

RESOLUTION NO. 45

**FRESNO LOCAL AGENCY FORMATION COMMISSION
FRESNO COUNTY, CALIFORNIA**

**REQUEST AUTHORIZATION TO DESTROY) AUTHORIZED REQUEST
ORIGINAL PUBLIC RECORDS MORE THAN)
TWO YEARS OLD)**

WHEREAS, at its July 9, 2008 hearing, the Commission adopted Policy Section 730 "Destruction of Records" pursuant to Government Code Section 56382 and authorized staff to archive documents dated 1995 through 2003; and

WHEREAS, since adoption of this policy numerous files have been purged of duplicate documents and 164 files have been scanned, checked, converted from images to text, and bookmarked for easy searching; and

WHEREAS, 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 certain conditions are met.

NOW, THEREFORE, BE IT RESOLVED that the Fresno Local Agency Formation Commission does HEREBY STATE, FIND, RESOLVE, DETERMINE, AND ORDER as follows:

Section #1. This Commission finds that LAFCo Counsel has reviewed the request and the Executive Officer did place on the Commission's agenda an item that described the types of records to be destroyed and identified the years in which they originated.

Section #2. This Commission authorizes 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. 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.
- B. 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.
- C. The reproductions are made as accessible for public reference as the original records were.
- D. A true copy of archival quality of the reproductions shall be kept in a safe and separate place for security purposes.

ADOPTED THIS 11th DAY OF MARCH, 2009, BY THE FOLLOWING VOTE:

AYES: Commissioners Rodriguez, Fortune, Anderson, Perea, Lopez

NOES None

ABSENT: None

**STATE OF CALIFORNIA)
COUNTY OF FRESNO)**

CERTIFICATION

I, Victor Lopez, Chairman of the Fresno Local Agency Formation Commission (LAFCo), Fresno County, State of California, hereby certify that the foregoing resolution was adopted by the Commission on the 11th day of March, 2009.



**Victor Lopez, Chairman
Fresno Local Agency Formation Commission**