



Memo

To: Board of Directors
From: Josselyn Quine, Office Manager
Date: March 13, 2024
Subject: Resolution 504, Records Management Policy

Several years ago, Crestline Village Water District directed the General Manager to assemble documents necessary for the Special Districts Leadership Foundation Transparency Certificate. Due to scheduling changes, this was missed during the meetings that followed.

After working on various policies and updates necessary to qualify, the final step is to adopt the new policies and incorporate them into the Administrative Code.

Staff recommends adopting the Records Management Policy with its incorporation into the Administrative Code.

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 Board of Directors strives to provide the highest quality leadership in its service to constituents;

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

2.4 Records Retention and Management

2.4.1 Purpose

To create an accurate and detailed guideline for staff regarding the retention or disposal of Crestline Village Water District (District) records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

2.4.2 General Policy

The District has a large variety of records in varying formats and media. This policy 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. It has been the practice of the District to save all records indefinitely, and destruction happens very rarely. With the advent of digital records management, the District will have greater control over handling and destruction of records.

2.4.3 Provisions

- a. Vital and important records, regardless of recording media, are those having legal, financial, operational or historic value to the District.

- b. The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal records, specified below.
 - i. Pursuant to the provisions of California Government Code Sections 60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualification will govern the retention and disposal of records of the District. Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
 - ii. 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, special projects, etc.
 - iii. Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:
 - 1. 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,
 - 2. The device used to reproduce such record, paper or document is one which accurately reproduces the original thereof in all details; and,
 - 3. The reproduced record, paper or document is placed in a conveniently accessible location and provisions are made for preserving, examining and use.
- c. Upon determination of records eligible for destruction, a Records Disposition Form shall be completed by office staff 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.

2.4.4 Records Retention Schedule

A "Records Retention Schedule" shall be approved by the Board of Directors and may be updated from time to time. This policy and the Records Retention Schedule comply with the records retention guidelines provided by the California Secretary of State and may be updated from time to time.

Dated: March 19, 2024

President, Crestline Village Water District

ATTEST:

Secretary, Crestline Village Water District