



## *Memo*

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To: Board of Directors  
From: Josselyn Quine, Office Manager  
Date: July 11, 2024  
Subject: Resolution 504, Records Management Policy

At its May 2024 meeting, the Board reviewed an initial draft of Resolution 504, Records Management Policy. After general discussion, the Board directed that most documents be retained electronically, so that the corresponding paper records can be destroyed.

Staff and General Counsel Van Blarcom have now completed a revision of the Resolution for the Board's consideration. If it is adopted it will be incorporation into the Administrative Code.

*Providing our community with a reliable water system that delivers high quality water for its health and safety needs.*

## **RESOLUTION NO. 504**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF CRESTLINE VILLAGE WATER DISTRICT ESTABLISHING A POLICY REGARDING DISTRICT RECORDS MANAGEMENT**

**WHEREAS**, The Board of Directors of Crestline Village Water District has chosen to act transparently and is adopting policies addressing transparent practices; and

**WHEREAS**, The District has a Record Retention Schedule that complies with governing laws and permits the destruction of certain records after they have been retained for specified time periods; and

**WHEREAS**, despite such Record Retention Schedule, it has been the practice of the District to save all records indefinitely, and destruction of records happens very rarely; and

**WHEREAS**, The Board of Directors has now directed that most documents be retained electronically, so that the corresponding paper records can be destroyed;

**NOW, THEREFORE, BE IT RESOLVED** that a policy be established as follows:

#### **Records Retention and Management**

1. The District has a large variety of records, papers, and documents, in varying formats and media (hereinafter “records”). The District has a Records Retention Schedule that sets the guidelines by which records are processed, stored, handled and destroyed, as well as the legal minimum length of retention for each record type. With the advent of digital records management, the District Board of Directors has recommended that most documents be retained electronically, so that the corresponding paper records can be destroyed. In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation or special projects.
2. The General Manager is authorized by the Board of Directors to implement this policy. Records which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met.
  - a. The record, paper or document is adequately copied or stored in electronic media or in a cloud computing storage service in compliance with Government Code Section 12168.7; and,
    - i. The device used to reproduce such record, paper or document is one which accurately reproduces the original thereof in all details; and,
    - ii. The reproduced record is placed in a conveniently accessible location and provisions are made for preserving, examining and use.

3. Upon determination of records eligible for destruction, a Records Disposition Form shall be completed by the Office Manager and approved by the General Manager. This approval shall occur before the records are destroyed. Once approved, the records shall be properly destroyed, and the completed form shall be returned to the Office Manager for permanent retention. Duplicate records, papers and documents may be destroyed at any time without the necessity of a Records Disposition Form.
  
4. The District's Records Retention Schedule may be updated from time to time. This policy and the Records Retention Schedule shall comply with the records retention guidelines provided by the California Secretary of State as those may be updated from time to time.

Dated: July 16, 2024

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President, Crestline Village Water District

ATTEST:

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Secretary, Crestline Village Water District