

**RESOLUTION 2014 - 17**

**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 records listed on Exhibit A incorporated herein in its entirety 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. 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.

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 7<sup>th</sup> day of August, 2014.

\_\_\_\_\_  
R. Michael Wright  
Vice President, 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