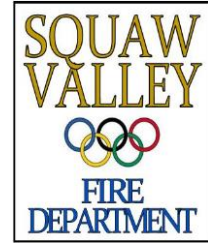




SQUAW VALLEY PUBLIC SERVICE DISTRICT



RECORDS DESTRUCTION REQUEST

DATE: November 29, 2016

TO: District Board Members

FROM: Danielle Grindle, Finance & Administration Manager and Fabienne Gueissaz, Office Supervisor

SUBJECT: Records Destruction Request No. 14

BACKGROUND: The Board implemented a Records Retention Policy in April of 2002. The policy gives authority to the General Manager or Clerk of the Board to interpret and implement the policy and destroy records. The Board of Directors should also give its authorization to destroy records (CA Gov't Code §60201 (b)(1)(A)). A listing of proposed records to be destroyed is attached for your review as Exhibit A. Department managers have reviewed and consented to destruction of records contained in this request.

ALTERNATIVES: 1. Approve request through adoption of Resolution 2016-21.
2. Do not approve request and provide direction to staff.

FISCAL/RESOURCE IMPACTS: Not applicable

RECOMMENDATION: Staff recommends approval of the request through adoption of Resolution 2014-21, authorizing destruction of the records listed on Exhibit A.

ATTACHMENTS: Resolution 2016-21 and Records Destruction Request #14 (Exhibit A)

DATE PREPARED: November 21, 2016

EXHIBIT A

**RECORDS DESTRUCTION REQUEST NO. 14
BOARD APPROVAL SCHEDULED FOR November 29, 2016**

All files listed have exceeded the required retention period per the District's Record Retention Schedule. Staff and Counsel have reviewed these items and recommend destruction of these records.

File Name/Item	Status	Comments	Electronic Record/Scan
Fire Department: Accounts Payable Documents	1986-2008 files past retention	Only required to keep documents 7 years	NO
Fire Department: Cash Receipts Documents	1986-2008 files past retention	Only required to keep documents 7 years	NO
Fire Department: General Ledger Documents	1986-2008 files past retention	Only required to keep documents 7 years	NO
Fire Department: Check Duplicates	1989-1999 files past retention	Only required to keep documents 7 years	NO
Capital Reserve: Cash Receipts	1987-2008 files past retention	Only required to keep documents 7 years	NO
Capital Reserve: General Ledger	1987-2008 files past retention	Only required to keep documents 7 years	NO
Utility Department: Cash Receipts Documents	1988-2008 files past retention	Only required to keep documents 7 years	NO
Utility Department: Accounts Payable Documents	1976-2008 files past retention	Only required to keep documents 7 years	NO
Utility Department: Cancelled Checks	1993-2005 files past retention	Only required to keep documents 7 years	NO
Utility Department: Check Duplicates	1989-1996 files past retention	Only required to keep documents 7 years	NO
Utility Department: Bank Deposit Copies	1985-1991 files past retention	Only required to keep documents 7 years	NO
Payroll Journals	2001-2008 files past retention	Only required to keep documents 7 years	NO

RESOLUTION 2016-21
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SQUAW VALLEY PUBLIC SERVICE DISTRICT
AUTHORIZING RECORDS DESTRUCTION REQUEST #14

WHEREAS, the Squaw Valley Public Service District implemented a District-wide Record Retention Policy in 2002; and

WHEREAS, the Board of Directors retains the authority to ensure that all officers and employees use, manage, protect, preserve, store, transfer or dispose of records in accordance with federal, state, local laws, as well as District policy; and

WHEREAS, the Board of Directors is required to approve the destruction of original District records.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Squaw Valley Public Service District authorizes staff to destroy records and documents as itemized on Exhibit A, attached hereto and incorporated herein.

PASSED AND ADOPTED this 29th day of November, 2016 at a regular meeting duly called and held by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Kathryn Obayashi-Bartsch, Secretary to the Board