

RESOLUTION NO. 19-407

A RESOLUTION OF THE BOARD OF DIRECTORS OF SAN SIMEON COMMUNITY SERVICES DISTRICT, COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN DISTRICT RECORDS

WHEREAS. The San Simeon Community Services District ("District") Board of Directors ("Board of Directors") wishes to improve its records management practices through the adoption of a records retention schedule; and

WHEREAS. the Board of Directors recognizes that the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operations of the District; and

WHEREAS. Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district; and

WHEREAS. Section 60201 of the Government Code of the State of California provides that district records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the district or public may be destroyed; and

WHEREAS. the District has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT DOES RESOLVE AS FOLLOWS:

1. The Board of Directors finds that the destruction or disposition of the records that have exceeded the retention periods as set forth in the Records Retention Schedule (attached hereto as Exhibit A) will not adversely affect any interest of the District or the public.
2. The records of the District, as set forth in the Records Retention Schedule attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with District policies and procedures, without further action by the Board of Directors.

3. With the consent of the District Legal Counsel and the District General Manager, updates are hereby authorized to be made to the Records Retention Schedule without further action by the Board.
4. The term "record" as used herein shall include all documents and writings as defined by Section 60201 of the Government Code of the State of California.
5. This resolution shall become effective immediately upon its passage and adoption; however, District staff shall wait for a period of thirty (30) days following adoption of the resolution before disposing of any District records subject hereto.

PASSED AND ADOPTED by the Board of Directors of the San Simeon Community Services District on February 13, 2019 by the following roll call vote:

AYES: Kellas, McGuire, Russell, Stanert, Smith

NOES:

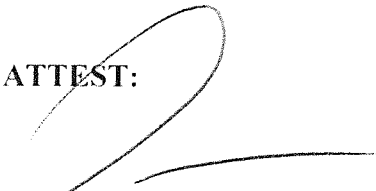
ABSTAIN:

ABSENT:



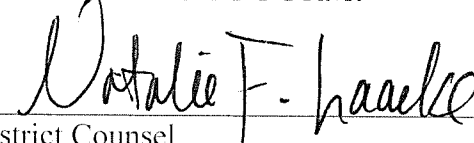
Chairperson Board of Directors of the
San Simeon Community Services District

ATTEST:



Board Secretary of the
San Simeon Community Services

APPROVED AS TO FORM:



District Counsel