
**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)
EXECUTIVE OFFICER'S REPORT**

CONSENT AGENDA ITEM No. 5

DATE: August 12, 2009
TO: Local Agency Formation Commission
FROM: Samantha Hendricks, LAFCo Technician
Rick Ballantyne, Executive Officer
SUBJECT: Authorize Request - Destruction of Fresno LAFCo Public Records

Background:

On July 9, 2008, the Commission amended its *Policies, Standards, and Procedures* by adding Section 730 "Destruction of Records" pursuant to Government Code Section 56382. Such action was taken in order to allow LAFCo documents dated 1995 through 2003 to be archived and the files destroyed. It was pointed out that sufficient filing storage space was becoming a problem and it was desired to have electronic copies made in order to free up storage space. On March 11, 2009, the Commission approved the destruction of 164 files that had been electronically archived and readied for destruction.

Request:

The current request would allow for an additional twenty-nine (29) reorganizations, five (5) sphere of influence revisions, and six (6) district annexation application files to be archived and destroyed. Three of the reorganization files are from 1998 and the rest are from 2002 and 2003 (see Exhibit "A").

Discussion:

Since adoption of the "Destruction of Records" policy, numerous files have been purged of duplicate documents and 195 files have been scanned, checked, converted from images to text, and bookmarked for ease in locating a particular document.

The Commission may authorize the destruction of original records more than two years old if a photographic or electronic copy of the original record is made and preserved—provided that the following conditions are met:

- A. Following review by LAFCo Counsel, the Executive Officer places on the Commission's agenda an item that describes the types of records to be destroyed and identifies the years in which they originated, and permission to destroy said records is granted by the Commission.
- B. The records are reproduced on a medium that does not permit additions, deletions, or changes to the original document, or reproduced in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute or the Association for Information and Image Management.
- C. The device used to reproduce the records is one that accurately and legibly reproduces the original thereof in all details and that does not permit additions, deletions or changes to the original document images.

- D. The reproductions are made as accessible for public reference as the original records were.
- E. A true copy of archival quality of the reproductions shall be kept in a safe and separate place for security purposes.

Additionally, in compliance with the Commission's policies, **all original signed resolutions will be retained.** Such resolutions will be maintained in the LAFCo office and all recorded documents will be maintained on compact disks (CDs) and placed within LAFCo's fire safe vault. The records that have been archived (from 1963 to 2003) fit on 8 CDs. The office safe has a capacity to provide storage for a maximum of 60 disks.

Recommendation:

All of the above conditions have been met. Staff recommends approval of the request to destroy the additional 40 files that have been archived.

EXHIBIT "A"

LAFCo File No.	Affected Agency	Proposal Name
AD-91-1	Malaga County Water	Cossette-Roca Green Annexation
AD-93-6	Fresno Metro Flood	Annexation No. 46 (Ball Ranch)
AD-94-1	S-K-F County Sanitation	Fresno Valves and Castings
AD-94-2	Bald Mountain Fire	Auberry-Shaver Springs
AD-95-1	S-K-F County Sanitation	Western Waste Annexation
AD-98-1	CSA No. 44	Tanqueray Annexation
RO-02-13	City of Clovis	Bullard-Locan Southwest
RO-02-14	City of Kerman	Boyd Annexation
RO-02-15	City of Selma	Dinuba-Duke 2002-0078
RO-02-16	City of Fowler	Reorganization 02-01 (Hamp)
RO-02-17	City of Coalinga	West Hills Community College Farm
RO-02-18	City of Clovis	Bullard-Temperance Northeast
RO-02-19	City of Kingsburg	Lungren Reorganization
RO-02-20	City of Coalinga	Coalinga youth Sports Complex
RO-03-1	City of Fresno	Clinton-Brawley No. 3B
RO-03-11	City of Clovis	Temperance-Shepherd Southeast
RO-03-12	City of Clovis	Minnewawa-Teague Northeast
RO-03-13	City of Fresno	Copper-Cedar No. 2
RO-03-14	City of Fowler	Reorganization No. 03-01
RO-03-15	City of Sanger	Sanger Ranch
RO-03-16	City of Fresno	California-Marks No. 2
RO-03-17	City of Clovis	Gettysburg-Locan Southeast
RO-03-18	City of Selma	Rose Avenue Reorg-Annex 2003-0039
RO-03-2	City of Reedley	Dinuba-Buttonwillow No. 3
RO-03-20	City of Clovis	Surface Water Treatment Plant
RO-03-21	City of Clovis	Willow-Shepherd
RO-03-22	City of Selma	Highland-Saginaw Reorg-Annex 2003-0080
RO-03-3	City of Clovis	Willow-Alluvial Northeast
RO-03-4	City of Fresno	Alluvial-Willow No. 4E
RO-03-5	City of Orange Cove	Reorganization 02-01 (South-Monson)
RO-03-6	City of Fresno	Copper-Maple No. 2
RO-03-7	City of Parlier	Reorganization No. 02-01
RO-03-8	City of Fresno	Polk-Clinton No. 1
RO-03-9	City of Kerman	Berkeley Annexation
RO-98-27	City of Fresno	Behymer-Chestnut No. 3B
RSOI-110	CSA No. 44	SOI Revision for Tanqueray Annexation
RSOI-135	Panoche Drainage District	Revise the SOI for the Panoche Drainage District
USOI-114	City of Coalinga	Sphere of Influence Update
USOI-115	CSA No. 34	Sphere of Influence Update
USOI-116	City of Parlier	Sphere of Influence Update