



August 20, 2014

**President**  
Craig V. Baltimore

**Vice President**  
R. Michael Wright

**Directors**  
Leonard A. Moothart  
Marshall E. Ochylski  
Jon-Erik G. Storm

**General Manager**  
Kathy A. Kivley

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**TO:** LOCSD Board of Directors

**FROM:** Kathy A. Kivley, General Manager

**SUBJECT: Agenda Item 11G – 9/4/2014 Board Meeting**  
Adopt Resolution to Permit the Destruction or Disposal of Certain District Records, Documents, and Papers

**DESCRIPTION**

Adopt Resolution 2014-20 to permit the destruction or disposal of 2009/2010 Accounts Payable invoices pursuant to the District's Records Management and 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 2014-20 permitting the destruction or disposal of the 2009/2010 Accounts Payable invoices.***

**DISCUSSION**

On July 3, 2014, your Board adopted Resolution 2014-12 ordering the destruction of Accounts Payable invoices in accordance with the District's Records Management and Retention Schedule. The 2009/2010 Accounts Payable files were mistakenly left off that list. These files no longer have administrative, legal, fiscal, or historical value and the recommended retention period for them has been exceeded. 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: Resolution 2014-20

**RESOLUTION 2014 - 20**

**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**, the Los Osos Community Services Districts collects and maintains records for 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 adopted Resolution No 2010-4 on April 1, 2010; and

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

**WHEREAS**, the Districts finds the 2009/2010 Accounts Payable records exceed the dates established by the Retention Schedule 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. That the destruction of the 2009/2010 Accounts Payable records 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.

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 4<sup>th</sup> day of September, 2014.

\_\_\_\_\_  
Craig V. Baltimore  
President of the Board of Directors  
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathy A. Kivley  
General Manager and Secretary to the Board

\_\_\_\_\_  
Michael W. Seitz  
District Legal Counsel