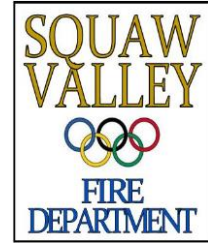




SQUAW VALLEY PUBLIC SERVICE DISTRICT



RECORDS DESTRUCTION REQUEST

DATE: April 25, 2017

TO: District Board Members

FROM: Pete Bansen, Fire Chief and Hans Walde, Engineer/Paramedic

SUBJECT: Records Destruction Request No. 15

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. Appropriate Department managers have reviewed and consented to destruction of records contained in this request.

ALTERNATIVES: 1. Approve request through adoption of Resolution 2017-02.
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 2017-02, authorizing destruction of the records listed on Exhibit A.

ATTACHMENTS: Resolution 2017-02 and Records Destruction Request #15 (Exhibit A)

DATE PREPARED: April 17, 2017

RESOLUTION 2017-02
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SQUAW VALLEY PUBLIC SERVICE DISTRICT
AUTHORIZING RECORDS DESTRUCTION REQUEST #15

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 25th day of April, 2017 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

RECORDS DESTRUCTION REQUEST #15

File Name/Item	Status	Electronic Record/Scan	Comments
Fire Department: Patient Care Reports	2006-2009 files past retention	NO	Required to keep for 7 years
Fire Department: Continuing Education Classes	2006-2012 files past retention	NO	Required to keep for 4 years
Fire Department: Narcotic Inventory & Administration Logs	2006-2014 files past retention	NO	Required to keep for 2 years
Fire Department: Daily EMS Equipment Logs	2006-2014 files past retention	NO	Required to keep for 2 years

Prepared by:

Hans Walde

Engineer Paramedic / Paramedic Coordinator

Squaw Valley Fire Department