



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## RESOLUTION NO. 2022-24

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING A RECORDS RETENTION POLICY AND SCHEDULE

**WHEREAS**, Sections 60200 through 60203 of the *California Government Code* provide a procedure whereby the Tamalpais Community Services District's (the "District") records that have served their purposes and are no longer required may be destroyed; and

**WHEREAS**, said Board of Directors are authorized by the provisions of *California Government Code* Sections 60200 et seq., to establish a records retention schedule applicable to District records; and

**WHEREAS**, an appropriate records retention schedule assists the District by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, financial, or legal value; and

**WHEREAS**, the destruction and disposition of the District's records pursuant to the proposed records retention schedule will not adversely affect any interest of the District or the Public.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby adopt as follows:

Section 1: Authorization for Destruction of Records. The Record Retention - Schedule set forth in Exhibit "A" hereto is adopted as the approved schedule for the District in compliance with *California Government Code* Sections 60200 et seq., and after such records have been retained for the time periods and according to the process set forth herein, such records may be destroyed. The General Manager, or an individual designated by the General Manager, shall have ongoing authority, without further approval by the Board of Directors, to authorize the destruction and/or disposition of District records, papers and documents in accordance with this Resolution and Exhibit A.

Section 2: Destruction of Records after Scanning. Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of *California Government Code* Section 60203. In no instances are records, papers or documents to be destroyed where there is a continuing

need for such records pursuant to applicable law, for example and not by way of limitation, pending litigation and special projects.

Section 3: Destruction of Duplicates. Pursuant to *California Government Code* Section 60200, any duplicate records, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

Section 4: Retention of Records Not Mentioned. All records, papers and documents not mentioned in this Resolution may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the California Secretary of State as the same may be amended from time to time.

Section 5: Rescission of Conflicting Resolutions. All prior District policies and Resolutions inconsistent with the provisions of this Resolution are hereby repealed to the extent of their inconsistency.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14<sup>th</sup> day of September, 2022 by the following vote:

AYES: 4 S. Bartschat, J. Brown, S. Levine, M. McMahon

NAYS: 0

ABSENT: J. Jacobs



Steffen Bartschat, President

ATTEST:



Secretary, Tamalpais Community Services District