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

CONSENT AGENDA ITEM No. 6

DATE: March 11, 2009
TO: Local Agency Formation Commission
FROM: Rick Ballantyne, Executive Officer
SUBJECT: Authorize Request - Destruction of Fresno LAFCo Public Records.

Background:

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.

Discussion:

LAFCo staff is in the process of electronically archiving files and readying them for destruction. 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.

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 conformance with the Commission's policies, **all original signed resolutions will be retained.** Such resolutions will be maintained along with recorded documents (CDs) within LAFCo's fire safe vault to be maintained within its office.

Recommendation:

All of the above conditions have been met. Staff recommends approval of the request to destroy the 164 files that have been archived.