



November 3, 2022

**TO:** LOCSO Board of Directors  
**FROM:** Laura Durban, Administrative Services Manager  
**SUBJECT:** **Agenda Item 6E – 11/03/2022 Board Meeting**  
Adopt Resolution 2022-31 to Permit the Destruction or Disposal of  
Certain District Records, Documents, and Papers

**President**  
Matthew D. Fourcroy

**Vice President**  
Charles L. Cesena

**Directors**  
Troy C. Gatchell  
Marshall E. Ochylski  
Christine M. Womack

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Eddy Moore

**Battalion Chief**  
Paul Provence

**Mailing Address:**  
P.O. Box 6064  
Los Osos, CA 93412

**Offices:**  
2122 9<sup>th</sup> Street, Suite 110  
Los Osos, CA 93402

**Phone:** 805/528-9370  
**FAX:** 805/528-9377

[www.losososcso.org](http://www.losososcso.org)

### **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 2022-31 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.

Attachments  
Resolution 2022-31  
Exhibit A

**RESOLUTION NO. 2022-31**

**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 California Government Code Section 60200 et seq., the Los Osos Community Services District may dispose 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 California Government Code 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 3<sup>rd</sup> day of November 2022.

\_\_\_\_\_  
Matthew Fourcroy  
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

## 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> )	2015	7 <i>(Federal Record Retention Requirements)</i>
Bids/Agreements for Purchases/Surplus of Equipment/Services	2017	5
Bank Statements and Cancelled Checks	2017	5
Safety Meetings Reports/Logs	2017	5
Staff Reports and Agenda Packets	2017	5
Backflow Tests	2017	5
Water Maintenance Records	2017	5
Water Sampling Results/Reports	2017	5
Annual Drinking Water Reports	2017	5
Water Rate Studies	2017	5
Drainage Maintenance Records	2017	5
Accounts Receivable	2017	5
Accounts Payable	2017	5
Financial Statements	2017	5
General Ledger	2017	5
Annual Budgets and Working Papers	2017	5
Payroll Reports/Timesheets/Deductions/Registers	2017	5
Forms W-2 / 1099 / 941 / DE3	2017	5
Employment Recruitments	2020	2
Public Records Requests	2020	2
Water Billing Reports	2020	2
Water Payment Arrangements	2020	2
Water Liens & Releases	2020	2
Water Work Orders	2020	2
Water Customer Complaints	2020	2