



July 28, 2014

TO: LOCSD Board of Directors

FROM: Kathy A. Kivley, General Manager

SUBJECT: **Agenda Item 11H – 8/7/2014 Board Meeting**

Adopt Resolution to Permit the Destruction or Disposal of Certain District Records, Documents, and Papers

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

Temporary District  
Accountant  
Michael L. Doyle

Fire Chief  
Robert Lewin

Battalion Chief  
Phill Veneris

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

Offices:  
2122 9<sup>th</sup> Street, Suite 102  
Los Osos, CA 93402

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

www.locsd.org

### DESCRIPTION

Adopt Resolution 2014-17 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 2014-17 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, EXHIBIT A, no longer have administrative, legal, fiscal, or historical value and the recommended retention period for the records has been exceeded. Since the adoption of the Resolution in 2010, no records purging has occurred due to staff turnover and reductions. During this four-year time frame the District continues to accumulate years of records and materials. Additionally with the completion of the bankruptcy, it is prudent to implement this Retention Schedule and subsequently purge the files and records. Because this is a lengthy process in determining according to the Retention Schedule what should be recommended to the Board, staff elects to begin this process earlier than stated in the Retention Scheduled and plans to present Resolutions through September 2014 to allow the proper destruction of files and materials according to the schedule. This is the second request for additional records destruction.

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 2014-17 w/EXHIBIT A

**RESOLUTION 2014 - 17**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LOS OSOS COMMUNITY SERVICES DISTRICT  
ORDERING THE DESTRUCTION OF CERTAINS RECOREDS 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 of the Board  
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

## EXHIBIT A

Records to be destroyed as per 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 (Inactive)	2007/2008	7 <i>(Federal Record Retention Requirements)</i>
Employment Recruitments	2012/2013	2
Safety Meetings Reports/Logs	2009/2010	5
Staff Reports and Agenda Packets	2009/2010	5
Public Records Requests	2012/2013	2
Water Maintenance Records	2009/2010	5
Backflow Tests	2009/2010	5
Water Sampling Results/Reports	2009/2010	5
Annual Drinking Water Reports	2009/2010	5
Water Rate Studies	2009/2010	5
Drainage Maintenance Records	2009/2010	5
Water Billing Reports	2012/2013	2
Water Payment Arrangements	2012/2013	2
Water Liens & Releases	2012/2013	2
Water Work Orders	2012/2013	2
Water Customer Complaints	2012/2013	2
Accounts Receivable	2009/2010	5
Financial Statements	2009/2010	5
General Ledger	2009/2010	5
Annual Budgets and Working Papers	2009/2010	5
Payroll Reports/Timesheets/Deductions/Registers	2009/2010	5
Forms W-2/1099/941/DE3	2009/2010	5
Bank Statements and Cancelled Checks	2009/2010	5
Bids/Agreements for Purchases/Surplus of Equipment/Services	2009/2010	5