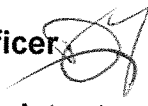

**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)
EXECUTIVE OFFICER'S REPORT**

CONSENT AGENDA ITEM NO. 5-C

DATE: November 14, 2018

TO: Fresno Local Agency Formation Commission

FROM: David E. Fey, Executive Officer 

BY: Amanda Graham, Office Assistant

SUBJECT: Destruction of LAFCo Records Pursuant to Govt. Code Sec. 56382

RECOMMENDATION: Approve the Request to Archive and Destroy LAFCo Records Listed on Attachment A.

Background

At its July 9, 2008 hearing, the Commission adopted Policy Section 730 "Destruction of Records" pursuant to Government Code section 56382. Such action was taken because sufficient filing space was becoming a problem and it was desired to have electronic copies made for easier access. Section 730 allows documents more than two years old to be archived and the files destroyed.

Discussion

LAFCo staff is continuing the process of electronically archiving files and preparing them for destruction. In accordance with the Commission's Policies and Procedures, 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, **all original signed resolutions will be retained.** Recorded documents will also be stored on CDs and placed within LAFCo's fire safe vault to be maintained within its office.

G:\LAFCO WORKING FILES\000 HEARINGS\2018\November 14, 2018\Staff Report-Document Destruction.doc