	**Fixed Assets**							

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04-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-08-03	Inventory Reconciliation				AA+4		**AA+4**	CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.
04-08-02	Property & Equipment Files		Finance		LOE+2	2	**LOE+4**	CCP 337; Statute of limitations of 4 years for action State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules. Administrative Decision: Maintain property and equipment fixed asset files for 4 years after disposal of

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05-00-00 MATERIAL ACQUISITION & DISPOSITION

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
05-01-00	**Purchasing & Material Acquisition Records**							
05-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-01-02	RFPs / RFIs / RFQs		All Depts		AC+5		**AC+5**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
05-01-03	Bids - Successful		All Depts		AC+5		**AC+5**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
05-01-04	Bids - Unsuccessful		All Depts		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 for unsuccessful bids
05-01-05	Purchase Order Files		Finance		CY+4		**AFP+4**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit Administrative Decision: Maintain purchase orders for 4 years after final payment and close out of the purchase order.
05-01-06	Equipment & Material Disposition	Includes fixed asset and vehicle disposals	Finance		AA+2	2	**AA+4**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.
05-01-07	Asset Workpapers	Includes the depreciation entries from the CPA	Finance		AA+2	2	**AA+4**	CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.
05-01-08	Warranties	Equipment warranties from providers	IT		LOS+2		**LOS+2**	State of California Guidelines; Life of the equipment plus 2 years.

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
06-01-00	**Personnel Data Records**							
06-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-01-02	Personnel Files - Full Time	Includes benefit plan and insurance paperwork, Personnel Action Forms and payroll forms, original application, training certificates, professional development, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts / agreements), I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), employment verification, exit interview questionnaires, disciplinary actions and miscellaneous communications.	HR	C	AT+1	6	**AT+7**	GC 60201d(12); 7 years after payment for employees. 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action State of California Guidelines; 3 years after termination
06-01-03	Personnel Files - Extra Help	Part-time and seasonal employees. Includes benefit plan and insurance paperwork, Personnel Action Forms and payroll forms, original application, training certificates, professional development, performance evaluations, employment contracts /agreements (not including union negotiations and resulting contracts / agreements), I-9, payroll forms (tax, deferred compensation, direct deposit and benefit payments), employment verification, disciplinary actions and miscellaneous communications.	HR	C	AT+1	6	**AT+7**	GC 60201d(12); 7 years after payment for employees. 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action State of California Guidelines; 3 years after termination
06-01-04	Personnel Medical Files		HR	C	AT+1	29	**AT+30**	8 CCR 15400; Maintain reports GC 7930.100 et. seq.; PRA, confidential record status LC 90 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination
06-01-05	I-9 Forms	Maintained in a separate binder for reference.		C	AT+3		**AT+3**	29 CFR 1602.14; 1 year after position filled 29 CFR 1607; Maintain 29 CFR 1627.3(b)(1); 1 year from action 29 USC 211c; Maintain, no retention period stated USCIS Form I-9; Maintain for 3 years after completion or 1 year after employment is terminated, whichever is longer. Administrative Decision: Maintain for 3 years after termination to follow the longest retention on the I-9 Form guidelines.

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
06-01-06	DMV Pull Notice Program	Maintained in the personnel file.	HR		S		**S**	VC 1808.1; must pull record at least every 12 months Administrative Policy: Retain pulled records until superseded to meet the vehicle code timeline shown above.
06-02-00	**Personnel Management Records**							
06-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-02-02	Position Information/Specifications/Job Descriptions	Electronic on the District server and in NEOGOV.	HR		S+2		**S+2**	State Recommendation; 2 years after superseded
06-02-03	Employee Training Programs	Sign-in sheets, handouts, consultant training programs and other program information for general employee training. Does not include safety personnel.	HR		CY+7		**CY+7**	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7930.100 et. seq.; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
06-02-04	Salary/Benefit Surveys	Use CALPACS to retrieve and input classification information for positions.	HR		AC+2		**AC+5**	GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 2 CCR 26; 5 years for various employment records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
06-02-05	EEOC Claims	Hired employees Applicants who filed a complaint:	HR		CY+3 AC+4	AT+4	**AT+2** **AC+2**	GC 12946; Upon expiration of statute of limitations or until resolved 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees
06-02-06	EDD Claim Forms	Includes unemployment claims.	HR		AT+4		**AT+4**	GC 12946; 4 years after completion 29 CFR 516.2; Maintain, indefinite 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 3 years after termination/separation for unemployment records

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
06-02-07	FMLA Physician Certifications	Medical certifications for Family Medical Leave.	HR		AT+2	28	**AT+30**	8 CCR 15400; Maintain reports GC 7930.100 et. seq.; PRA, confidential record status LC 90 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination
06-02-08	Harassment Claims	Claims not resulting in disciplinary action. Hired employees: Applicants who filed a complaint:	HR		 CY+3 AC+4	 AT+4	 **AT+2** **AC+2**	GC 12946; Upon expiration of statute of limitations or until resolved 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees
06-03-00	**Personnel Recruitment Records**							
06-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-03-02	NEOGOV Recruitment & Application System	Includes job flyers and announcements, practical test and assessment centers, applications, eligibility lists, recruitment response letters and general correspondence relating to the recruitment.	HR		AC+4		**AC+4**	GC 12946; 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
06-03-03	Oral Board Rating Sheets		HR		AC+4		**AC+4**	GC 12946; 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
06-04-00	**Safety & Training**							
06-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-04-02	Injury & Illness Prevention Program		HR		S+5		**S+5**	GC 12946; 4 years after termination 8 CCR 3204; 1 year for IIPP training records State of California Guideline: 5 years after superseded or expired
06-04-03	Safety & Training Program	Program information and rosters of attendees. Includes Pesticide & Chemical Use & Training	HR		CY+7		**CY+7**	29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.

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06-00-00 HUMAN RESOURCES

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
06-04-04	Safety Inspections	Includes binders with photos and comments on construction and other safety inspections performed by a third party safety consultant. Required by OSHA.	HR		AC+2	3	**AC+5**	29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline: 5 years after completed
06-04-05	Certifications	Includes CPR and other annually renewed certifications.	HR		CY+2		**CY+2**	8 CCR 3203; 1 year after completion of training State of California Guidelines; Current year plus 2 years for certifications and designations.
06-04-06	Tailgate Meetings		HR		CY+3		**CY+7**	8 CCR 3204; 1 year for IIPP training records 29 CFR 1627.3; 3 years for training records and notices State of California Guidelines; Current year plus 7 years for training records.
06-04-07	Respirator Fit Tests	Tests for individual employees.	HR		CY+2	P	**P**	8 CCR 3203; IIPP training, at least 1 year State of California Guidelines; 2 years after superseded for training materials. Individual training information maintained by employee is retained for termination/separation plus 2 years, per State of California Guidelines Administrative Decision: Permanent for long term potential medical issues and varying retention periods of the citations.
06-05-00	**Workers Compensation & Risk Management**							
06-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-05-02	Vector Control Joint Pool Authority	Includes excess workers compensation claims, audits, agreements, amendments and other formation documents. Used for claims over $500,000. TPA maintains materials tracking the claims. VCJPA general administrative documents and correspondence.	HR		P CY+2, AR	P	**P** **CY+2, AR**	State of California Guidelines; Permanent for joint powers agreements for excess liability insurance. State of California Guidelines; Administrative Record, 2 year minimum requirement.
06-05-03	Audit Reports	Annual audits from VCJPA on the Third Party Administrator.	HR		AC+2	P	**P**	State of California Guidelines; Permanent for joint powers agreements for excess liability insurance. Administrative Decision: Maintain audit reports permanently to support the joint powers agreement.

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06-05-04	Third Pary Administrator	Includes correspondence and information on claims and adjustments for activities over the year. Acclamation Insurance Management	HR		CY+2, AR		**CY+2, AR**	State of California Guidelines; Administrative Record
06-05-05	Workers Compensation Claims	Organized by year, then alphabetically and separated by public safety and general employees. Includes claim correspondence, doctor notes and other information on the claim. Maintained by the Third Party Administrator, and accessible electronically by the District.	HR		AT+2	P	**P**	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.
06-05-06	Incident Reports	Reports submitted by the associated department. Includes first aid and non-reportable incidents.	HR		AC+2	5	**AC+7**	42 USC 1983; Definitions 29 CFR 1904.2-7; OSHA recordkeeping GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California Guideline; 7 years after settlement or closure
06-05-07	Workers Compensation Loss Reports	Received from the third party administrator	HR		CY+5		**CY+5**	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statutes; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.
06-05-08	OSHA 300 Logs	Received from the third party administrator	HR		CY+5		**CY+5**	29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102;5 years from date of injury State of California Guideline: 5 years after completed
06-05-09	Industrial Self-insurance Reports	Sent to the State annually. District performs the audit and sends the report to the State.	HR		CY+5		**CY+5**	29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102;5 years from date of injury State of California Guideline: 5 years after completed
06-05-10	General Liability Loss Run Reports	Reports of litigated and non-litigated claims.	HR		AC+2	4	**AC+6**	29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
06-05-11	General District Insurance Policies	Includes facilities, auto and other general insurance policies	HR		CY+2	P	**P**	CCP 337.2, 343, Statutes of limitations, 4 years State of California Guidelines; Permanent for District-acquired insurance policies.
06-05-12	Auto Accidents & Liability Claims	Handled by the third party administrator. Includes District copies of cases and claims. Bickmore Insurance Services.	HR		AC+2	4	**AC+6**	GC 25105.5; 5 years after final action on claim 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure

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06-05-13	Vehicle Insurance Records	Handled through VCJPA	HR		CY+2	P	**P**	State of California Guidelines; Permanent for liability and property insurance

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06-06-00	**CalPERS Records**							
06-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-06-02	Plan Contracts & Plan Amendments		HR		S+2	P	**P**	GC 60201(12); 7 years after date of payment GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-06-03	Correspondence		HR		CY+2, AR		**CY+2, AR**	State of California Guidelines; Current year plus 2 years general recommendation for local government agency records
06-06-04	Rate Changes	Supplied by PERS for rate changes.	HR		S+2	P	**P**	GC 60201(12); 7 years after date of payment GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-06-05	Valuation Reports	Supplied by PERS for rate changes.	HR		S+2	P	**P**	GC 60201(12); 7 years after date of payment GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
06-06-06	Audits	Performed at the request of CalPERS. Not completed on a regular basis.	HR		AA+1	P	**P**	State of California Guidelines; Permanent
06-07-00	**Benefit Records**							
06-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-07-02	Benefit Plan Documents	Includes benefit summaries, brochures, blank forms, rate sheets and other handouts for medical, dental, vision, flexible benefits, life insurance, long term disability and employee assistance programs.	HR		S+4		**S+4**	GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information.
06-07-03	Benefit Plan Management	Includes correspondence, reports and other management related benefit information.	HR		CY+4		**CY+4**	GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination
06-07-04	Retiree Medical	Includes tracking information on rates and plan benefits and types for retirees.	HR		S+4		**S+4**	GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after superseded for benefit plan information.

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06-07-05	COBRA Election Notices	Notices sent to former employees that they are eligible for COBRA. Elected - 36 month maximum for coverage Declined / No Response	HR		 CY+3 CY+4		 **CY+3** **CY+4**	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 1650.202; 10 years from date of action for tax payments 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action State of California Guidelines; 4 years after completion/closure for denied benefit plan enrollment, permanent for benefit plan claims. Administrative Decision: Maintain notices for elected coverage for the current year plus 3 years to meet the maximum coverage period for COBRA.
06-08-00	**Labor Relations Records**							
06-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-08-02	Union Representatives / Organizations	Includes correspondence and reviews with labor organizations. Does not include negotiation information.	HR		CY+3	4	**CY+7**	GC 60201d(12); 7 years. GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
06-08-03	Memorandums of Understanding		HR		P		**P**	29 USC 211c; Maintain, indefinite 29 CFR 516.5(b); 3 years State of California Guidelines; Recommend Permanent retention without relevant statutes or regulations cited.
06-08-04	Negotiations	Negotiations with labor groups and employees, and original Memoranda of Understanding. Documents include notes, notebooks, correspondence, and contracts for negotiations. Documents not part of the negotiations process including meeting notes and/or communications from labor / management meetings (e.g., approval/sign off of personnel rules).			CY+3 CY+3	P 4	**P** **CY+7**	GC 60201d(12); 7 years. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years, Permanent for information relating to the negotiations.
06-08-05	Grievances	General Employees	HR		AT+4		**AT+4**	GC 12946; 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
06-08-06	Appeals	Appeals based on grievances, disciplinary actions or other labor relations issues. Reinstated Denied	HR		 AT+2 AC+2		 **AT+2** **AC+2**	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees

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07-00-00 COMMUNICATIONS

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
07-01-00	**Communications & Public Information**							
07-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-01-02	Service Request & Work Order System	Used for service requests and work order creation.	Comm		ACT		**ACT**	Transitory Record; Databases are maintained while active or until data is transferred to a new tracking
07-01-03	Press Releases	May include photographs with historical value.	Comm		EY+2, AR		**EY+2, AR**	State of California Guidelines; Current year plus 2 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
07-01-04	External Correspondence	Letters and memos sent outside.	Comm		CY+2		**CY+2**	State of California Guidelines; Administrative Record
07-01-05	Brochures & Flyers	Includes design templates and masters for brochures and flyers.	Comm	H*	EY+2, AR	5	**EY+7, AR**	State of California Guidelines; Current year plus 7 Administrative Decision: * Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
07-01-06	Outreach	Includes letters, invitations and materials relating to outreach events.	Comm		CY+2		**CY+2**	State of California Guidelines; Maintain for the Current Year plus 2 years
07-01-07	Graphic Design	Includes images for designing posters and handouts.	Comm		ACT		**ACT**	Administrative Record; State of California Guidelines Administrative Decision: Maintain graphic design materials while actively used or relevant to publications.
07-01-08	OCVCD Alerts Newsletter	Planned for creation in the near future.	Comm		CY+2		**CY+2**	State of California Guidelines; 2 years after superseded for newsletters. Administrative Decision: Maintain for the current year plus 2 years and review annually for historical
07-01-09	Translation Records	Includes translation of brochures and handouts maintained for Communications.	Comm		CY+2		**CY+2**	State of California Guidelines; Administrative Record
07-01-10	Continuing Education Logs	Includes attendance, hours and location of training.	Comm	C	CY+2		**CY+2**	29 CFR 1627.3(b); 1 year for training records State of California Guidelines; Current year plus 2 years for certificates and designations training.
07-01-11	Certification Records	New hire and current technician certifications.	Comm		AS+2		**AS+2**	29 CFR 1627.3(b); 1 year for training records State of California Guidelines; 2 years after termination/separation for certifications and
07-01-12	Public Correspondence	Thank you cards and letters for services	Comm		CY+2		**CY+2**	State of California Guidelines; Administrative Record

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07-02-00	**General Information Technology**							
07-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-02-02	Network Diagrams	Maintained perpetually in Visio. Document is dynamic and changes frequently.	IT	C	ACT		**ACT**	CCP 343; Statute of limitations of 4 years State of California Guidelines; Current year plus 4 years for network configuration and diagrams Transitory Record; Databases are maintained while active or until data is transferred to a new tracking
07-03-00	**Software & Licensing Records**							
07-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-03-02	Process Outlines	Includes inhouse documentation on how to run a process, job actions or protocol for systems.	IT		ACT		**ACT**	GC 60200; Duplicate records may be destroyed at any point before the total retention period. State of California Guidelines; Administrative Record
07-03-03	How-to Manuals	Handouts and screen shots on how to use equipment or software.	IT		ACT		**ACT**	State of California Guidelines; Administrative Record Administrative Decision: Maintain while the software or equipment is actively used.
07-03-04	End User License Agreements	All EULAs are available electronically from the developers. No paper copies are maintained.	IT		AT	4	**AT+4**	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 7.703; 3 years after final payment 48 CFR 4.705 et. seq; 4 years for contractor related records
07-03-05	Routine Building Surveillance Video	Monitors all building security	IT		CM+11M		**CM+11M**	Administrative Decision: Maintain surveillance videos for the current month plus 11 months to satisfy requirements under GC 34090.6 for municipal records. No citations relates specifically to special districts for routine building surveillance recordings.

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Series Number	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Suggestion	Inactive Suggestion	Total Required Retention	Citations & Research ©
07-04-00	**Backup and Recovery Plans**							
07-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-04-02	Cloud Backups	Hotspots maintained in two states. Each server performs an incremental backup one day a week.	IT		CW+1W		**CW+1W**	GC 60200; Duplicate records may be destroyed at any point before the total retention period. Duplicates must not be kept longer than the retention life of the original record. State of California Guidelines; Current month plus 1 month for monthly backups, current week plus 2 weeks for weekly backups. Administrative Decision: Maintain weekly backups for the current week plus 1 week due to automatic backup processes.
07-04-03	Onsite Backup	Daily incremental with weekly full and monthly full backups for all critical servers. Maintained onsite.	IT		6M		**6M**	GC 60200; Duplicate records may be destroyed at any point before the total retention period. Duplicates must not be kept longer than the retention life of the original record. State of California Guidelines; Current month plus 1 month for monthly backups, current week plus 2 weeks for weekly backups. Administrative Decision: Daily backup with weekly and monthly full backups. Backups retained for up to 6 months.

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08-00-00 SCIENTIFIC TECHNICAL SERVICES

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08-01-00	**General Scientific Technical Services**							
08-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-01-02	Programmatic EIR	Internal review report for self-monitoring.	Sci Tech		AC+2	P	**P**	27 CCR 15185(g); 5 years for self-audits State of California Guidelines: Permanent for CEQA self monitoring and environmental reviews
08-01-03	Rodenticide Surveys	CA Dept of Fish & Wildlife required survey information. New program required by the State.	Sci Tech		CY+2		**CY+2**	State of California Guidelines; 2 years for pest control records including pesticide applications, inspections and sampling, and other documents.
08-01-04	Vector Disease Surveillance Maps	Includes weekly updates to maps of disease locations. Sent to the public and to other publications sources.	Sci Tech		CY+2		**CY+2**	State of California Guidelines; 2 years for pest control records including pesticide applications, inspections and sampling, and other documents.
08-02-00	**Outdoor Fish Facility**							
08-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-02-02	Average Weight of Fish Use	Includes distribution to the public and what is used through techs. Potentially sensitive information from the public.	Sci Tech		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years minimum requirement for local agency records
08-02-03	Fish Relocation	Includes weight of fish relocated to other tanks.	Sci Tech		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years minimum requirement for local agency records
08-02-04	Field Collections	Tracking of fish collected from satellite locations.	Sci Tech		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years minimum requirement for local agency records
08-02-05	Breeding Numbers	Tracks numbers of fish bred onsite.	Sci Tech		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years minimum requirement for local agency records
08-03-00	**Indoor Fish Facility**							
08-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-03-02	Average Weight of Fish Use	Includes distribution to the public and what is used through techs. Potentially sensitive information from the public.	Sci Tech		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years minimum requirement for local agency records
08-03-03	System Fish Inventory		Sci Tech		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years minimum requirement for local agency records
08-03-04	Breeding Numbers	Tracks numbers of fish bred (fry) onsite.	Sci Tech		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years minimum requirement for local agency records
08-03-05	Fish Relocation	Includes weight of fish relocated to other tanks.	Sci Tech		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years minimum requirement for local agency records
08-04-00	**Pesticide Research**							

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08-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-04-02	Pesticide Efficacy Tests	Used to research efficacy on pesticides	Sci Tech		CY+2	3	**CY+5**	State of California Guidelines; 2 years for pest control records including pesticide applications, inspections and sampling, and other documents. Administrative Decision: Maintain pesticide efficacy testing for the current year plus 5 years for reference
08-04-03	Pesticide Use Entries	Compliance records used to report to the RWQCB / SWRCB and USACE. Received from Operations and compiled for NPDES reporting.	Sci Tech		CY+3		**CY+3**	F&AC 14011.5 - 12; maintain and submit Pesticide Use Reports F&AC 14007, Restricted Materials Permits issued for 1 to 3 years. 3 CCR 6624; Maintain pesticide use reporting for 2 years Department of Public Health Cooperative Agreement: Maintain records and report conspicuous or suspected adverse effects on humans or animals. NPDES Manual Section II.B.2.e; Maintain for 3 years the date of the event or after filing of notice of termination.
08-05-00	**Disease Surveillance**							
08-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-05-02	Specimen Capture/Collection & Identification	Includes trap setting, tick flagging, bird netting, specimen identification and other insect and animal capture.	Sci Tech		CY+2		**CY+2**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-05-03	Public Reporting Log	Reporting for dead animals used for lab testing. Phone call log. May include sensitive data; names, addresses, etc.	Sci Tech	C	CY+2		**CY+2**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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08-05-04	Animal Testing Log	Used to track testable and non-testable animals. May include sensitive data; names, addresses, etc.	Sci Tech	C	CY+2		**CY+2**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-05-05	Raw Data Test Results	Includes an Excel spreadsheet of data from tests. Used to compile information for reporting.	Sci Tech		CY+2		**CY+2**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-05-06	Disease Results	Includes a compilation of trapping, mosquito counts and test results. Used to report electronically to the California Vector Board of Disease Surveillance and Department of Public Health Services.	Sci Tech		CY+2		**CY+2**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-05-07	Wild Bird Program	Surveillance for West Nile Virus. Experimental live bird research project which includes a contracted scientist. Used for disease trending, but not required for agency compliance.	Sci Tech		CY+2		**CY+2**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-06-00	**Sample Testing**							
08-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-06-02	Screening Tests	Specific to live birds for Wild Bird Program and mammals. If positive results, goes to secondary testing.	Sci Tech		CY+2		**P**	Department of Public Health Cooperative Agreement: Maintain records and report conspicuous or suspected adverse effects on humans or animals. State of California Guidelines; Current year plus 2 years minimum requirement for local agency records. Administrative Decision: Maintain testing compilations permanently for reference and research purposes.

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08-06-03	Titration Testing	Includes secondary end-point testing to determine level of infection in birds and mammals.	Sci Tech		CY+2		**P**	Department of Public Health Cooperative Agreement: Maintain records and report conspicuous or suspected adverse effects on humans or animals. State of California Guidelines; Current year plus 2 years minimum requirement for local agency records. Administrative Decision: Maintain testing compilations permanently for reference and research purposes.
08-06-04	PCR Testing	Runs parallel to the screening and titration tests. Applies to dead birds, mosquitoes, live birds for Wild Bird Program, and mammals.	Sci Tech		CY+2		**P**	Department of Public Health Cooperative Agreement: Maintain records and report conspicuous or suspected adverse effects on humans or animals. State of California Guidelines; Current year plus 2 years minimum requirement for local agency records. Administrative Decision: Maintain testing compilations permanently for reference and research purposes.
08-06-05	Testing Compilation	Includes trending information on completed tests. Maintained perpetually.	Sci Tech		CY+2	P	**P**	Department of Public Health Cooperative Agreement: Maintain records and report conspicuous or suspected adverse effects on humans or animals. State of California Guidelines; Current year plus 2 years minimum requirement for local agency records. Administrative Decision: Maintain testing compilations permanently for reference and research purposes.
08-06-06	External Lab Testing	Results of testing completed by contract labs.	Sci Tech		CY+2		**P**	Department of Public Health Cooperative Agreement: Maintain records and report conspicuous or suspected adverse effects on humans or animals. State of California Guidelines; Current year plus 2 years minimum requirement for local agency records. Administrative Decision: Maintain testing compilations permanently for reference and research purposes.
08-07-00	**Lab Operations**							
08-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-07-02	Equipment Calibrations	For both lab and operations equipment calibration.	Sci Tech		CY+3		**CY+3**	Department of Public Health Cooperative Agreement: Maintain calibration records for inspection. 40 CFR 122.41(j)(2); 3 years for calibration records
08-07-03	Biohazard Disposal	Hazardous waste manifests and disposal.	Sci Tech		CY+2	8	**CY+10**	40 CFR 122.21; 3 to 5 years 40 CFR 262.40; 3 years for manifests State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.

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08-07-04	Sample Chain of Custody	For internal calibration records.	Sci Tech		CY+3		**CY+3**	Department of Public Health Cooperative Agreement: Maintain calibration records for inspection. F&AC 14011.5 - 12; maintain and submit Pesticide Use Reports 3 CCR 6624; Maintain pesticide use reporting for 2 years

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09-01-00	**General Operations Administration**							
09-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-01-02	Work Order Database	Access database used to process work orders.	Ops Admin		ACT		**ACT**	Transitory Record; Databases are maintained while active or until data is transferred to a new tracking
09-01-03	Work Orders		Ops Admin		CY+2		**CY+2**	State of California Guidelines; 2 years plus the current year for service requests.
09-01-04	Service & Maintenance Contract Working Documents	Includes working documents for providers.	Ops Admin		AC+4		**AC+4**	CCP 337.2; Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years 48 CFR 7.703; 3 years after final payment 48 CFR 4.705 et. seq; 4 years for contractor related records
09-02-00	**Building Maintenance**							
09-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-02-02	District Properties Maintenance Records	Includes work orders, inspection, repairs, cleaning, reports, preventative maintenance and complaints.	Bldg Maint		AC+2		**AC+2**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others State of California Guidelines; 2 years plus the current year for maintenance projects.
09-02-03	Rental Properties Maintenance Records	Includes work orders, inspection, repairs, cleaning, reports, preventative maintenance and complaints.	Bldg Maint		AC+2		**AC+2**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others State of California Guidelines; 2 years plus the current year for maintenance projects.
09-02-04	Capital Improvement Projects	Documents related to larger improvements to buildings and facilities.	Bldg Maint					
		General Information & Correspondence			CY+2		**CY+2**	State of California Guidelines: Current year plus 2 years for correspondence and working documents
		Bid Documents & Project Tracking			AC+4	6	**AC+10**	CCP 337.15; Statute of limitations of 10 years State of California Guidelines; 10 years after project completion for capital improvement projects
		Contracts, Submittals, Bonds & Specifications			AC+4	P	**P**	GC 4003, 4004, Maintain CCP 337.15; Statute of limitations of 10 years State of California Guidelines; Permanent for capital improvements
09-02-05	District Facility / Equipment Permits & Inspections	Includes permits required for operation of District property, and inspections of the facilities.	Bldg Maint		AE+2		**AE+2**	State of California Guidelines; Current year plus 2 years for municipal facility use permits

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09-03-00	**Field Operations**							
09-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-03-02	Daily Activity Logs	Compiled from each inspector and used for the pesticide usage reports. Information added to an Access database for reporting.	Field Ops		CY+2	P	**P**	F&AC 14011.5 - 12; maintain and submit Pesticide Use Reports 3 CCR 6624; Maintain pesticide use reporting for 2 years Administrative Decision: Maintain daily activity logs
09-03-03	Pesticide Usage Reports		Field Ops		CY+2	P	**P**	F&AC 14011.5 - 12; maintain and submit Pesticide Use Reports 3 CCR 6624; Maintain pesticide use reporting for 2
09-03-04	Pesticide Inventory		Field Ops		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years for pesticide documents
09-03-05	Release of Liability	Waiver form completed at each service visit	Field Ops		CY+2		**CY+2**	CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
09-03-06	Consent to Entry	Right of way for access to property.	Field Ops		ACT+2		**ACT+2**	State of California Guidelines; Current year plus 2 years for entry cards and service to property owners Administrative Decision: Maintain while property owner or occupant resides at the address or location, plus 2
09-03-07	Blanket Warrant Completion Forms	Used to get court warrants to access property. Forms to support the warrant and completion of the work.	Field Ops		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years for entry cards and service to property owners
09-03-08	Spray Logs		Field Ops		CY+2	P	**P**	3 CCR 6624; Maintain pesticide use reporting for 2 years State of California Guidelines; Permanent recommendation for certain environmental related documents. Administrative Decision: Maintain spray logs permanently for potential exposure record support and
09-03-09	Contract Pest Control Logs & Work Orders	Used for fire ant extermination by contract pest control work. Work orders sent to the State for work distribution and pest tracking, and to the contractors to perform the work.	Field Ops		CY+2		**CY+2**	3 CCR 6624; Maintain pesticide use reporting for 2 years State of California Guidelines; 2 years for pest control records including pesticide applications, inspections
09-03-10	Human Case Investigations	Information coming from the OCHCA (Orange County Healthcare Agency) on individuals contracting diseases. Prompts the District to investigate source.	Field Ops		CY+2		**CY+2**	CCP 335.1; Statute of limitations of 2 years for injury caused by wrongful act or neglect of others State of California Guidelines; Current year plus 2 years general recommendation for local government agency records

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09-03-11	Pesticide Equipment Calibration		Field Ops		AC+2	3	**AC+5**	40 CFR 63.1367; Maintain equipment testing results for 5 years after completion. Department of Public Health Cooperative Agreement: Maintain calibration records for inspection. Administrative Decision: Maintain laboratory calibration records for 5 years after completion to follow federal requirements for pesticide producer laboratories.
09-04-00	**Vehicle Maintenance**							
09-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-04-02	Vehicle Maintenance Database	Excel spreadsheet use to track maintenance schedules.	Vehicle Maint		ACT		**ACT**	Transitory Record; Databases are maintained while active or until data is transferred to a new tracking
09-04-03	Vehicle Replacement Schedule	Tracks life of vehicle, including mileage and vehicle usage in an Excel spreadsheet.	Vehicle Maint		LOV	2	**LOV+2**	State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
09-04-04	Vehicles Sent to Auction	Excel spreadsheet of vehicles sold.	Vehicle Maint		AC+2		**AC+2**	State of California Guidelines; Maintain auction records of surplus property disposal for 2 years after audit Administrative Decision: Maintain auction tracking for 2 years after completion of the auction.
09-04-05	Vehicle Ownership & Maintenance Records	Includes registration, pink slips, maintenance records and other documents relating to the vehicles.	Vehicle Maint		LOV	2	**LOV+2**	State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations. Administrative Decision: Maintain original pink slip until the vehicle is disposed. Copy pink slip prior to transfer of ownership. Follow State guidelines for damages resulting from sale of vehicle.
09-04-06	Mileage Reports	Internal report on mileage for each vehicle.	Vehicle Maint		CY+2		**CY+2**	State of California Guidelines; Current year plus 2 years for internal management reports
09-04-07	Diesel & Gas Smog Inspections		Vehicle Maint		AC+2		**AC+2**	State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 2 years after completion of the test to follow State retention for the CARB permit.
09-04-08	Fuel Usage & Tax Reports		Vehicle Maint		AA+4		**AA+4**	CCP 337; Statute of Limitations of 4 years State of California Guidelines; 3 years after audit
09-04-09	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights. Maintain the old and new books in the vehicle.	Vehicle Maint		CY+2		**CY+2**	State of California Guidelines; 2 years plus the current year.

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09-04-10	Tire Disposal Records	Release slips from the recycler.	Vehicle Maint		CY+2	8	**CY+10**	40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
09-04-11	Hazardous Waste Manifests	Used for disposal of oil filters, used oil, sweeping compound and other hazardous waste materials.	Vehicle Maint		CY+2	8	**CY+10**	40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
09-05-00	**Safety Committee**							
09-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		**CY+2, AR**	Administrative Record; Maintain for the current year plus 2 years to follow the minimum State guidelines. Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-05-02	Agendas/Agenda Packets		Ops Admin		CY+2		**CY+2**	State of California Guidelines; Maintain for the Current Year plus 2 years
09-05-03	Minutes		Ops Admin		P		**P**	GC 60201(d)(3); Minutes of governing bodies, Permanent

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Orange County Mosquito and Vector Control District

Records and Information Management Program Policy

Policy No.	Established:	Date Amended/Reaffirmed:	Resolution No.
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1. **PURPOSE**

This Records and Information Management Program Policy (Policy) establishes comprehensive and uniform methods for the cost effective and efficient management of the Orange County Mosquito and Vector Control District's (Authority) public records (including creation, utilization, maintenance, security, retention, storage, preservation, and destruction), in accordance with legal requirements and professional standards.

2. **SCOPE**

This Policy is established by the Authority in accordance with all relevant federal, state, and local laws, and contractual requirements. In particular, this Policy is established in accordance with the State records retention laws (Government Codes §60201, *et seq*.) as well as the California Public Records Act (Government Code §6250, *et seq*.). Additionally, where relevant to the particular needs of the Authority's management of records, the Authority has incorporated provisions from professional standards and guidelines. All written or electronic documents, sound, or video works created by employees in the course of executing the Authority's business are records under this policy regardless of whether they are managed in a formal process by the employee's department or kept by an employee or their work unit for reference or any other purpose.

3. **AUTHORITIES**

The legal authorities and professional guidelines applicable to the management of Authority records include the following:

3.1. **Federal and State Law** Numerous Federal and State laws related to minimum record retention requirements and statutes of limitations apply to different types of records. Each record series listed in the Records Retention Schedules will have applicable laws cited.

3.2. **Government Codes §60200 *et seq*.** The principal provisions of California law applicable to Authority records retention are addressed in Government Code §60201, *et seq*., which sets forth requirements for the retention and destruction of specific public records. This

Policy establishes the procedures consistent with the provisions within the state law for the destruction of original public records which have been retained for at least the minimum retention period and are no longer required by the Authority for business or historical purposes. The Policy also addresses the destruction of records which have been replaced by "Trusted Copies" (GC §60203) and the destruction of "Duplicate Copies" (GC §60200). Per subsections of the code, the state law provisions do not authorize the destruction of the following documents:

a. Relates to formation, change of organization, or reorganization of the district.
b. An ordinance adopted by the district. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
c. Minutes of any meeting of the legislative body of the district.
d. Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
e. Is the subject of any pending request made pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), whether or not the district maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the district provided written notice to the requester that the request has been denied.
f. Relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented.
g. Relates to any nondischarged debt of the district.
h. Relates to the title to real property in which the district has an interest.
i. Relates to any nondischarged contract to which the district is a party.
j. Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
k. Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
l. Specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

3.3. **Government Code §6200 *et seq*.** Except as otherwise provided by Government Code §60201 *et seq.*, Government Code §6200 *et seq*. provides that any Authority employee who is found guilty of willfully destroying (including altering, falsifying, mutilating, defacing, or stealing, in whole or in part) a public record may be punished by imprisonment of up to four years.

3.4. **Government Code §6250 *et seq*.** The California Public Records Act (Government Code §6250 *et seq*.) provides definitions for "writings" and "public records" for the purpose of determining which public documents are required to be disclosed to the public upon request, and which public documents are confidential or otherwise exempt from disclosure.

3.5. **Professional Standards and Suggested Retention Guidelines** Selected professional associations and other governmental agencies, such as the California Secretary of State, the Department of Justice, the City Clerk's Association of California, and the Association of California Water Agencies, have published standards, model retention guidelines, and/or articles recommending retention periods for different types of records. Although these standards and guidelines are not binding upon the Authority, the Authority will take these documents into consideration in establishing the Authority's Records Retention

Schedules and, where applicable, the Authority will identify deviations from these suggested guidelines within the Records Retention Schedules.

4. DEFINITIONS

4.1 **Writing**: As defined by Government Code §6252(f), "" Writing" means any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored."

Thus, "Writing" is a comprehensive definition that includes the subsets of public records, trusted copies, confidential records, duplicate copies, non-record writings, vital records, historical records, active records, inactive records, electronic records and transitory records, as defined within this Policy.

4.2 **Non-record Writing:** Any writing which is not within the definition of a Record. Examples of "Non-record Writings" include writings that are not directly related to the conduct of the Authority's business and/or are used specifically for reference including, but not limited to, text books, brochures, catalogs, or seminar announcements.

4.3 **Record:** For retention purposes, a Record includes any writing containing information relating to the conduct of the business prepared, owned, used, or retained by the organization regardless of physical form or characteristics. Records include the subsets of trusted copies, confidential records, vital records, historical records, active records, inactive records, electronic records and transitory records, as defined within this Policy.

4.4 **Record Series:** A set of records which, as a whole, are created, stored and maintained together. "Record Series" are used as a method to organize records by function and/or document type within the Authority. Examples of different "Record Series" include, but are not limited to, the following:

- Contracts
- Purchase Orders
- Resolutions
- Minutes of official meetings
- Time Cards
- Financial Statements.

4.5 **Trusted System:** As defined by GC §12168.7(c), and 2 CCR §22620, *et. seq.,* "Trusted System" means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored."

Thus, a "Trusted System" includes any method of creation, management and/or storage of an Official Record, as defined within this Policy.

4.6 **Trusted Copy:** A "Trusted Copy" is a copy of an originally created record if the copy is created on a Trusted System. "Trusted Copies" are photographically or electronically generated documents controlled by daily operational procedures and policies to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document.

Once a "Trusted Copy" is created, it will replace the original source document, and the "Trusted Copy" must then be retained as the Official Record in accordance with the requirements of this Policy and the Records Retention Schedules.

4.7 **Official Record:** An “Official Record” is the original record or “Trusted Copy” having the legally recognized and enforceable quality of any writing containing information related to the conduct of the Authority’s business.

4.8 **Duplicate Copy:** A record that is a copy of an Official Record if the copy is not within the definition of a “Trusted Copy”. In addition to hard copies of Official Records, “Duplicate Copies” also include, but are not limited to, database backups or other copies of electronic records.

4.9 **Confidential Record:** There are many sources of legal authority that define a “Confidential Record” including, but not limited to, the *California Public Records Act*, Government Code §6250 through §6270. Therefore, it would be impractical to list all definitions of a “Confidential Record” within this Policy.

In general, a “Confidential Record” is any record not disclosed to the public unless directed by court order. Contact the Authority Attorney’s Office to verify confidentiality of a document.

4.10 **Vital Record:** Includes records that are needed to continue or resume basic Authority operations in the event of a disaster.

4.11 **Historical Records:** Records valuable to future researchers that document accomplishments, changes, and growth of the Authority.

4.12 **Active Records:** Records referenced and readily accessible in the general conduct of current Authority business.

4.13 **Inactive Records:** Records that are no longer referenced, nor required to be readily accessible, in the general conduct of current Authority business. Such records may be stored at an off-site storage location or within the work area during their required retention period.

4.14 **Retention Period:** A “Retention Period” is the length of time that a particular record is retained by the Authority before it is disposed of in accordance with this Policy. The “Retention Periods” for Authority records are identified on the Records Retention Schedules.

4.15 **Records Retention Schedules:** “Records Retention Schedules” list all record series’ which are prepared, owned, used, or retained by the Authority, and identify the required retention period for each record series. The “Records Retention Schedules”, and any amendments or updates, are approved by Board of Directors Resolution No. 431.

4.16 **Citation(s):** “Citations” listed in the Records Retention Schedules are the legal bases for a minimum retention period, as required by federal, state, regional and/or local governmental agencies.

4.17 **Office of Record (OOR):** The department within the Authority that is responsible for maintaining a particular record series in accordance with this Policy and the Records Retention Schedules is considered the “Office of Record”. The Records Retention Schedules identify the “OOR” for each record series. Typically, the “OOR” is the department that originates the record. Exceptions may be noted on the Records Retention Schedules.

4.18 **Transitory Records:** A writing with only transitory (short-lived) value since the information is used for a relatively short period of time. Examples include, but are not limited to, the following documents that are not retained in the ordinary course of business:

- Preliminary drafts
- Notes
- Interagency/intra-agency memoranda
- Voicemail
- Handheld recorders

4.19 **Electronic Records**: Records that contain information readable by machine or computer, and which may include information such as text, numbers, graphs, line drawings, pictures, images, video or sound are considered "Electronic Records". Examples of "Electronic Records" include, but are not limited to, the following:

- Audio or video recordings
- Electronic mail
- Databases
- Digital images
- Presentation graphics
- Word processing files
- Spreadsheet files
- Voicemail

"Electronic Records" reside on, but are not limited to, media such as magnetic disks or tapes, audio or video cassettes, optical disks, DVDs, CDs, hard drives, or memory sticks.

4.20 **Electronic Mail (E-mail):** Messages and communications transmitted over internal and external networks are considered "Electronic Mail". The Authority considers "Electronic Mail" a transitory record, and the Authority's policy on "Electronic Mail" is addressed in Section 6.1.7.

4.21 **Databases: "**Databases" consist of electronic files and fields of data, which manage and store information useful to the department or division. "Databases" are modified over time through the addition, deletion, or modification of data. "Databases" may be maintained by the Authority or hosted by outside sources. The specific policy regarding databases can be found in Section 6.1.8.

4.22 **Media:** The physical format in which a record is maintained including, but not limited to, paper, photographic, micrographic, computer storage, and any other recording or storage method.

4.23 **Indexes and Metadata:** Information supporting a record that is unique and distinguishes one record from another. "Indexes" and "Metadata" may include, but are not limited to, record titles, record series codes, sequential identification numbers, dates, Office of Record, project number, account number, or other source information describing the record's contents. Such information, in and of itself, does not constitute a record.

5 RESPONSIBILITIES

Active management of the Authority's records is required to ensure that the records are properly maintained. This section identifies elected officials and staff members responsible for managing the Authority's records.

5.1 Board of Trustees

The Board of Trustees reviews and approves this Policy, the Records Retention Schedules, and any amendments to either the Policy or the Records Retention Schedules.

5.2 Authority Manager

The Authority Manager (or designee) shall be responsible for administering this Policy.

5.3 **Authority Attorney**

The Authority Attorney (or designee) shall be responsible for the following:

a. Providing legal review to any proposed amendments to this Policy or the Records Retention Schedules.
b. Providing legal review of changes in the law relating to this Policy and the Records Retention Schedules.
c. Notifying the affected OOR and the Clerk of the Board when the Authority must suspend the destruction of records due to pending or potential litigation, discovery requests, or for any other reason.
d. Reviewing all requests for records destruction and exercising discretion to approve or deny requests for destruction in accordance with this Policy.
e. Forwarding all approved requests for destruction to the Clerk of the Board.

5.4 **Clerk of the Board**

The Clerk of the Board (or designee) shall be responsible for the following:

a. Implementing and coordinating the Authority's Records and Information Management (RIM) program.
b. Appointing a Clerk of the Board to assist the Clerk of the Board in the administration of this Policy.
c. Disseminating information and providing RIM program training to departments.
d. Establishing and maintaining a program to assist departments in the destruction of records once their respective retention periods have expired.
e. Assisting all departments in complying with this Policy.
f. Providing written notification to the Authority Manager and Department Director of violations of the Records Retention Schedules and this Policy.
g. Performing periodic audits to assist departments in complying with the Records Retention Schedules and this Policy.
h. Providing written notification to the Authority Manager and Department Director of audit discrepancies within departments.
i. Providing review of changes in records management practices relating to this Policy and the Records Retention Schedules.
j. Providing review of any proposed amendments to this Policy or to the Records Retention Schedules and coordinating comments to prepare recommendations for approval by Board of Trustees.
k. Receiving Authority Attorney approved requests for records destruction for final review and processing.
l. Maintaining the Official Record of all documents related to the Authority's RIM program, and any amendments or updates thereto, including the following:
    - Policy
    - Records Retention Schedules
    - Lists of Records Coordinators and alternates
    - Master Index of Record Inventory Lists, as prepared by each department
    - Requests for Destruction of Records
    - Authorizations to Destroy Records
    - Certifications of Destroyed Records

5.5 **Department Directors**

Department Directors are responsible for the following:

a. Administering the Authority's RIM program in their respective departments and overseeing that Policy parameters are implemented in a timely manner.
b. Appointing a Records Coordinator, and an alternate, to work with the Authority's Records Manager to implement this Policy. Large departments with several divisions may have multiple Records Coordinators and alternates.
c. Establishing and maintaining an inventory of departmental records and providing an updated copy to the Clerk of the Board, when requested. The inventory shall identify the following aspects of each record:
    - Associated records series
    - Activity status (e.g. active, inactive)
    - Media format of the Official Record
    - Importance (e.g. vital, historical, confidential), where applicable
d. Coordinating with the Clerk of the Board in the development of a departmental Records Retention Schedule.
e. Ensuring the security of records that have been identified as confidential.
f. Periodically reviewing its departmental Records Retention Schedule to ensure that the schedule is complete, current and accurate.
g. Providing the Clerk of the Board written proposed amendments to the Records Retention Schedule, when needed.
h. Notifying the Clerk of the Board of any information received regarding legal issues related to the retention of records within their department.
i. Reviewing proposed changes to the Records Retention Schedule, as prepared by the Clerk of the Board and Authority Attorney before presentation to the Board of Trustees for final adoption.
j. Reviewing requests for the destruction of departmental records as authorized by this Policy and the Records Retention Schedules and forwarding such requests to the Authority Attorney.
k. Ensuring the destruction of Duplicate Copies, Transitory Records, and Non-Records in accordance with this Policy.
l. Providing written notification to the Authority Manager and the Clerk of the Board of any discrepancies or violations of this Policy or the Records Retention Schedule within their department.

5.6 **Records Coordinators**

The Records Coordinator(s) for each department, under the direction of the Department Director, are responsible for:

a. Creating an index of department records series, and working with the Clerk of the Board, or designee, to develop a Records Retention Schedule.
b. Informing and updating employees in the department about this Policy and the department's Records Retention Schedule.
c. Ensuring that active records within the department are maintained according to methods described in this Policy and the department's Records Retention Schedule.
d. Maintaining the security of records that have been identified as confidential.
e. Maintaining a master inventory of all department records kept internally or at off-site storage facilities.
f. Monitoring all records that are sent off-site for storage to ensure the records are properly packaged and labeled, accurately and completely inventoried, and assigned proposed destruction dates.
g. Coordinating all requests to retrieve documents from off-site storage and ensuring that documents are returned to off-site storage in a timely manner.

h. Annually reviewing records and preparing a list of records eligible for destruction when the retention period has expired, as described in this Policy and the Records Retention Schedule.
i. Providing written notification to their Department Director of any discrepancies or violations of this Policy or the Records Retention Schedule within their department.

5.7 **Authority Staff**

Any Authority staff member who routinely works with the Authority's records, as required by their assignment, is responsible for:

a. Reviewing this Policy and their department's Records Retention Schedule.
b. Maintaining the security of records that have been identified as confidential.
c. Retaining Duplicate Copies, Transitory Records and Non-records only as long as they are of direct importance to the current operation of their department.
d. Surrendering all Authority records to their supervisors, the Clerk of the Board, Authority Manager, or Authority Attorney, when requested.
e. Providing written notification to their Records Coordinator(s) and Department Director of any non-compliance with this Policy or the Records Retention Schedule.

6 POLICY

The Policy for the management, storage and preservation, and destruction of records is as follows:

6.1 Management of Records

6.1.1 Public Records Requests

All public records requests will be handled by the Clerk of the Board, or designee.

6.1.2 Access Controls

All documents, writings, or other forms of information produced or acquired by employees in the course of their duties are the exclusive property of the Authority. Employees shall have no expectation of privacy relating to Authority records.

When it is necessary for employees to work on documents away from the Authority, those documents must be returned to the Authority, and all copies deleted from the outside location, within 72 hours of final use or reference. Employees shall not have Authority records in such places as private homes, or on their own or other private computer equipment or media, except as provided above.

6.1.3 Migration of an Original Record to a Trusted Copy

To ensure the accuracy of a Trusted Copy, employees of the OOR must follow the department's approved process before replacing an original record. The process must be approved by the Clerk of the Board.

Before designating a record as a Trusted Copy, legibility must be validated and indexes or metadata confirmed as accurately reflecting the content of the original record.

Once the Trusted Copy has been validated and designated as the Official Record, the original record shall be immediately destroyed in the approved manner.

6.1.4 **Vital Records**

Vital Records are those records needed to continue business operations in the event of a disaster and will be identified as such on the Records Retention Schedules. Each department will be responsible for defining a Business Continuity Plan that includes the protection and maintenance of vital records. Examples of protection include, but are not limited to:

- Storing hard copies in a fire-resistant filing cabinet or area, or in a locked vault, either on site or off site.
- Storing duplicate hard copies at a secure offsite facility for the duration of the retention life of the vital record.
- Providing regular back-ups for electronic vital records.
- Printing vital records on acid-free, archival quality paper.
- Maintaining:
  - A list of physical locations of vital records storage facilities and systems.
  - Access codes, passwords and/or keys for facilities and systems.
  - Equipment used to store vital records or needed to access electronically stored vital records.
  - An inventory of vital records within the facility.
  - Procedures for accessing the vital records.

6.1.5 **Historical Records**

Historical Records are records that are valuable to future researchers to document the accomplishments, changes, and growth of the Authority. Record Series' that may contain historical records will be identified within the Records Retention Schedules. Historical Records may be maintained within each department based on individual departmental procedures or forwarded to the Clerk of the Board's office for archival storage.

In the normal course of business, the historical value of a record may not be apparent. Routine business practices may cause certain records to be destroyed before or after historical value is determined.

6.1.6 **Confidential Records**

There are many sources of legal authority to exempt a record from disclosure including, but not limited to, the California Public Records Act, Government Code §6250 through §6270. It would be impractical to list all definitions of "confidential" records in this Policy. If there is any question as to whether a particular record should be designated as "confidential," the Department Director will consult the Authority Attorney.

Confidential records must be maintained with sufficient security, and in accordance with applicable laws, to protect their contents from unauthorized access. Departmental procedures to ensure the security of confidential records will be the responsibility of the Department Director.

6.1.7 **E-mail Communication**

E-mail messages and any electronic attachments will be reviewed regularly to determine relevance to current Authority business. When relevant, the e-mail must be converted to an electronic record, or printed in hard copy, and retained with the associated topic or record series (e.g. project file, purchase order, professional services agreement) for the required retention period as designated in the Records Retention Schedules.

Routine e-mail messages are comparable to telephonic communications and are considered either Transitory Records or Non-records. Such e-mail is not intended to be retained in the ordinary course of Authority business, and the informational content of such

communications is neither necessary nor intended to be preserved for future Authority use or reference.

E-mail systems are not intended to be, and will not be, used for the electronic storage or maintenance of official records.

6.1.8 **Databases**

For records retention purposes, the Authority considers all databases, whether residing on Authority systems or hosted by an outside source, to be Transitory Records. The blanket retention period for databases is “Until Superseded” to reflect that only the current version has informational value to the Authority.

The OOR that uses, maintains, and modifies a database must assure the information contained within the database is correct and accurate, and has the obligation to produce information from the database, as needed, to perform Authority business. Due to the transitory nature of databases, periodic reports produced from a database, and used for administrative, fiscal, legal, or historical purposes, may become Official Records. Reports designated as Official Records must be maintained in accordance with the Records Retention Schedules.

For example, the Authority’s Annual Budget Report captures the financial position at the end of a fiscal year, and is used to inform the Board of Directors, staff, and citizens of the Authority’s financial state. Thus, the report must be retained for the retention period designated in the Records Retention Schedule to reflect operational needs.

6.2 **Storage and Preservation of Records**

6.2.1 **Active Records**

Storage and preservation methods for active Official Records must be approved by the Clerk of the Board and meet all the following minimum specifications:

a. Records must be stored and maintained using complete inventories and accurate indexes which allow them to be identified, retrieved, and disposed of in an expeditious manner.
b. Records must be maintained so they are readily accessible to conduct current Authority business.
c. Storage systems for Official Records will accommodate hard-copy or electronic records and must also conform to the requirements of a Trusted System. Migration of original records to electronic form requires a process that complies with Section 6.1.3 of this policy.

6.2.2 **Inactive Records**

Inactive records may be stored in a secured Authority facility or stored by a commercial service provider. An Off-site storage facility must:

a. Meet applicable state and local codes.
b. Provide protection from fire and intrusion.
c. Provide reasonable access to records in a timely manner.

Each department shall maintain an inventory of its inactive records in storage. Prior to sending records to storage, Duplicate Copies, Transitory Records, and Non-Records must be removed and destroyed in accordance with this Policy.

6.3 Destruction of Records

6.3.1 Destruction of Original Records After Migration to a Trusted Copy

Once an original record has been migrated to a Trusted Copy, in accordance with the procedures for creating a Trusted Copy, the original record shall be immediately destroyed in the approved manner.

6.3.2 Destruction of Duplicate Copies

No Duplicate Copy will be maintained longer than the retention period of the Official Record and may be destroyed at any time within the retention period.

Department Directors will ensure that employees follow the established procedures within Section 7 of this Policy. Prior to the destruction of a Duplicate Copy, the employee shall ensure that:

a. The writing is, in fact, a Duplicate Copy and not an Official Record.
b. The writing is no longer required for the operational needs of the department.

Duplicate Copies of certain records may be requested by, and provided to, outside entities via the *California Public Records Act*, legal discovery, or other valid and approved methods of dispersion. The Authority realizes that it neither has control over, nor can it enforce the storage, management, and disposal of, Duplicate Records released to outside entities.

6.3.3 Destruction of Transitory Records

A Transitory Record may be destroyed at any time. Prior to the destruction of a Transitory Record, the employee shall ensure that:

a. The writing is, in fact, a Transitory Record and not an Official Record.
b. The writing is no longer required for the operational needs of the department.

6.3.4 Destruction of Non-Records

A Non-Record may be destroyed at any time. Prior to the destruction of a Non-Record, the employee shall ensure that:

a. The writing is, in fact, a Non-Record.
b. The writing is no longer required for the operational or reference needs of the department.

6.3.5 Destruction of Information on Obsolete Electronic Equipment

Certain electronic equipment, including Trusted Systems, used by the Authority may contain methods of electronic storage of Authority information. This information may be captured and stored as the equipment is used in the normal course of business.

The Authority understands that, as electronic equipment and technology change, information processing systems and new storage methodologies may allow for the capture of confidential and non-confidential Authority information.

Prior to decommissioning the equipment, the responsible department shall ensure that all information relating to Authority business will be deleted or otherwise made illegible from any data storage systems on or within the equipment. Under no circumstances shall any electronic equipment be released from Authority property for recycling, destruction or other disposition until the Authority information has been deleted. Written confirmation of the destruction of the information will be provided to the Clerk of the Board.

6.3.6 **Destruction of Non-paper Media Records**

Official Records stored on non-paper media must be destroyed in a manner consistent with this Policy. Documentation for the destruction of these records shall be prepared and retained in accordance with Section 7 of this Policy.

After all Official Records stored on non-paper media (e.g. magnetic tape, disks, diskettes or other magnetic medium) have been destroyed, the medium itself may be reused, recycled or destroyed.

7 PROCEDURES

The Procedures for the management, storage and preservation, and destruction of records are as follows:

7.1 **Access to Electronic Records Systems**

A Department Director, or designee, shall approve access to electronic records systems for any employees, contract employees, consultants, or volunteers, as needed to fulfill the requirements of their employment.

Any electronic records system is subject to audit on a periodic basis. An audit may include operations performed on the database, the date and time an operation occurred and by whom, the database record number, the database index and/or metadata associated with the record, or any other pertinent data where practical.

7.2 **Process for Scanning and Imaging of Authority Records and Documents**

Laserfiche is the Authority's document management system for archiving electronic Trusted Copies and for electronic copies of documents for which there is no legal authorization for destruction (e.g. records affecting title to real property or liens thereon; minutes, ordinances, or resolutions of the legislative body or of a Authority board, agency, or commission). These documents must be stored within Laserfiche as a Portable Document Format for Archiving (PDF/A), indexed as required by this Policy, and searchable utilizing Optical Character Recognition (OCR).

Laserfiche is also used by departments as an operational tool for access and storage of documents related to current Authority business.

Procedures for scanning a hard-copy document as a PDF/A image for storage in Laserfiche as an Official Record shall be established and reviewed periodically by each department, based upon their specific needs. Priority shall be given to those records that must be retained on a permanent basis, and to those records which need to be frequently retrieved. Examples of records eligible for scanning include, but are not limited to, the following:

- Ordinances & Resolutions
- Minutes
- Plans and Permits
- Contracts and Agreements
- Approved Construction Plans
- Purchase Orders, Time Cards, and other financial records

Departments shall review and purge unnecessary documents from their records prior to scanning. Purging involves evaluating documents within a record, and discarding documents determined to be Transitory Records, Duplicate Copies, or Non-Records.

After the PDF/A images are created, the department shall verify the images are legible and complete. Images will be verified, indexed, and the OCR process completed as soon as possible after scanning occurs.

When creating an electronic Trusted Copy, the department must determine that the original record has been successfully transferred into electronic format as defined above. The original record will then be destroyed in accordance with this Policy.

Non-scanned images must be imported into Laserfiche in PDF/A format, indexed and the OCR process completed, thereby meeting all the same requirements as described above for scanned images.

These procedures will be evaluated by the Clerk of the Board and updated, as needed.

7.3 **Destruction of Official Records**

Official Records, for which the retention period identified on the Records Retention Schedules has elapsed, will be destroyed in accordance with this Policy. Unless placed on legal hold by the Authority Attorney, records designated for destruction must be destroyed within the calendar year after the record expires.

A record that expires during the current calendar year must be destroyed by December 31st of the following calendar year. For example:

If expiration occurs on:	Then destroy no later than:
January 1, 2015	December 31, 2016
December 31, 2015	December 31, 2016

Periodic reviews of records will be performed by Records Coordinators. Additionally, to ensure compliance with this Policy and the Records Retention Schedules, the Clerk of the Board will annually designate a date for departments to review their records and prepare requests for destruction.

Records for which the retention period has elapsed must be identified and included on a Destruction Approval Form, which is signed by the Department Director and forwarded to the Clerk of the Board. The Clerk of the Board will review the form for completeness and then forward the form to the Authority Attorney (or designee) for approval along with a complete inventory listing of the records to be destroyed.

Upon approval, the Authority Attorney shall return the form and inventory listing to the Clerk of the Board for final review and processing.

Hard-copy records approved for destruction must be destroyed by the Clerk of the Board (or designee) using one of the following methods:

- **Recycle Bin**: Expired documents that are not confidential.
- **Shredding**: All other records approved for destruction.

NOTE: Confidential documents must be shredded by the Clerk of the Board's designee responsible for the destruction of those records. Commercial services may be used for destruction of paper documents, if destruction is completed at Authority facilities.

Destruction of Official Records in electronic format must follow the same approval process as outlined above for the destruction of hard-copy records. Upon approval, electronic records must be destroyed by the Clerk of the Board (or designee) using methods that permanently delete the records.

The destruction process must include all Duplicate Copies of the Official Record.

Following the destruction of records, the Clerk of the Board (or designee) shall certify that the records have been destroyed. All certificates of destruction shall be maintained by the Clerk of the Board.

RESOLUTION NO. 617

RESOLUTION OF THE BOARD OF TRUSTEES OF THE ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

REAFFIRMS POLICY NO. 48 AND UPDATES THE DISTRICT'S RECORDS RETENTION SCHEDULE PURSUANT TO GOVERNMENT CODE SECTION 60201

WHEREAS, pursuant to Government Code Section 60201, subdivision(b), a legislative body of a district may destroy or dispose of any record that is not expressly required by law to be filed and preserved; and

WHEREAS, pursuant to Government Code Section 60201, subdivision(b)(2), the legislative body of a district may, by resolution, adopt and comply with a record retention schedule that complies with the guidelines provided by the Secretary of State pursuant to Section 12236, that classifies all of the district's records by category, and that establishes a standard protocol for destruction or disposition of records; and

WHEREAS, the Orange County Mosquito and Vector Control District (District) desires to update its records retention schedule that save time, money, and District resources when retaining and destroying records; and

WHEREAS, pursuant to Government Code Section 60201, subdivision (d), a district may not dispose of any record that is any of the following: 1) relates to formation, change of organization, or reorganization of the district; 2) an ordinance adopted by the district, unless the ordinance has been repealed, or is otherwise invalid or unenforceable and has been retained for five years; 3) minutes of any meeting of the legislative body of the district; 4) relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years; 5) is the subject of any pending request made pursuant to the California Public Records Act; 6) relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented; 7) relates to any nondischarged debt of the district; 8) relates to the title to real property in which the district has an interest; 9) relates to any nondischarged contract to which the district is a party; 10) has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received; 11) is an unaccepted bid of proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work; or 12) specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism and has not been retained for seven years from the date of payment; and

WHEREAS, the record retention schedule complies with the requirements of Government Code Section 60201, subdivision(b)(2), as it complies with the guidelines provided by the Secretary of State pursuant to Section 12236, classifies all of the District's records by category, and establishes a standard protocol for destruction or disposition of records; and

WHEREAS, the record retention schedule does not call for the destruction of documents prohibited by Government Code Section 60201, subdivision(d); and

WHEREAS, the District's Records and Information Management Program Policy, Policy No. 48 was updated in 2023 and has not been changed for this retention schedule update; and

WHEREAS, this Resolution only asks for the Board of Trustees to reaffirm Policy No. 48.

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE as follows:

1. The records retention schedule described in is hereby adopted as the standard protocol for the destruction and disposition of the District's record.
2. Reaffirms the District's Records and Information Management Program Policy, Policy No. 48 as it is written.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 19th day of November 2026, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

_____
Bob Ruesch, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on November 19, 2026:

APPROVED AS TO FORM:

_____
John Taylor, Secretary

_____
Alan R. Burns, District Counsel

Orange County Mosquito and Vector Control District
AGENDA ITEM F.5

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Lora Young, District Manager
Date: November 19, 2026

Agenda Title: Adopt Resolution No. 618 Updating the Orange County Mosquito and Vector Control District Conflict of Interest Code for 2026 to Include Updated Positions Subject to the Code

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Recommended Action: Adopt Resolution No. 618 updating the District's conflict of interest code for 2026 to include updated positions subject to the code.

Summary: The District has a conflict of interest code pursuant to the Political Reform Act of 1974. Since 1995 the Board has adopted the Fair Political Practices Commissioner's model of code by reference. The District is required to review the designated positions and reporting categories on a biennial basis and make updates as necessary.

Since the last review in 2024, staff positions have changed, been renamed, or created, which requires an update to the District's code. The GIS Coordinator's job has changed and therefore will be removed from the code. The positions of HR Analyst, Assistant District Manager, Operations Manager, and Operations Analyst have all been created since the last code adoption in 2024, these positions will be added to the code. The IVM Compliance Officer, Fleet, Building, and Equipment Maintenance Coordinator, and Executive Assistant/Clerk of the Board have had title changes as a result of the Classification and Compensation Study that was completed earlier this year, the new titles are reflected in the update to the code.

By action, identified employees are required to file an annual FPPC Form 700 Statement of Economic Interest, as well as be AB 1234 compliant.

Existing Positions Subject to the Code: Trustees, District Manager, Department Directors, Consultants, Legal Counsel, Accounting Specialist, Administrative Specialists, Executive Assistant/Clerk of the Board, Fleet, Building, and Equipment Maintenance Coordinator, GIS Coordinator, IT Analyst, IT Coordinator, IVM Compliance Officer, Operations Supervisor, Public Information Officer, and Vector Reduction Coordinator.

Positions Subject to this Action: GIS Coordinator is removed. HR Analyst, Assistant District Manager, Operations Manager, and Operations Analyst are added. The IVM Compliance Coordinator, Facilities and Fleet Coordinator, and Clerk of the Board are changed job titles.

This action will readopt the code to incorporate the revisions required by the biennial review.

Previous Relevant Board Actions for This Item:

12-2016 Adopted Resolution No. 435 Updating the Conflict of Interest Code
12-2017 Adopted Resolution No. 457 Updating the Conflict of Interest Code
09-2018 Adopted Resolution No. 469 Updating the Conflict of Interest Code
08-2020 Adopted Resolution No. 496 Updating the Conflict of Interest Code
09-2022 Adopted Resolution No. 542 Updating the Conflict of Interest Code
10-2023 Adopted Resolution No. 567 Updating the Conflict of Interest Code
08-2024 Adopted Resolution No. 582 Updating the Conflict of Interest Code

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Strategic Plan Compliance: 1. Enhance Organizational Policies, Plans, & Procedures : 1.4 Review and update the District's plans that address regulatory requirements, compliance, and program resource allocation.

Fiscal Impact:
What Amount is being requested? N/A
Is the Amount Requested Budgeted in the Current Fiscal Year? N/A
If No, What Funds Are Requested? N/A

Exhibits:

Exhibit A: Conflict of Interest Code

Exhibit B: Resolution No. 618

CONFLICT OF INTEREST CODE FOR THE

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

The Political Reform Act, Government Code Sections 81000, *et. seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code Regs. Sec. 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing, the FPPC may amend this Regulation to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it duly adopted but the FPPC are hereby incorporated by reference. This regulation and the attached Exhibits designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Orange County Mosquito and Vector Control District.

Officials in the positions listed in Exhibit A shall file Statements of Economic Interest with the Clerk of the Orange County Board of Supervisors. The Statements of Economic Interest shall be maintained as public records and shall be made available for public inspection and reproduction (Government Code Section 81008).

CONFLICT OF INTEREST CODE

AGENCY: ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Position	Disclosure Category	Files With
Trustees	OC-01	COB
District Manager	OC-01	COB
Accounting Specialist	OC-01	COB
Administrative Specialist	OC-01	COB
Assistant District Manager	OC-01	COB
Clerk of the Board	OC-01	COB
Department Directors	OC-01	COB
Facilities and Fleet Coordinator	OC-01	COB
HR Analyst	OC-01	COB
Information Technology Analyst	OC-01	COB
Information Technology Coordinator	OC-01	COB
IVM Compliance Coordinator	OC-01	COB
Operations Analyst	OC-01	COB
Operations Manager	OC-01	COB
Operations Supervisor	OC-01	COB
Public Information Officer	OC-01	COB
Vector Reduction Coordinator	OC-01	COB
Legal Counsel	OC-30	COB
Consultants	OC-30	COB

DISCLOSURE DISCRIPTIONS

AGENCY: ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Disclosure Category	Disclosure Description
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans, and travel payments)
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation? The County Department Head/Director/General Manager/Superintendent/etc. may determine that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.

RESOLUTION NO. 618

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

AMENDING THE DISTRICT'S CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et seq., and Government Code Section 87311 requires state and local government agencies to adopt and amend a Conflict of Interest Code biennially; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation found at California Code of Regulations, Title 2, Section 18730, which contains the terms of a standard Conflict of Interest Code which may be adopted by reference and is attached and included as a part of this Resolution; and

WHEREAS, it is necessary to amend the Conflict of Interest Code to reflect removing the GIS Coordinator position, the new positions of Assistant District Manager, HR Analyst, Operations Analyst, and Operations Manager, and the updated position of Facilities and Fleet, Coordinator, IVM Compliance Coordinator, and Clerk of the Board.

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE as follows:

1. To adopt the Orange County Mosquito and Vector Control District Conflict of Interest Code as set forth in the attached Conflict of Interest Code.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 19th day of November 2026, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

_____
Bob Ruesch, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on November 19, 2026:

APPROVED AS TO FORM:

_____
John Taylor, Secretary

_____
Alan R. Burns, District Counsel

Orange County Mosquito and Vector Control District
AGENDA ITEM F.6

Prepared By: Lora Young, District Manager
Submitted By: Lora Young, District Manager
Date: November 19, 2026

Agenda Title: Adopt Resolution No. 619 Approving Amendments to Policy No. 55, Board Organization and Procedures

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Recommended Action: Adopt Resolution No. 619 approving amendments to Policy No. 55, Board Organization and Procedures.

Summary: Policy No. 55 establishes the procedures governing the organization and operations of the District's Board of Trustees, including officer elections, Board meetings, committee responsibilities, rules of decorum, and communication with District Counsel. Staff have reviewed the existing policy and prepared proposed amendments to clarify procedures, improve consistency, and reflect current operational and governance practices.

The proposed amendments address several areas of Policy No. 55, including:

- Board Officer Terms: Clarifies term limits, consecutive terms, and the treatment of partial terms for elected Board officers.
- Meeting Procedures: Revises provisions related to meeting minutes and procedural requirements on who presides or meetings in the absence of the President.
- Trustee Training: Includes financial training that is required under Government Code section 53238.
- District Counsel: Clarifies the circumstances under which Trustees may contact District Counsel directly and establishes that requests for significant legal research on general District matters should be directed through the District Manager and committee process.

Staff recommends that the Board of Trustees approve the proposed amendments to Policy No. 55, Board Organization and Procedures, to clarify and update the District's governance procedures.

Previous Relevant Board Actions for This Item:

Strategic Plan Compliance: PRIORITY AREA 1: Enhance Organizational Policies, Plans & Procedure

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Fiscal Impact:
What Amount is being requested? N/A
Is the Amount Requested Budgeted in the Current Fiscal Year? N/A
If No, What Funds Are Requested? N/A

Exhibits:

Exhibit A: Policy No. 55

Exhibit B: Resolution No. 619

Orange County Mosquito and Vector Control District

BOARD ORGANIZATION AND PROCEDURES POLICY

Policy No.	Established:	Date Amended:	Resolution No.
55	04-20-2023	11-19-2026	558 619

SECTION 1. Purpose

The purpose of this policy is to outline the process and procedures

SECTION 2. Scope

This policy applies to all District staff and members of the Board of Trustees.

SECTION 3. Board Appointment Terms

1. Appointment of Board: Trustees shall be appointed by the City Council of each member city, or by the Board of Supervisors with respect to the County Trustee, in accordance with Health & Safety Code section 2022.

2. Qualifications: Each Trustee appointed by a city council shall be a voter in that city in accordance with Health & Safety Code section 2022. Persons appointed shall have experience, training and education in fields that will assist in the governance of the District as provided in Health & Safety Code section 2022.

3. No incompatibility: As declared by Health and Safety Code section 2022, a member of a city council shall not be deemed to hold an incompatible office by virtue of his service as a trustee.

4. The general public is a Trustee's constituency. As mandated by Health and Safety Code section 2022, all trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the law. The trustees shall represent the

interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them.

5. Terms of office shall be two or four years at the discretion of the appointing authority and shall commence at noon on the first Monday in January in accordance with Health & Safety Code section 2024(a).

6. Vacancies. Vacancies shall be filled in accordance with Health and Safety Code section 2024 and Government Code section 1779.

SECTION 4. Board Procedures and Bylaws

1. Time of holding meetings. Regular meetings of the District Board of Trustees shall be held once each month on the third Thursday of the month at 3:00 P.M.

2. Place of holding meetings. Regular meetings of the District Board of Trustees shall be held at the District Office in Garden Grove at 13001 Garden Grove Boulevard.

3. Quorum. At full Board meetings, a quorum shall consist of a simple majority of total appointed Board members in accordance with Health and Safety Code section 2029(a). If less than a quorum is present at any meeting, the members present may adjourn the meeting to a time and place specified in the order of adjournment.

4. A standing committee quorum shall consist of three (3) or more members of the committee. If less than three (3) members are present, those members present may discuss the item(s) on the committee agenda and report their opinion(s) on the subject(s) to the Board. Whenever a quorum of a committee is present, the Brown Act shall be observed.

5. Presiding officer. The President of the Board shall preside over all meetings. In the absence of the President, the Vice-President shall preside, in the absence of the President and Vice-President the Secretary will preside over the meeting. In the absence of the executive board, the immediate Past President may preside over the meeting.

6. The elected officers of the District Board shall consist of President, Vice-President, and Secretary

7. Election of Officers. Board Officers shall be elected annually, with the election held at the regular meeting in the month of January or as soon thereafter as practicable.

8. Nominations shall be made from the floor. In accordance with Rosenberg's Rules of Order, nominations shall be closed by a two-thirds vote. New officers shall assume their positions and responsibilities at the January meeting or as soon thereafter as practicable.

9. Succession. In the event of vacancy or should an officer at any time refuse to serve, the officers shall succeed to the higher position as outlined in Section 4.5., above. The Board shall then appoint a new Secretary.

10. Terms of office. A term shall consist of one full year. Officers shall be limited to one full year term, and no officer may serve two full consecutive terms. A partial term may be allowed to be served consecutively with a full term when in the interests of the District.

11. Eligibility to hold office. Any member of the Board of Trustees may be elected to any office.

12. Order of business. In accordance with Health and Safety Code Sections 2028 and 2029(e), the order of business to be considered at the meeting shall be at the discretion of the presiding officer. The District Manager shall provide an agenda to each Board member and to the news media. The agenda shall be developed in consultation with the presiding officer. In accordance with the Brown Act, Board action and review shall be limited to items on the distributed agenda.

13. New business not so indicated on the agenda shall be referred to a future agenda for Board review and action. The Board may discuss and take action on non-agenda items when one of the following situations exists:

    a. In an “emergency situation”, upon a determination by a majority vote that such an emergency exists. “Emergency situation” means a work stoppage, crippling disaster, or other activity which severely impairs the public health or safety; or

    b. If there is a need to take immediate action and the need to take action arose subsequent to the agenda being posted. Such a determination must be made by two-thirds vote of the Board members present, or if less than two-thirds of the member are present, by unanimous vote of the members present.

14. The most recent version of Rosenberg’s Rules of Order shall be used as a nonbinding guide to the conduct of meetings. The President shall make procedural rulings, which shall stand unless overruled by a majority vote of the Trustees voting on the matter.”

15. Recording of votes. Where a split vote appears imminent, any member may request a vote by roll call, and the vote of each individual Board member shall be recorded by the Secretary of the Board. Unless otherwise required by law, votes may be recorded in any manner that assures accuracy.

16. Recording of the minutes. In accordance with Health and Safety Code section 2029, at regular District meetings, the Secretary of the Board shall be responsible for recording the minutes with their entry into the current District minute book. In the absence of the Secretary of the Board, the presiding officer shall appoint an acting Secretary to record the meeting minutes, and that appointment shall be valid for successive meetings of the Board until the Secretary returns.

17. Procedure not provided for. Procedures for conducting meetings of the District Board shall be in accord with the most recently available edition of Rosenberg's Rules of Order, except as otherwise noted in these articles, bylaws, and subsequent amendments.

18. Amendment of articles and bylaws. Amendment of any article, or bylaw thereof, in these adopted regulations may be passed by the majority vote of the quorum, provided that such proposed amendment is presented in writing and reviewed by the Board which is on the agenda of at least one prior meeting of the Board. Such amendments so passed shall become effective with their entry into the minutes of the regular meeting.

19. Officers and their duties. In accordance with Health and Safety Code section 2027, the officers of the District are as follows:

    a. President: When necessary, the President shall be the official representative of the District.

        i. The President shall have the power to appoint committees, and such other powers as may be delegated by the Board from time to time.

        ii. The President shall be responsible for opening meetings promptly and for administering the business of the day, expediently, and with appropriate order and decorum.

    b. Vice-President: In the absence of the President, the Vice-President shall assume the duties of the President.

    c. Secretary: The Secretary shall assist the President as necessary and countersign documents.

        i. In the absence of the President and Vice-President, the Secretary shall assume the duties of the President.

        ii. It shall be the duty of the Secretary to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the Board.

        iii. The Secretary shall further be responsible for recording the minutes and keeping records. With the approval of the Board, this responsibility may be delegated to the District Manager. A Clerk of the Board may assist with those duties. District Counsel shall act as Parliamentarian.

20. Rules of decorum.

    a. Any person desiring to address the Board shall only speak when recognized by the presiding officer. Persons should address their comments to the presiding officer and not to other Board members or staff. The Board and staff should likewise not engage in a dialogue with a member of the public without first securing the permission of the presiding officer. Cross-examination of the Board or staff is not allowed. If a speaker has questions, they should state those questions as part of their presentation. After the speaker has completed their presentation, the presiding officer shall determine if a response is required and who should respond. Alternatively, the presiding officer may direct that a staff person meet with the speaker at a later time to address the areas of inquiry, or direct staff to agendize the subject for a future board meeting.

    b. A public meeting is a limited public forum and remarks must be related to the subject matter over which the District has jurisdiction. Irrelevant speech may be ruled out of order.

    c. Members of the public may address the Board of Trustees during the public comment and/or prior to the consideration of an agenda item.

    d. Time limits for speakers shall generally be three (3) minutes. In situations where the Board agenda is full or there are other factors that limit the ability of the Board to complete its public business that day, the Board President may determine that speaker time limits may be reduced and/or other procedures may be employed to ensure the public's business is completed. Reduced time limits and other procedures shall be imposed in a fair manner and without regard for the speaker's viewpoint.

    e. All speakers and the Board must preserve order and decorum during a meeting.

    f. Any individual disrupting the meeting may be removed provided the procedures of Government Code Section 54957.95 are followed. Those procedures define "disrupting" to mean "engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes one of the following:

        i. A failure to comply with reasonable and lawful regulations adopted by the body pursuant to Government Code §54954.3 or other law. Prior to removing an individual, the President, or their designee, shall warn the individual that their behavior is disrupting the meeting and their failure to cease their behavior may result in their removal. The presiding officer or designee may then remove the individual if they do not promptly cease their disruptive behavior. This requirement does not apply to behavior that constitutes the use of force or true threat of force.

ii. Engaging in behavior that constitutes the use of force or a "true threat of force" which means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

g. No person shall be allowed to approach the Board dais but shall submit materials to the Board by handling those items to the District Secretary or Clerk of the Board.

h. The Board may appoint a sergeant at arms. The presiding officer may clear the meeting for disruptions to the meeting, in accordance with the Brown Act. Additionally, Penal Code section 403 makes it a misdemeanor to willfully disrupt a public meeting.

21. Committees. The Board shall establish standing and ad hoc advisory committees as it determines necessary. The following rules shall guide the committees:

a. Committee Recommendations. Since a committee does not represent the full Board, it is the policy of the Board that no substantial staff work be performed on a committee business matter unless a majority of the Board has approved the task. In the event the District Manager makes a determination that substantial staff work is required, the committee may appeal that determination to the President, who shall have the authority to approve the plan of work subject to approval of the full Board at the next regularly scheduled Board meeting. Each committee is requested to present an outline of any research or other projects it recommends the District undertake. Each such recommendation shall include an estimated amount of manpower hours and resources that might be appropriate to undertake the project. Such projects shall be brought to the full Board's attention and Board approval obtained before any substantial work is performed on such project.

b. Committee Staff Interaction. Committee Members, and Trustees in general, should feel free to contact staff in coordination with the District Manager for answers to questions that do not involve significant research projects. For answers that involve significant research or resources, full Board approval should be obtained.

c. Committee Agenda and Minutes. Each committee shall have the ability to request that minutes record actions taken and items to be considered at subsequent meetings. A secretary can, therefore, be appointed for each committee meeting, which may be a Committee Member or a staff person. At the conclusion of each committee meeting, the person designated as secretary for the meeting shall summarize the actions taken and the actions to be placed on the next agenda. If any committee member disagrees with the minutes, the Committee, by majority vote of the persons attending, can correct the minutes. The Committee chair shall accurately report those minutes to the full Board when appropriate. Minutes shall be action minutes, not verbatim minutes.

d. The Brown Act and Emails. The Brown Act does not permit discussions about the public's business to take place outside of meetings among a majority of the Board, or a majority of any committee, unless the subject is limited to scheduling. This prohibition includes electronic discussions via email. As a result, no Board member should use "Reply All" to respond to any email discussing District business which is directed to more than a majority of the Board, and no Committee Member should use "Reply All" to respond to any email discussing committee business which is directed to more than a majority of the committee.

22. Compensation.
    a. In accordance with Health and Safety Code section 2030, Trustees shall serve without compensation. Members of the Board may receive their actual and necessary travel and incidental expenses incurred while on official business. Such expense payment shall be in accordance with Government Code sections 53232.2 and 53232.3. In lieu of paying for actual expenses, the Board has implemented the procedures of section 2030(b) to provide for the payment of $100 per month for expenses incurred while on official business.

    b. In accordance with Health and Safety Code section 2051, the Board may authorize trustees and employees to attend professional, educational or vocational meetings, and pay their actual and necessary traveling and incidental expenses while on official business. Such payments may be in addition to those provided pursuant to subsection (a) above.

23. Expense Reimbursement amounts and reports.

    a. Trustees shall be entitled to be reimbursed for expenses in addition to their monthly payments, provided that those expenses are for actual and necessary expenses and are in accordance with the District's written policy for such reimbursement. The written policy shall be set forth in a resolution, specifying the types of occurrences that will qualify for reimbursement. That policy shall be in accordance with Government Code Section 53232.2.

    b. Trustees must also provide expense reports in accordance with Government Code Section 53232.3 and the written policy.

    c. Trustees must also submit a brief report on meetings attended at the expense of the local agency at the next regular meeting of the Board of Trustees.

    d. The written policy may also provide guidance on staff expense reimbursement.

24. Reports of meetings. In accordance with Government Code section 53232.3, Trustees shall submit a brief report of every meeting attended at the expense of the District at the next regular Board meeting. Reports may be oral or written. If oral, the minutes of the meeting will record the highlights. If written, a copy of the report will be provided to each Trustee before the meeting and shall become part of the minutes of that meeting.

25. Ethics training. As required by Government Code section 53234 et seq., each Trustee shall receive two hours of ethics training every two years. The Clerk of the Board shall maintain the records of such training and assist Trustees to establish compliance.

26. Conflict of interest. In accordance with Government Code section 87300, the District has adopted the model of the Fair Political Practices Commission's Conflict of Interest Code and shall review the categories of disclosure set forth in the Appendix on a biennial basis. A copy of that code shall be available to Trustees.

27. Anti-harassment training. As required by Government Code section 12950 et seq., each Trustee shall receive two hours of sexual harassment training every two years. The Clerk of the Board shall maintain the records of such training and assist Trustees to establish compliance.

28. Finance Training. As required by Government Code Section 53238 et seq. each Trustee shall receive two hours of finance training every two years. The Clerk of the Board shall maintain the records of such training and assist Trustees to establish compliance.

SECTION 5. District Board/District Counsel

1. District Counsel is the attorney for the Board but also advises the manager and staff, when not inconsistent with their duties as Board counsel. Because of due process concerns, the District also employs labor counsel for personnel matters. Other specialized counsel may also be used by the District.

2. Trustees will generally interact with the District Manager on routine business matters pertaining to the District. Occasionally, a Board member may have a legal issue pertaining to the District that requires attorney consultation. Trustees may contact District Counsel directly in those circumstances.

3. Trustees should not independently request District Counsel to perform significant research on general District matters. Such matters should go through the District Manager and the committee system.

RESOLUTION NO. 619

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

ADOPTING AMENDMENTS TO POLICY NO. 55 THE DISTRICT'S BOARD ORGANIZATION AND PROCEDURES/BY LAWS

WHEREAS, the Orange County Mosquito and Vector Control District maintains Policy No. 55, Board Organization and Procedures, to establish procedures governing the organization and operations of the Board of Trustees; and

WHEREAS, Staff has prepared amendments to clarify and update provisions relating to Board Officer terms, meeting procedures, Trustee training, and communication with District Counsel; and

WHEREAS, the Board of Trustees has reviewed the proposed amendments and determined that the revisions support clear and consistent governance practices.

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE as follows:

Section 1. That Policy No. 55 is hereby adopted as amended.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 19th day of November 2026, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

_____
Bob Ruesch, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on November 19, 2026:

APPROVED AS TO FORM:

_____
John Taylor, Secretary

_____
Alan R. Burns, District Counsel

Orange County Mosquito and Vector Control District
AGENDA ITEM G.1

Prepared By: Lora Young, District Manager
Submitted By: Lora Young, District Manager
Date: November 19, 2026

Agenda Title: Adopt Resolution No. 620 Creating an Assistant District Manager Position at the Orange County Mosquito and Vector Control District

Recommended Action: Board of Trustees Adopt Resolution No. 620 creating an Assistant District Manager position at the Orange County Mosquito and Vector Control District.

Summary: The District's operational responsibilities continue to require executive-level oversight, coordination, and accountability across multiple departments and complex organizational initiatives. These responsibilities include daily operational service delivery, laboratory and research activities, regulatory compliance, emergency response preparedness, capital improvement projects, and implementation of the District's Integrated Vector Management (IVM) program.

Currently, the District Manager is responsible for overall organizational leadership, strategic planning, Board engagement, legislative and regulatory relations, labor and personnel matters, community partnerships, and oversight of District departments and programs. The breadth of these responsibilities limits the time available for focused executive oversight of day-to-day operations and implementation of complex projects.

Creating an Assistant District Manager position would provide additional executive capacity, strengthen operational accountability, and establish a clear division of leadership responsibilities. The position would support the District's continued delivery of effective vector control services while allowing the District Manager to maintain focus on District-wide strategic priorities and external relationships.

The Assistant District Manager would serve as a senior management position responsible for coordinating and overseeing assigned operational departments, major projects, and cross-departmental initiatives. The position would work under the direction of the District Manager and provide leadership, guidance, and accountability for assigned functions.
Primary areas of responsibility would include:

- **Departmental Oversight** - Provide direct oversight of Operations, and other departments as needed, oversight may include coordinating daily activities, resource allocation, service delivery, and performance monitoring and promoting coordination and communication among assigned departments.
- **Integrated Vector Management and Public Health Response** - Oversee implementation and evaluation of the District's Integrated Vector Management program; including coordinating interdepartmental IVM workgroups and supporting the evaluation of emerging technologies, control methods, and research initiatives.
- **Regulatory Compliance and Emergency Preparedness** - Oversee assigned regulatory compliance activities, including applicable CEQA, NPDES permitting, pesticide training, and reporting requirements. Doing so by coordinating updates to operational procedures, response guidelines, leading emergency preparedness planning, training coordination, and implementation activities for assigned departments and support compliance with applicable laws, regulations, permits, and District policies.
- **Strategic Initiatives and Project Management** - Lead or coordinate cross-departmental projects, establishing objectives, timelines, performance measures, and accountability, which may coordinate contracts, vendor relationships, reimbursement agreements, and applicable public works projects.
- **Executive and Organizational Support** – Allow for business continuity and succession planning which may include representing the District Manager as assigned by coordinating management meetings, staff training, and interdepartmental communication. Assisting with Board packet development and review, including staff reports and supporting materials.

The creation of this position would create a more defined division of responsibilities between operational implementation and District-wide executive leadership. The Assistant District Manager would focus primarily on internal operations, project execution, regulatory compliance, and emergency response coordination, while the District Manager would retain overall executive authority and concentrate on strategic planning, Board relations, legislative priorities, labor relations, external partnerships, and District-wide administrative oversight.

The position would be classified at A-70 with a total salary of $172,972.80 and total cost to the District of approximately $218,789.54. The current personnel budget has cost saving from retirements, the reclassification of the Operations Manager, the release of two limited term positions in 2026, and reduced seasonal staffing that would allow for staffing of this position in 2027 without budget requests from the general fund.

The Policy and Personnel Committee met on August 4, 2026 and October 15, 2026 and recommended the approval of the position by the Board of Trustees.

Previous Relevant Board Actions for This Item:
Discussed at Policy and Personnel Committee Meetings on August 4 and October 15, 2026.

Strategic Plan Compliance: PRIORITY AREA 3: Team of the Future - Develop a team of dedicated experts with skills and opportunities that empower their leadership, professional skills, positive work environment, and service to the community

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Fiscal Impact:
What Amount is being requested? $95,000 for fiscal year 2026/27
Is the Amount Requested Budgeted in the Current Fiscal Year? No
If No, What Funds Are Requested? The cost would be covered by personnel savings.

Exhibits:

Exhibit A: Job classification

Exhibit B: Resolution No. 620

July 2026
Class Code: A-70
FLSA: Exempt, At-Will

ASSISTANT DISTRICT MANAGER

DEFINITION

Under the direction of the District Manager, assists in planning, organizing, directing, and evaluating the operations and laboratory programs of the Orange County Mosquito and Vector Control District. This position serves as a key member of the executive management team and provides direct oversight of the District's Operations Department and Scientific Technical Services Department. This executive management position exercises direct and indirect supervision over professional, technical, and operational staff, providing strategic oversight of both the laboratory (scientific and technical services) and field operations departments. Assists in developing and implementing strategic initiatives, organizational policies, budgets, and operational objectives. Additionally, the Assistant District Manager manages complex special projects, acts on behalf of the District Manager in their absence or as directed, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Reports to the District Manager. Supervises Operations Manager, Director of Scientific Technical Services, and other assigned staff.

CLASS CHARACTERISTICS

The Assistant District Manager is an executive management position responsible for providing leadership and oversight of the District's operational and scientific programs. This position differs from department director classifications by having broad organizational responsibility, providing high-level administrative oversight and day-to-day coordination across all primary functional areas, executive-level decision-making authority, significant involvement in labor relations and personnel matters, strategic planning responsibilities, and authority to act for the District Manager in their absence.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Executive Leadership

- Assists the District Manager in directing and administering all District programs, services, and activities.
- Participates in the development and implementation of District goals, objectives, strategic initiatives, policies, and procedures.
- Provides executive oversight and coordination of Operations and Scientific Technical Services activities to ensure alignment with District priorities.
- Translates the Board-approved strategic plan into actionable operational goals, modernizing District methodologies and integrated vector management programs.
- Serves as Acting District Manager in the absence of the District Manager.
- Advises the District Manager and Board of Trustees on technical and regulatory matters.

- Represents the District before public agencies, professional organizations, community groups, and regulatory agencies.
- Leads complex, high-priority projects, such as specialized scientific studies or emergency public health responses.
- Reviews and analyzes Integrated Vector Management (IVM) field programs to ensure regulatory compliance and best practices within the community.
- Conducts program analyses for existing services and programs to identify opportunities for improvement, analyze long-term financial impacts of capital investments, and align programmatic spending with annual budgets.
- Develops, implements, and tracks data-driven metrics to quantify District success.
- Synthesizes operational data and financial evaluations into comprehensive reports and data dashboards for the District Manager and the Board of Trustees, using objective metrics to justify program modifications, resource allocations, or strategic pivots.
- Participates in Board and committee meetings and prepares reports, presentations, and recommendations.

Operational Management

- Provides executive oversight of mosquito and vector surveillance, prevention, and control operations throughout Orange County.
- Directs and evaluates operational programs to ensure compliance with applicable federal, state, and local laws, regulations, and best management practices.
- Oversees implementation of Integrated Vector Management (IVM) strategies and operational responses to vector-borne disease threats.
- Reviews operational performance metrics and program effectiveness and implements improvements as necessary.
- Coordinates emergency response activities related to vector-borne disease outbreaks, invasive species, natural disasters, and public health emergencies.
- Ensures compliance with pesticide regulations, NPDES permit requirements, environmental regulations, and safety standards.

Scientific and Technical Services Oversight

- Provides oversight and guidance of scientific research, surveillance, laboratory operations, vector ecology, insectary activities, and emerging vector management technologies.
- Supports the evaluation and adoption of innovative vector control technologies and scientific methodologies.
- Reviews scientific data, operational trends, and research findings to guide District policy and operational decision-making.
- Promotes collaboration with universities, public health agencies, regulatory agencies, and research organizations.
- Ensures laboratory operations comply with applicable safety, quality assurance, and regulatory requirements.

Personnel and Labor Relations

- Participates in recruitment, selection, evaluation, discipline, and professional development of personnel.
- Participates in labor negotiations, grievance administration, and meet-and-confer processes.
- Provides direct and indirect supervision to supervisory, professional, technical, and field staff. This includes training, evaluating performance, resolving grievances, and recommending disciplinary action or commendations.

- Provides leadership in organizational development, succession planning, and workforce development initiatives.
- Promotes a culture of professionalism, accountability, and collaboration.
- Works with Human Resources to resolve complex personnel and operational issues.
- Participates in long-range financial planning, management of research projects and capital improvement projects.
- Evaluates operational and programmatic resource needs and recommends staffing, equipment, and facility improvements.
- Assists in grant development, contract administration, and procurement activities.
- Promotes and maintains a culture of safety.
- Oversees implementation of District safety programs, policies, and training initiatives.
- Assists in risk management, regulatory compliance, safety and emergency preparedness planning.
- Reviews significant incidents, investigations, and corrective actions.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency administration, strategic planning, policy development, budgeting, and management.
- Mosquito and vector biology, ecology, surveillance, and control methods.
- Integrated Vector Management principles and practices.
- Public health principles related to vector-borne diseases.
- Scientific research methodologies, laboratory operations, and data analysis.
- Methods of quantitative evaluation, cost-benefit analysis, data collection, and developing Key Performance Indicators (KPIs) to assess operational efficiency.
- Principles and modern methodologies of vector surveillance, biological control, source reduction, physical control, and chemical pesticide applications used in California public health.
- Federal, state, and local laws and regulations related to vector control, environmental compliance, pesticide use, and public agencies.
- Principles of personnel management, labor relations, and organizational development.
- Budget preparation and fiscal administration.
- Project management and performance measurement techniques.
- District- and state-mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Effectively use computer systems, software applications, and modern business equipment to perform assigned duties.

Ability to:

- Plan, organize, direct, and evaluate complex public health and vector control programs.
- Lead and motivate management, supervisory, scientific, and operational personnel.
- Maintain a comprehensive knowledge of District policies, procedures, and applicable employment laws, ensuring consistent and equitable application.
- Effectively manage change, communicate organizational priorities, and lead through periods of transition.

- Implement, promote, and model the District's Core Values in all decisions, interactions, and leadership practices, fostering a culture that reflects the organization's commitment the Mission and Values.
- Analyze complex operational, scientific, financial, and organizational issues and develop effective solutions.
- Analyze complex operations and scientific data to accurately assess program effectiveness, evaluate immediate and long-term cost implications, and implement strategic pivots based on performance metrics.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with employees, public officials, regulatory agencies, and community stakeholders.
- Interpret and apply laws, regulations, policies, and labor agreements.
- Exercise sound judgment, high ethical standards, and discretion in handling sensitive personnel matters, contract procurements, and public information inquiries.
- Prepare highly technical yet clear Board memoranda, scientific findings, and financial reports. Deliver persuasive presentations to the Board of Trustees, regulatory bodies, and community organizations.
- Exercise sound independent judgment and executive decision-making.
- Effectively represents the District in public and professional settings.
- Use tact, initiative, prudence, and independent judgment within established policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- **Education:** A Bachelor's degree from an accredited college or university in entomology, biology, ecology, environmental science, public health, business administration, public administration, or a closely related field.

- A Master's degree or higher education in public administration, business administration, public health, entomology, biological sciences, or a related field is highly desirable.

- **Experience:** Seven (7) years of progressively responsible management experience in mosquito and vector control, public health, environmental services, biological sciences, or a closely related field, including at least four (4) years of executive, management, or supervisory responsibility.

- Experience overseeing both operational and scientific/technical programs is highly desirable.

Licenses, Certifications, and Compliance:

- **California Driver's License:** Possession of a valid California Driver's License is required at the time of appointment. The selected candidate must maintain an acceptable driving record and maintain this valid license throughout employment, as operating a District vehicle or traveling to various regional sites is an essential function of this role.

- **Vector Control Technician Certification**: Must possess, or have the ability to obtain, valid Public Health Vector Control Certified Technician certificates issued by the California Department of Public Health (CDPH) within twelve (12) months of appointment. This certification must include the required state categories relevant to District operations (e.g., *Category A: Pesticide Application & Safety*, *Category B: Mosquito Control*, *Category C: Terrestrial Invertebrate Vector Control*, and *Category D: Vertebrate Vector Control*). These certifications must be maintained in an active status throughout employment by fulfilling the state-mandated 36 hours of continuing education units (CEUs) every two years.
- **Mandatory Financial Disclosure (Form 700)**: This is a designated position under the District's Conflict of Interest Code. The incumbent must file a Statement of Economic Interests (Form 700) within 30 days of hire, annually, and upon leaving office to publicly disclose specific personal investments, real property, and income.
- **Contract Restrictions (Gov. Code § 1090)**: Candidates must be free from any personal or financial interest in contracts made by the District.
- **Incompatible Activities (Gov. Code § 1126)**: The selected manager cannot engage in outside employment, consulting, or business activities that conflict, compete, or interfere with their official duties or District operations.
- **Public Official Ethics Training (AB 1234 & SB 827)**: In accordance with California Assembly Bill 1234, this role is required to complete a mandatory two-hour local official ethics training course. Effective for all individuals commencing service, this initial training must be completed within six months of hire and renewed every two years thereafter. The individual must also complete SB 827 financial training every two years.
- **Supervisory Harassment Prevention Training (SB 1343 / AB 1825)**: To ensure a respectful and safe workplace, the manager must complete a mandatory two-hour interactive sexual harassment and abusive conduct prevention training course within six months of assuming the management role, with refresher training required every two years.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This position performs work in both office and field environments.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Must possess vision to read printed materials, and a computer screen, and to operate a motor vehicle to visit various District sites.
- Must possess hearing and speech abilities sufficient to communicate in person and over the telephone.
- This classification is primarily sedentary; however, walking and standing in work areas and between work areas may be required.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard, calculator, and standard office equipment.
- Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment and/or assistance from other staff.
- Travel to and work at various District sites.
- Use vision sufficient to inspect work areas, identify hazards, and safely operate equipment.
- Perform fieldwork inspections requiring frequent walking over rough terrain, through dense vegetation, drainage channels, and standing water to identify problems and hazards.

- Work safely in and around vector breeding sources, including standing water, drainage systems, rough terrain, and other potentially hazardous field environments.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Work in field environments with exposure to loud noise levels.
- Work in extremely hot and cold temperatures and inclement weather conditions.
- Be exposed to road hazards and vibrations.
- Work in confined or restricted spaces.
- Be exposed to chemicals, hazardous substances, fumes, and pesticides.
- Be exposed to dust, airborne contaminants, vectors, and vector-borne diseases.
- Work in environments where wild and domestic animals may be present.
- Be exposed to poisonous plants and venomous animals.
- Work in and around standing water, drainage systems, confined spaces, and other vector breeding environments.
- Interact with upset staff, members of the public, and representatives of public and private agencies while interpreting and enforcing District policies, procedures, and applicable regulations.

EMPLOYMENT STATUS

This position is designated as exempt from overtime provisions of the Fair Labor Standards Act (FLSA) and serves at the will of the District. Employment may be terminated by either the employee or the District at any time, with or without cause or advance notice, subject to applicable law.

RESOLUTION NO. 620

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

CREATING AN ASSISTANT DISTRICT MANAGER POSITION

WHEREAS, the Orange County Mosquito and Vector Control District (District) is responsible for providing effective mosquito and vector control services, protecting public health, and implementing an Integrated Vector Management (IVM) program throughout Orange County; and

WHEREAS, the District's operational responsibilities continue to expand and require executive-level oversight, coordination, and accountability across multiple departments, including Operations, Laboratory, regulatory compliance, emergency response preparedness, and major capital improvement projects; and

WHEREAS, the District Manager is responsible for overall organizational leadership, strategic planning, Board engagement, legislative and regulatory relations, labor and personnel matters, community partnerships, and District-wide administrative oversight; and

WHEREAS, the creation of an Assistant District Manager position would provide additional executive capacity, strengthen operational accountability, and establish a more defined division of leadership responsibilities within the District; and

WHEREAS, the Assistant District Manager would serve under the direction of the District Manager and provide oversight and coordination of assigned operational departments, major projects, regulatory compliance activities, emergency preparedness, and cross-departmental initiatives; and

WHEREAS, the Policy and Personnel Committee considered the proposed position at its meetings on August 4, 2026, and October 15, 2026, and recommended approval by the Board of Trustees.

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE as follows:

1. Approves the creation of an Assistant District Manager position within the District's organizational structure.

2. Approves the Assistant District Manager job classification and compensation.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 19th day of November 2026, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Bob Ruesch, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on November 19, 2026:

John Taylor, Secretary

APPROVED AS TO FORM:

Alan R. Burns, District Counsel

Orange County Mosquito and Vector Control District
AGENDA ITEM H.4

Prepared By: Tawnia Pett, Executive Assistant/Clerk of the Board
Submitted By: Lora Young, District Manager
Date: November 19, 2026

Agenda Title: Trustee Terms of Office to Expire on January 4, 2027

Recommended Action: Receive and file

Summary: The following Trustee terms of office will expire on January 4, 2027 at 11:59 AM. Letters were mailed to cities and Trustees on October 27, 2026. **Bolded City/County has appointed a representative.**

Governing Body	Trustee Representative	Date of (Re)Appointment
Aliso Viejo	Garrett Dwyer	December 2, 2026
Buena Park	Lamiya Hoque	January 12, 2027
Costa Mesa	Bill Turpit	November 17, 2026
Dana Point	John Gabbard	January 19, 2027
La Habra	James Gomez	December 21, 2026
Laguna Beach	Joanne McMahon	December 8, 2026
Laguna Niguel	Gene Johns	December 15, 2026
Laguna Woods	Pearl Lee	December 2026
Newport Beach	Erik Weigand	January 12, 2027
Placentia	Thomas Hummer	January 2027
Rancho Santa Margarita	April Josephson	December 9, 2026
San Juan Capistrano	John Taylor	December 15, 2026
Seal Beach	Nathan Steel	TBD
Stanton	Gary Taylor	January 12, 2027
Westminster	Carlos Manzo	January 13, 2027
Yorba Linda	Peggy Huang	January 19, 2027
County of Orange	Lisa Fernandez	January 26, 2027

Previous Relevant Board Actions for This Item: Annual list of Trustee terms ending.

Strategic Plan Compliance: 3. Team of the Future. 3.5 Increase engagement of the Board of Trustees with training, opportunities, and governance procedures.

Fiscal Impact:
What Amount is being requested? N/A
Is the Amount Requested Budgeted in the Current Fiscal Year? N/A
If No, What Funds Are Requested? N/A

Exhibits:

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

UPCOMING MEETING CALENDAR

MEETING	LOCATION	DATE
MVCAC Planning Meeting	Burlingame, CA	Nov 2-4, 2026
CSDA Clerk's Conference	Santa Barbara, CA	Nov 3-5, 2026
CalPelra Annual Conference	Monterey, CA	Nov 17-20, 2026

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Orange County Mosquito and Vector Control District at (714-971-2421), during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the District Office located at Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843 during normal business hours."