

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: July 12, 2011

Submitted By: Kelly Cadiente  
Reviewed By: Carl Niizawa

Presented By: Kelly Cadiente

Agenda Title: Adopt Resolution No. 2011-50 to Approve the District Records Retention Policy and Retention Schedules

Detailed Description: Staff is requesting the Board consider approval of the District Records Retention Policy. In order to reduce administrative expenses, free filing cabinet and office space, find records faster, and eliminate duplication of effort within the District, staff has produced a Records Retention Policy. In FY 2009/10, Diane R. Gladwell, CMC, an expert in Municipal Government records worked with staff to establish a policy and create records retention schedules for District-wide documents and departmental records. The retention schedules have been compiled, reviewed and revised by staff in order to comply with legal requirements and departmental needs.

Schedule Structure: The District-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). The records are not repeated in the Department retention schedules unless the department is the Office of Record (OFR), and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the OFR. Where appropriate, the department retention schedules are organized by Division within that Department.

Destroying Records: The specified retention period applies to the particular record regardless of the media of record. If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed. Copies or duplicates of records will not be retained longer than the prescribed period of the original records. Records will only be destroyed in the ordinary course of business, in accordance with the District's policies and procedures, and in full compliance with applicable Federal, State and Municipal laws.

Environmental Review Compliance: None.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact:     \_\_\_ Yes     \_\_\_  No

Funding Source/Recap: N/A.

Material Included for Information/Consideration: Resolution No. 2011-50; Draft District Records Retention Policy; District-wide Records Retention Schedule; Departmental Records Retention Schedules; Schedule Legend.

Staff Recommendation: The Board of Directors adopt Resolution No. 2011-50 to approve District records retention policy and retention schedules.

Action Required:  Resolution  Motion  Review  
(Roll call vote is required.)

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Board Action

Resolution No \_\_\_\_\_ Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

Ayes \_\_\_\_\_ Abstained \_\_\_\_\_

Noes \_\_\_\_\_ Absent \_\_\_\_\_

Reagendized \_\_\_\_\_ Date \_\_\_\_\_ No Action Taken \_\_\_\_\_

July 12, 2011

Resolution No. 2011-50  
Resolution of the Board of Directors  
Marina Coast Water District  
Approving the District Records Retention Policy and Retention Schedules

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on July 12, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, staff is requesting the Board consider approval of a District records retention policy and retention schedules; and,

WHEREAS, in FY 2009/10, Diane R. Gladwell, CMC, an expert in Municipal Government records worked with staff to establish a records retention policy and create retention schedules for District-wide documents and departmental records; and,

WHEREAS, the specified retention period within the retention schedules applies to the particular record regardless of the media of record; and,

WHEREAS, records will only be destroyed in the ordinary course of business, in accordance with the District’s policies and procedures, and in full compliance with applicable Federal, State and Municipal laws.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2011-xx, approving a records retention policy and retention schedules (attached).

PASSED AND ADOPTED on July 12, 2011, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

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William Y. Lee, President

ATTEST:

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Jim Heitzman, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2011-50 adopted July 12, 2011.

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Jim Heitzman, Secretary