

**RESOLUTION NO. 2021-5-11-02**

**RESOLUTION OF THE LOS CARNEROS WATER DISTRICT BOARD OF DIRECTORS ADOPTING THE DISTRICT'S RECORDS RETENTION SCHEDULE**

**WHEREAS**, the Los Carneros Water District (“District”) has an obligation maintain District records in accordance with government laws and regulations and accepted records management practices; and

**WHEREAS**, there are significant costs to maintaining records beyond their useful life as such records otherwise take up space in the District’s offices or at the Napa Sanitation District’s offices; and

**WHEREAS**, the purpose of a retention schedule is to establish a pattern for the orderly transfer, maintenance, and destruction of records on a continuing basis; and

**WHEREAS**, Sections 60200 *et seq.* of the Government Code provide the relevant procedures for destroying District records; and

**WHEREAS**, pursuant to Section 60200 of the Government Code the Board may authorize destruction or disposition of duplicate records, papers, or documents the originals or permanent photographic reproductions of which are on file with any officer or department of the District; and

**WHEREAS**, pursuant to Section 60201 of the Government Code the Board may authorize the destruction of records prepared or received pursuant to State or federal statute where those records have been maintained for the required period of time and the Board has determined the retention of those records is no longer necessary or required for District purposes; and

**WHEREAS**, retention schedules are used by public entities across the State of California and are an appropriate mechanism for the Board to proactively make the determination under Section 60201 of the Government Code of the State of California as to when various categories of records will no longer be necessary or required for District purposes and thereby improve the efficiency of records management; and

**WHEREAS**, there are some District records that are required by law to be filed and preserved that the Board may not authorize destruction of and it is necessary and appropriate to identify those records and how long they must be retained; and

**WHEREAS**, the District’s retention schedules will be reviewed as needed and any necessary amendments will be brought before the Board.

**NOW, THEREFORE, BE IT RESOLVED** by the Los Carneros Water District Board of Directors as follows:

1. The foregoing recitals are true and correct.

2. District staff and/or its Directors are authorized to destroy or dispose of duplicate records, papers, or documents the originals or permanent photographic reproductions of which are on file with the District.

3. Pursuant to Section 60201(b)(2) of the Government Code, District staff and/or its Directors are authorized to destroy any record not prepared or received pursuant to state statute without creating an alternate copy in compliance with the District’s record retention schedule.

4. The total time periods for retention set forth in the attached retention schedule, attached as Exhibit “A”, is hereby adopted by the Board and shall replace any previously approved retention periods and schedules relating to the same records.

5. The Board hereby determines that once records have been retained for the total period set forth under the approved records retention schedules, those records are no longer necessary or required for District purposes and may therefore be destroyed without further action by the Board.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Los Carneros Water District Board of Directors, State of California, at a regular meeting of the Board held on the 11<sup>th</sup> day of May, 2021, by the following vote:

AYES: 6 SUPERVISORS


NOES: 0 SUPERVISORS

ABSTAIN: 0 SUPERVISORS

ABSENT: 1 SUPERVISORS

LOS CARNEROS WATER DISTRICT

By:   
LAURA DEYERMOND, President of the Board of Directors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Chris R.Y. Apallas</u> Deputy County Counsel</p> <p>Date: <u>April 23, 2021</u></p>	<p>ATTEST: Secretary of the Board of Directors</p> <p>By: </p>
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