



1075 Old County Road, Suite A
Belmont, CA 94002

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with MPWD's Records Management Policy and Records Retention Schedule.

1. PERSON COMPLETING FORM: __Monique Robinson

DIVISION: Administration

2. RECORDS TO BE DESTROYED *(Attach Separate Sheet[s] if Necessary)*

CATEGORY	RECORDS DESCRIPTION	DATE RANGE (MONTH/YEAR)	LOCATION
See attached Exhibit A Destruction Index dated July 10, 2024			

3. RECORDS DESTRUCTION APPROVALS – We certify that the records listed above were retained for the scheduled retention period per the MPWD Records Management Policy, required audits were completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

APPROVED:
DocuSigned by:

Monique Robinson

9F586392CED045C...

Monique Robinson

RESPONSIBLE MANAGER

7/18/2024

Date: _

APPROVED:
Signed by:

Julie Sherman

3DB2341728C14FA...

DISTRICT COUNSEL

7/18/2024

Date: _

APPROVED:

DocuSigned by:

Kathryn Wuelfing

DD02E82C381A406...

GENERAL MANAGER

Date: 7/18/2024

DESTRUCTION CERTIFIED:

DocuSigned by:

Monique Robinson

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RECORDS MANAGER

Date: 7/18/2024

	A	B	C
1			
2			
3		Boxes for Destruction	Description of Contents
4	1	Box 1	Utility credit card receipts
5	2	Box 2	Utility Credit Card Reciepts
6	3	Box 3	Utility Closing and Edit Totals
7	4	Box 4	Lock Box Utility Payments
8	5	Box 5	First and Final Bill Closing totals
9	6	Box 6	Old Time Sheets
10	7	Box 7	Utility Meter Read Read Edit Lists
11	8	Box 8	A/P F/Y H-R 2008-2009
12	9	Box 9	A/P F/Y S-Z 2008-2009
13	10	Box 10	A/P Stubs
14	11	Box 11	Web Payments
15	12	Box 12	Closed Claims
16	13	Box 13	Billing Edit Lists
17	14	Box 14	Check Free Utility Payments
18	15	Box 15	Utility Meter Read Read Edit Lists
19	16	Box 16	A/P F/Y V-Z 2010-2011
20	17	Box 17	A/P F/Y H-U 2010-2011
21	18	Box 18	A/P F/Y A-H 2010-2011
22	19	Box 19	In House Deposits and Utility Payments
23	20	Box 20	Utility Credit Card Payments
24	21	Box 21	A/P F/Y A-G 2008-2009
25	22	Box 22	A/P F/Y L-Z 2009-2010
26	23	Box 23	In House Payment Stubs H-R 2012-2013
27	24	Box 24	In House Deposits and Utility Payments
28	25	Box 25	In House Deposits and Utility Payments
29	26	Box 26	Lock Box Utility Payments 2013-2014

	A	B	C
30	27	Box 27	Utility Closing and Edit Lists
31	28	Box 28	Metavante and Utility Payments T-Z 2015-2016
32	29	Box 29	Web Payments and Utility Payments
33	30	Box 30	Utility Web Payments
34	31	Box 31	Utility Web Payments
35	32	Box 32	Utility Web Payments
36	33	Box 33	Utility Web Payments
37	34	Box 34	Utility Billing Edit Summary
38	35	Box 35	CUSI Adjustments for Utility Billing
39	36	Box 36	Utility Billing Edit List
40	37	Box 37	Credit Card Closing Totals
41	38	Box 38	Utility Closing and Edit Lists
42	39	Box 39	Utility Payments Lockbox and Closing Totals
43	40	Box 40	Bank Reconciliation
44	41	Box 41	Billing Edit List Summary
45	42	Box 42	Utility Reading Edit List
46	43	Box 43	AR closing totals 2010-2012
47	44	Box 43b	Accounts payable 16/17 R-Z
48	45	Box 44	Utility Edit List
49	46	Box 45	A/P F/Y A-H 2011-2012
50	47	Box 46	Utility Adjustment Letters
51	48	Box 47	Utility Web Payments
52	49	Box 48	A/P F/Y Misc 2007-2008
53	50	Box 49	Utility In House Deposits
54	51	Box 50	Utility Billing Register Summary
55	52	Box 51	A/P FY 2011-2012
56	53	Box 53	Water Quality
57	54	Box 54	A/P FY 2015-2016 A-H
58	55	Box 55	A/P FY 2014-2015 A-H
59	56	Box 56	Pump Charts and Round Books
60	57	Box 57	Pump Charts and Round Books
61	58	Box 58	A/P F/Y O-S 2015-2016

	A	B	C
62	59	Box 59	A/P FY G-N 2015-2016
63	60	Box 60	A/P FY I-R 2014-2015
64	61	Box 61	Utility Payments and Deposits
65	62	Box 62	Utility Payments and Lockbox
66	63	Box 63	Utility Payments and Lockbox
67	64	Box 64	Utility Payments and Lockbox
68	65	Box 65	Utility Payments and Lockbox
69	66	Box 66	Bank Statements
70	67	Box 67	Pump Charts and Round Books
71	68	Box 68	A/P FY A-G 2012-2013
72	69	Box 69	Pump Charts and Round Books
73	70	Box 71	A/P F/Y A-G 2000-2001
74	71	Box 72	Utility Closing Totals and Final Bills
75	72	Box 73	Lockbox and Online Credit Card Payments
76	73	Box 74	A/P F/Y 2003-2004
77	74	Box 77	Time Sheets
78	75	Box 78	A/P F/Y H-R 1999-2000
79	76	Box 80	A/P F/Y A-G 2017-2018
80	77	Box 81	A/P F/Y H-R 2017-2018
81	78	Box 82	A/P F/Y S-Z 2017-2018
82	79	Box 84	2004 Telemetry Pump and chart books
83	80	Box 85	2005 Telemetry
84	81	Box 86	2006 Pump charts and books
85	82	Box 87	Charts and Round up books 2008
86	83	Box 88	2009 charts and round books
87	84	Box 89	A/P FY 2004 - 2005 A-G
88	85	Box 90	In house deposits 1/2004-7/2004
89	86	Box 91	Lockbox A/R 9/2004-11/2004
90	87	Box 92	Lockbox 4/2005-5/2005; credit card authorizations 2010-2017
91	88	Box 93	Utility payment lockbox 6-7/2005
92	89	Box 94	Lockbox 1/2005-3/2005
93	90	Box 95	Bank Statements FY 2004/2005 Cash Receipts and tapes FY 2001/2005

	A	B	C
94	91	Box 98	Turn-ons and shut offs July 2001-June 2005
95	92	Box 101	Customer service form 5's from 2002-2005
96	93	Box 102	2011 Charts and Round books
97	94	Box 103	Closing totals including edit lists 2006-2009
98	95	Box 104	2007 Telemetry charts including cathodic protection survey
99	96	Box 105	Closing totals edit list 10/2003 - 9/2005
100	97	Box 106	A/P FY 2000-2001 A-G
101	98	Box 107	Utility closing totals, first and finals 1/2004-7/2006
102	99	Box 108	Lockbox 2005-2007 including edit lists and closing totals
103	100	Box 109	A/P Stubs 8/2003 - 10/2006
104	101	Box 110	Old Credit card slips 2002
105	102	Box 111	CC payments 10/2007-6/2009
106	103	Box 113	Timesheets 2003-2007
107	104	Box 114	A/P FY 1999-2000 H-R
108	105	Box 115	Utility lockbox 2004-2005
109	106	Box 116	A/P 2004-2005 H-P
110	107	Box 117	Utility payments, credit card deposits, closing totals, edit and draft lists 7/2004-6/2005
111	108	Box 118	Inhouse deposits/lockbox closing totals edit lists 7/2004-6/2005
112	109	Box 119	Utility Meter Reading
113	110	Box 120	A/P F/Y R-Z 2004-2005
114	111	Box 121	Bank Deposits
115	112	Box 122	A/P F/Y A-G 2004-2005
116	113	Box 123	Utility Payment Lockbox
117	114	Box 124	Utility Payment Lockbox
118	115	Box 125	Utility Payment Lockbox
119	116	Box 126	Utility Payment Lockbox
120	117	Box 127	Utility Meter Edit List
121	118	Box 128	Utility Payment Lockbox
122	119	Box 129	Utility Bill Register
123	120	Box 130	Bank Deposits
124	121	Box 131	Utility Payments Lockbox
125	122	Box 132	Utility Payments Lockbox

	A	B	C
126	123	Box 133	Utility Payments Lockbox
127	124	Box 134	Utility Payments Lockbox
128	125	Box 135	Utility Bill Register
129	126	Box 136	Utility Payments Lockbox
130	127	Box 137	Utility Bill Register
131	128	Box 138	Utility Bill Register
132	129	Box 139	Utility Lockbox and Closing Totals
133	130	Box 140	Utility Meter Reading
134	131	Box 141	A/P F/Y H-P 2004-2005
135	132	Box 142	A/P F/Y A-G 2005-2006
136	133	Box 143	Utility Bill Register
137	134	Box 144	Utility Payments Lockbox
138	135	Box 145	Quick Commercial Utility Payments
139	136	Box 146	Utility Payments Checkfree, Credit Cards, Bank Drafts
140	137	Box 147	A/P F/Y Q-Z 2005-2006
141	138	Box 148	Utility Payments Lockbox
142	139	Box 149	Deposit and Cash Receipts
143	140	Box 150	Utility Payments Lockbox
144	141	Box 151	Utility Bill Register
145	142	Box 152	Utility Payments Lockbox
146	143	Box 153	Utility Payments Lockbox
147	144	Box 154	Utility Payment Lockbox
148	145	Box 155	Utility Payment Lockbox
149	146	Box 156	Utility Payment Lockbox
150	147	Box 157	In House Deposit
151	148	Box 158	Utility Payment Lockbox
152	149	Box 159	Utility Bill Register
153	150	Box 160	Utility Bill Register
154	151	Box 161	Utility Payment Lockbox
155	152	Box 162	Utility Payment Lockbox
156	153	Box 163	Utility Payment Lockbox
157	154	Box 164	Utility Payment Lockbox

	A	B	C
158	155	Box 165	Utility Payment Lockbox
159	156	Box 166	Utility Reading Edit List
160	157	Box 167	Utility Payment Lockbox
161	158	Box 168	Utility Billing Edit List
162	159	Box 169	In House Deposit
163	160	Box 170	A/P F/Y P-Z 2006-2007
164	161	Box 171	A/P F/Y F-O 2006-2007
165	162	Box 172	Utility Payment Lockbox
166	163	Box 173	A/P F/Y A-E 2006-2007
167	164	Box 174	Utility Bill Register
168	165	Box 175	Utility Edit List
169	166	Box 176	Utility Bill Register
170	167	Box 177	Utility Bill Register and Edit List
171	168	Box 178	Utility Payment Lockbox
172	169	Box 179	Utility Payment Lockbox
173	170	Box 180	A/P F/Y H-U 2007-2008
174	171	Box 181	Utility Bill Register
175	172	Box 182	Utility Payment Lockbox
176	173	Box 183	Utility Bill Register
177	174	Box 184	Utility Payment Lockbox
178	175	Box 185	Utility Payment Lockbox
179	176	Box 186	Utility Payment Lockbox
180	177	Box 187	Bank Drafts and Credit Card
181	178	Box 188	Utility Closing Totals
182	179	Box 189	Utility Billing Register
183	180	Box 190	In House Deposit
184	181	Box 191	Utility Payments Lockbox
185	182	Box 192	Utility Billing Register
186	183	Box 193	Utility Closing Total
187	184	Box 194	Utility Billing Register
188	185	Box 195	In House Deposit
189	186	Box 196	Utility Billing Register

	A	B	C
190	187	Box 197	Utility Web Payments
191	188	Box 198	Utility Web Payments
192	189	Box 199	Utility Billing Edit List
193	190	Box 200	Utility Web Payments
194	191	Box 201	Utility Billing Registry
195	192	Box 202	Utility Billing Edit List
196	193	Box 203	Utility Billing Edit List
197	194	Box 204	In House Deposit
198	195	Box 205	Utility Payments Checkfree and Credit Cards
199	196	Box 206	Utility Web Payments
200	197	Box 207	Utility Billing Register
201	198	Box 208	Utility Web Payments
202	199	Box 209	Utility Billing Register
203	200	Box 210	Utility Billing Edit List
204	201	Box 211	In House Deposit
205	202	Box 212	Utility Billing Edit List
206	203	Box 213	Utility Billing Register
207	204	Box 214	Quick Commerical
208	205	Box 215	Auth.Net Payments (web payments)
209	206	Box 216	Utility Billing Edit List
210	207	Box 217	Utility Billing Edit List
211	208	Box 218	Miscellaneous CSDA materials 2005-2009
212	209	Box 218b	Duplicates
213	210	Box 219	Employee Resource Institute
214	211	Box 220	Collections
215	212	Box 221	ACWA Miscellaneous info 2005-2009
216	213	Box 222	Utility Billing Edit List
217	214	Box 223	Utility Billing Register
218	215	Box 224	Bank Statements
219	216	Box 225	Bank Statements
220	217	Box 226	In House Deposit
221	218	Box 227	Edit List

	A	B	C
222	219	Box 228	Web Payments
223	220	Box 229	Web Payments
224	221	Box 230	A/P F/Y A-G 2007-2008
225	222	Box 231	Web Payments
226	223	Box 232	A/P F/Y V-Z 2007-2008
227	224	Box 233	Bank Statements
228	225	Box 234	Bank Statements and Lockbox
229	226	Box 241	Accounts Payable FY 2016/2017 A-G
230	227	Box 242	Accounts Payable A/P FY 2016-2017 H-Q
231	228	Box 243	Accounts Payable 7/2016-6/2017 R-Z
232	229	Box 244	Web Payments
233	230	Box 245	Refund Checks
234	231	Box 246	Desktop Deposits
235	232	Box 247	Checkfree
236	233	Box 248	In house deposits 4/2018-11-2019
237	234	Box 249	In House Deposits
238	235	Box 250	In House Deposits
239	236	Box 251	1997-2010 service requests
240	237	Box 252	2001 - 2014 Service requests
241	238	Box 253	Service requests for customers from 2015-2018
242	239	Box 254	Cash Payment Reciepts
243	240	Box 256	Rick's Records, Water Quality, Safety
244	241	Box 257	Lead+Copper
245	242	Box 258	Misc. Customer Correspondence
246	243	Box 259	Misc. Memos, correspondence and Newsletters
247	244	Box 262	SFPUC, Insurance Claims and Correspondence
248	245	Box 263	2008 Weekly Staff Meetings, 1991 Safety Manual
249	246	Box 268	SFPUC demand projections 1999
250	247	Box 271	A/P F/Y, sampling, chain of custody and misc 2021
251	248	Box 272	Billing Edit List
252	249	Box 274	Other Agencies Records, 2014 Safety Meetings, SOP's and other Mid-Pen Documents
253	250	Box 275	2019 Zone 2 Meter change outs

	A	B	C
254	251	Box 276	2019 Zone 3 Meter change outs
255	252	Box 277	Misc from File Cabinet, Outdated Documents, other Agency Records
256	253	Box 278	Archive Turn-On and Shut-Off Books (all of these records are backed up)
257	254	Box 279	Title and Registration of Vehicle, Old Documents, Fire Service Reads and Location
258	255	Box 280b	Retired Operations Supervisor desk, AMI and Misc.
259	256	Box 281a	No description
260	257	Box 281b	Customer adjustment 2017-2019 and Leave of absence forms 1999-2002
261	258	Box 282	Prop insurance and Workers comp (Vreeburg) documents 1999-2002. I9's former employees PARS not MPWD docs
262	259	Box 283	Payroll reports 2016-2017
263	260	Box 283b	2008 - 2012 High Efficiency toilet rebate applications
264	261	Box 284	credit card receipts 2/2012-7/2013
265	262	Box 285	credit card receipts 1/2015-4/2016
266	263	Box 286	credit card receipts 4/2014-12/2014
267	264	Box 287	1 time adjustments 2012-2017
268	265	Box 288	MPWD calendar contest entrieds and water awareness 2007-2018
269	266	Boxes 500-503	numbered and indexed onsite
270	267	Box 500	1995-2003 Misc Personnel Leave of absences, Belmont County Water District pension fund, bankruptcy, customer service communications
271	268	Box 501	A/P 2018-2019 R-Z
272	269	Box 502	Edit list closing totals 2013-2016
273	270	Box 503	ACH applications and voiced checks 2001-2010