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Matthew D. Fourcroy

Vice President
Charles L. Cesena

Directors
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Christine M. Womack

General Manager
Greg Kwolek

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John Owens

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October 1, 2026

TO: LOCSD Board of Directors

FROM: Laura Durban, Administrative Services Manager

SUBJECT: **Agenda Item 8E – 10/01/2026 Board Meeting**
Adopt Resolution 2026-32 to Permit the Destruction or Disposal of Specified District Records.

STAFF RECOMMENDATION

Staff recommends the Board of Directors adopt resolution 2026-32 to permit the destruction or disposal of specified District records in accordance with the CSD's Records Management and Records Retention Schedule.

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

Proposed Motion: I move the Board adopt Resolution 2026-32 permitting the destruction or disposal of specified District records in accordance with the CSD's Records Management and Records Retention Schedule.

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. Resolution 2010-04 established procedures and standards in accordance with Government Code Section 60200 et seq. and other statutory requirements and sound records management practices.

The proposed list of records proposed to be destroyed in accordance with the CSD's Records Management and Records Retention Schedule is shown in Exhibit A. These documents no longer have administrative, legal, fiscal, or historical value and the recommended retention period for the records has been exceeded. As No audio, video or DVD recordings are scheduled to be destroyed. There is no pending litigation attached to the records to be purged.

FISCAL IMPACT

Funding for the destruction will come from Fund 100, which was already authorized and budgeted by the Board of Directors during the FY2026-27 process.

ATTACHMENTS

Resolution 2026-32
Exhibit A

Date: October 1, 2026
Agenda Item: 8E
( ) Approved
( ) Denied
( ) Continued

RESOLUTION NO. 2026-32

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 1st day of October 2026.

_____
Matthew Fourcroy
President, Board of Directors
Los Osos Community Services District

ATTEST:

_____
Greg Kwolek
General Manager and Secretary to the Board

APPROVED AS TO FORM:

_____
Craig A. Steele
District Legal Counsel

EXHIBIT A

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

Contents	**All Records Through Fiscal Year or Date**	**LOCSD Retention Years**
Employee Personnel Records (*Inactive Only*)	2019	7 *(Federal Record Retention Requirements)*
Bids/Agreements for Purchases/Surplus of Equipment/Services	2021	5
Bank Statements and Cancelled Checks	2021	5
Safety Meetings Reports/Logs	2021	5
Staff Reports and Agenda Packets	2021	5
Backflow Tests	2021	5
Water Maintenance Records	2021	5
Water Sampling Results/Reports	2021	5
Annual Drinking Water Reports	2021	5
Water Rate Studies	2021	5
Drainage Maintenance Records	2021	5
Accounts Receivable	2021	5
Accounts Payable	2021	5
Financial Statements	2021	5
General Ledger	2021	5
Annual Budgets and Working Papers	2021	5
Payroll Reports/Timesheets/Deductions/Registers	2021	5
Forms W-2 / 1099 / 941 / DE3	2021	5
Employment Recruitments	2024	2
Public Records Requests	2024	2
Water Billing Reports	2024	2
Water Payment Arrangements	2024	2
Water Liens & Releases	2024	2
Water Work Orders	2024	2
Water Customer Complaints	2024	2