



POLICY NO. 003 – RECORDS RETENTION

Records will be retained according to the following schedule. After the required retention date has passed all documents or electronic files will be deleted or discarded. If MCE is required to retain records not listed herein or required retention timelines for those records that are listed herein change due to updates in law, MCE will retain those records pursuant to the current law.

Record Type	Required Retention	Sample Descriptions
Executed Contracts	Operational Contracts (non-energy) - 10 years after termination date of the contract	Contracts with vendors or consultants for goods and services
	Energy Procurement Contracts - In perpetuity	Power supply contracts
Invoices from Vendors	Operational Contracts - 2 years after completion of contract	Vendors or consultant invoices for payment for goods and services
	Energy Procurement Contracts - In perpetuity	Power contract vendor invoices for payment
	Customer Program Implementers - In perpetuity	Customer program Implementer invoices for payment
Non-Successful Bids and Proposals	Non-Energy Procurement - 2 years after close of solicitation	Open season bids, other competitive procurements
	Energy Procurement – 5 years after close of solicitation	
Non-Disclosure Agreements	In perpetuity	NDA with vendor, employee, Board member or advisor
Board/Committee Approved Decisions	In perpetuity	Resolutions, meeting minutes, and other items approved at regular or special Board/Committee meetings
Board and Committee Meeting Materials	In perpetuity	Agendas, staff reports and other material provided to Board members in preparation for meetings, real time materials
Board Approved Budgets	In perpetuity	Final, approved budgets
Drafts of Documents	30 days after final version is approved	Draft of contracts, programs, RFPs, etc.
General Electronic Correspondence	3 years	Email correspondence

Customer Data Requests	5 years	Cost comparisons, bill analyses, usage history, billing history, including ad hoc requests
Customer Database Information	20 years	Customer lists, data reports, program data, account balances
Data Analytics Platform Information	In perpetuity	Detailed customer information
AMI Data Lists and Reports supporting CPUC Savings Claims	7 years or longer, as required by the California Public Utilities Commission	Non-aggregated customer AMI data
Other AMI Data Lists and Reports	Deletion after staff use is completed	Non-aggregated customer AMI data
Process Data	5 years	Non-aggregated, non-AMI customer data pulled from MCE's Data Analytics Platform
Marketing Material	In Perpetuity	Flyers, brochures, electronic advertisements
General Educational or Informational Material	In Perpetuity	Brochures, reports, electronic information
Employee Files	6 years after employee end date	Resume, offer letter, change of status, benefits, evaluations, new hire forms
Recruitment Files	3 years after employee end date	Application, job announcement, testing materials, rating sheets, interview notes
Timecards and Other Payroll Records	Current year of employee plus 3 years	Timecards and employee wage records
I-9 Forms	The longer of 3 years after employee hire date or 1 year after termination	Forms retained for I-9 work authorization
Background Checks	5 years from consent or report issued, unless continuing consent obtained	Background consent forms, reports
Employee Leaves of Absence	3 years after employee end date	Forms, leave plans, etc. related to an employee leave of absence
COVID-19 Vaccination Status	30 years	Confidential medical records associated with COVID-19
Workers' Compensation Related Records	18 years	Employer's report of injury and related records
Miscellaneous Personnel Information	6 years after employee end date	Benefit plan documents, training materials