

RESOLUTION NO. 2019.03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
EAST VALLEY WATER DISTRICT
ADOPTING A RECORDS RETENTION SCHEDULE,
AUTHORIZING DESTRUCTION OF CERTAIN DISTRICT RECORDS AND
RECINDING RESOLUTION NO. 2010.08**

WHEREAS, 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 operation of the government of the East Valley Water 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 is amended effective January 1, 2005 to provide that district records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the district or public may be destroyed; and

WHEREAS, The Board of Directors Previously adopted Resolution 2010.08 establishing a records retention schedule; and

WHEREAS, the General Manager/CEO has developed policies and procedures relating to records management, including the requirement of the approval of 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 EAST VALLEY
WATER DISTRICT DOES RESOLVE AS FOLLOWS:**

Section 1. Repeal of Previous Resolutions.

Resolution 2010.08 establishing records retention schedules and designating responsibilities are hereby repealed and superseded in their entirety;

Section 2. Destruction of Records in Compliance with Exhibit A will not Adversely Affect Any Interest of the District.

The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule Exhibit A will not adversely affect any interest of the District or the public.

Section 3. Authorization to Destroy Records in Compliance with Exhibit A.

The records of the East Valley Water District, as set forth in the Records Retention Schedule Exhibit A, 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 of the East Valley Water District.

Section 4. Authorization for Future Updates to Exhibit A.

With the consent of the District Counsel and General Manager/CEO, updates are hereby authorized to be made to the Records Retention Schedules without further action by the Board of Directors of the East Valley Water District.

Section 5. Definition of Records.

The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

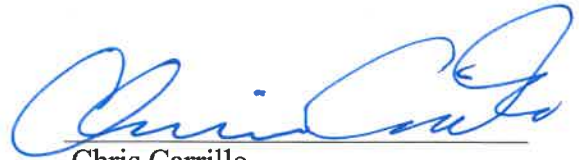
ADOPTED this 27 day of March 2019.

Ayes: Directors: Carrillo, Coats, Goodrich, Morales

Noes: None

Abstain: None

Absent: Director Smith



Chris Carrillo
Board President

March 27, 2019

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution No. 2019.03 adopted by the Board of Directors of East Valley Water District at its Regular Meeting held March 27, 2019.

ATTEST:



John Mura
Board Secretary