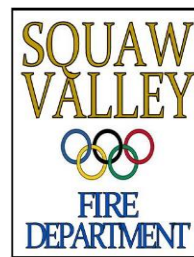




SQUAW VALLEY PUBLIC SERVICE DISTRICT



RECORDS DESTRUCTION REQUEST

DATE: December 16, 2014
TO: District Board Members
FROM: Kathryn Obayashi-Bartsch, Secretary to the Board
SUBJECT: Records Destruction Request No. 12

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 and Counsel have reviewed and consented to destruction of records contained in this request.

ALTERNATIVES:

1. Approve request through adoption of Resolution 2014-21.
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 2014-21 and Records Destruction Request #12(Exhibit A)

DATE PREPARED:

December 1, 2014

RESOLUTION 2014-21
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SQUAW VALLEY PUBLIC SERVICE DISTRICT
AUTHORIZING RECORDS DESTRUCTION REQUEST #12

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 the Secretary to the Board to destroy records and documents as itemized on Exhibit A, attached hereto and incorporated herein.

PASSED AND ADOPTED this 16th day of December, 2014 at a special 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

Exhibit A

**RECORDS DESTRUCTION REQUEST NO. 12
BOARD APPROVAL SCHEDULED FOR December 16, 2014**

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

File Name/Item	Status	Comments
California Special Districts Association (CSDA)	2008-2010 files past retention	Election materials/notices for CSDA board & committees
California Rural Water Association (CRWA)	1990-2010 files past retention	Membership info, election material, past letters of support for CRWA
Paving Vendor Agreements	1995-2009 files past retention	Standard vendor agreements, pricing quotes
Engineering Services with EcoLogic	1993-2003 files past retention	Miscellaneous correspondence, duplicate copies of resolutions, expired insurance certificate
Personnel Labor Law	1988-2004 files past retention	Reference materials, current law available electronically
Placer County Water Agency (PCWA) Middle Fork Project Funding	2008 files past retention	SVPSD is not the agency of record
Placer County Local Area Formation Commission (LAFCO) Martis Basin Study	1995-1999 files past retention	SVPSD is not the agency of record
Placer County LAFCO Advisory Committee	1993-1995 files past retention	SVPSD is not the agency of record
Placer County Planning Commission- Miscellaneous	1985-2005 files past retention	County notices, SVPSD is not the agency of record
Placer County Planning Department Correspondence	1981-2005 files past retention	SVPSD is not the agency of record
CA State Dept of Industrial Relations- Consumer Price Index (CPI)	1980-2005 files past retention	Reference materials, SVPSD not the agency of record
Truckee River Coordinated Resource Mgt. Planning	1998-2001 files past retention	SVPSD is not the agency of record