



October 16, 2015

TO: LOCSD Board of Directors

FROM: Kathy A. Kivley, General Manager

SUBJECT: **Agenda Item 11F – 11/5/2015 Board Meeting**
Adopt Resolution to Permit the Destruction or Disposal of
Certain District Records, Documents, and Papers

President
R. Michael Wright

Vice President
Marshall E. Ochylski

Directors
Charles L. Cesena
Jon-Erik G. Storm
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DESCRIPTION

Adopt Resolution 2015-28 to permit the destruction or disposal of certain District records, documents and papers pursuant to the District's 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 2015-28 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 Board adopted Resolution 2010-04 establishing the District's Records Management and Records Retention Schedule. The 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 has administrative, legal, fiscal, or historical value and 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 2015-28 w/EXHIBIT A

RESOLUTION NO. 2015-28

**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 5th day of November 2015.

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

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)	2008/2009	7 <i>(Federal Record Retention Requirements)</i>
Bids/Agreements for Purchases/Surplus of Equipment/Services	2010/2011	5
Bank Statements and Cancelled Checks	2010/2011	5
Safety Meetings Reports/Logs	2010/2011	5
Staff Reports and Agenda Packets	2010/2011	5
Backflow Tests	2010/2011	5
Water Maintenance Records	2010/2011	5
Water Sampling Results/Reports	2010/2011	5
Annual Drinking Water Reports	2010/2011	5
Water Rate Studies	2010/2011	5
Drainage Maintenance Records	2010/2011	5
Accounts Receivable	2010/2011	5
Accounts Payable	2010/2011	5
Financial Statements	2010/2011	5
General Ledger	2010/2011	5
Annual Budgets and Working Papers	2010/2011	5
Payroll Reports/Timesheets/Deductions/Registers	2010/2011	5
Forms W-2/1099/941/DE3	2010/2011	5
Employment Recruitments	2013/2014	2
Public Records Requests	2013/2014	2
Water Billing Reports	2013/2014	2
Water Payment Arrangements	2013/2014	2
Water Liens & Releases	2013/2014	2
Water Work Orders	2013/2014	2
Water Customer Complaints	2013/2014	2
Audio Records of Meetings	2014/2015	90 Days