



June 28, 2018

TO: LOCSO Board of Directors

FROM: Ann Kudart, Administrative Services Manager 

SUBJECT: **Agenda Item 111 – 7/5/2018 Board Meeting**
Adopt Resolution to Permit the Destruction or Disposal of Certain District Records, Documents, and Papers

President
Vicki L. Milledge

Vice President
Marshall E. Ochylski

Directors
Charles L. Cesena
Louis G. Tornatzky
Christine M. Womack

General Manager
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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 2018-23 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. Additionally, with the upcoming 8th Street utility building construction project, the crew is in need of the additional space in the storage units to store their tools and equipment during construction.

Because this is a lengthy process in determining, according to the Retention Schedule, what should be recommended to the Board, staff elected to begin this process earlier than stated in the Retention Scheduled to allow for the proper destruction of files and materials according to the schedule.

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 - 23

**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 District 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 staff 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 5th day of July 2018.

Vicki L. Milledge
President of the Board
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

Renee Osborne
General Manager and Secretary to the Board

Roy A. Hanley
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</i>)	2011	7 <i>(Federal Record Retention Requirements)</i>
Bids/Agreements for Purchases/Surplus of Equipment/ Services	2013	5
Bank Statements and Cancelled Checks	2013	5
Safety Meetings Reports/Logs	2013	5
Staff Reports and Agenda Packets	2013	5
Backflow Tests	2013	5
Water Maintenance Records	2013	5
Water Sampling Results/Reports	2013	5
Annual Drinking Water Reports	2013	5
Water Rate Studies	2013	5
Drainage Maintenance Records	2013	5
Accounts Receivable	2013	5
Accounts Payable	2013	5
Financial Statements	2013	5
General Ledger	2013	5
Annual Budgets and Working Papers	2013	5
Payroll Reports/Timesheets/Deductions/Registers	2013	5
Forms W-2 - 1099 - 941 - DE3	2013	5
Employment Recruitments	2016	2
Public Records Requests	2016	2
Water Billing Reports	2016	2
Water Payment Arrangements	2016	2
Water Liens & Releases	2016	2
Water Work Orders	2016	2
Water Customer Complaints	2016	2