



October 09, 2019

TO: LOCSO Board of Directors
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 7E – 11/7/2019 Board Meeting**
Adopt Resolution to Permit the Destruction or Disposal of Certain District Records, Documents, and Papers

President
Marshall E. Ochyalski

Vice President
Charles L. Cesena

Directors
Matthew D. Fourcroy
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DESCRIPTION

Adopt a resolution to permit the destruction or disposal of certain District records, documents and papers pursuant to Records Management and Records Retention Schedule adopted by Resolution 2010-04

STAFF RECOMMENDATION

This item will be approved along with the Consent Calendar unless it is pulled by a Director for separate consideration. If so, Staff recommends that the Board adopt the following motion:

Motion: I move that the Board adopt Resolution 2019-27 permitting the destruction or disposal of certain District records, documents and papers as listed in the attached EXHIBIT A.

DISCUSSION

On April 1, 2010, the District Board adopted Resolution 2010-04 establishing the District's Records Management and Records Retention Schedule. This schedule provides a guide for the periodic destruction of business records according to the life cycles - Active, Inactive and/or Obsolete. This Resolution established procedures and standards in accordance with Government Code Section 60200 et seq. and other statutory requirements and sound records management practices.

The list of records and documents, shown in EXHIBIT A, no longer have administrative, legal, fiscal, or historical value and the recommended retention period for the records has been exceeded. No audio, video or dvd recordings are scheduled to be destroyed.

There is no pending litigation attached to the records to be purged.

FINANCIAL IMPACT

The recommended action will have minimal financial impact on the District. There is money in the budget to accomplish this task and understands the constraints regarding proper recycling and shredding.

Attachment

EXHIBIT A

Records to be destroyed in accordance with the LOCSD Records Management & Retention Schedule

<u>Contents</u>	<u>All Records Through Fiscal Year or Date</u>	<u>LOCSD Retention Years</u>
Employee Personnel Records (<i>Inactive Only</i>)	2012	7 <i>(Federal Record Retention Requirements)</i>
Bids/Agreements for Purchases/Surplus of Equipment/Services	2014	5
Bank Statements and Cancelled Checks	2014	5
Safety Meetings Reports/Logs	2014	5
Staff Reports and Agenda Packets	2014	5
Backflow Tests	2014	5
Water Maintenance Records	2014	5
Water Sampling Results/Reports	2014	5
Annual Drinking Water Reports	2014	5
Water Rate Studies	2014	5
Drainage Maintenance Records	2014	5
Accounts Receivable	2014	5
Accounts Payable	2014	5
Financial Statements	2014	5
General Ledger	2014	5
Annual Budgets and Working Papers	2014	5
Payroll Reports/Timesheets/Deductions/Registers	2014	5
Forms W-2 / 1099 / 941 / DE3	2014	5
Employment Recruitments	2017	2
Public Records Requests	2017	2
Water Billing Reports	2017	2
Water Payment Arrangements	2017	2
Water Liens & Releases	2017	2
Water Work Orders	2017	2
Water Customer Complaints	2017	2

RESOLUTION NO. 2019-27

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS OSOS COMMUNITY SERVICES DISTRICT
ORDERING THE DESTRUCTION OF CERTAIN RECORDS IN ACCORDANCE WITH
RECORDS MANAGEMENT AND RECORDS RETENTION SCHEDULE**

WHEREAS, California Government Code Section 12236 Gives the Secretary of State the authority to establish Government Records Program establishing guidelines for local government records retention and provide archival support to local agencies in this state; and

WHEREAS, California Government Code Section 60200 et seq. allows the legislative body of any special district to establish a policy regarding the destruction or disposal of any record that is not expressly required by law to be filed and preserved; and

WHEREAS, according to Section 60200 et seq. the Los Osos Community Services District may disposed of the selected records after the Board of Directors adopt a resolution finding that the destruction or disposition will not adversely affect any interest of the district or the public; and

WHEREAS, the District maintains a list by category of the types of records destroyed or disposed of that reasonably identifies the information contained in the records for each category; and

WHEREAS, the District understand this Resolution must contain language stating the current policy compiles with the Section 12236; and

WHEREAS, the District collects and maintains records for district operations and public purposes; and

WHEREAS, the District determined it was necessary to establish a program that consists of record organization, indexing, selection, retention, destruction and permanent storage; and

WHEREAS, the District recognizes the program attempts to minimize the cost and effort of record keeping in addition to keeping the appropriate records for the recommended length of time; and

WHEREAS, the District established a Records Retention Schedule and File Plan by adopting Resolution No. 2010-4 on April 1, 2010; and

WHEREAS, the District, recognizes the importance of abiding by the Retention Schedule concerning the preservation, destruction and disposition of District records; and

WHEREAS, the District finds the records listed on Exhibit A incorporated herein in its entirety exceed the dates established by the Retention Schedule, will not adversely affect any interest of the District, and are no longer needed for public purposes.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Los Osos Community Services District as follows:

1. Exhibit A conforms to the Records Management and Records Retention Schedule as established in accordance with Government Code Section 60200 et seq. and other statutory requirements and sound records management practices.
2. That the General Manager is hereby authorized to destroy by shredding the records of the District without retaining a copy.
3. That the General Manager is hereby authorized to add by list, by category of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

Upon motion of Director _____, seconded by Director _____
and on the following roll call vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

The foregoing resolution is hereby passed and adopted this 7th day of November 2019.

Charles Cesena
Vice President, Board of Directors
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

Ron Munds
General Manager and Secretary to the Board

Jeffrey Minnery
District Legal Counsel