

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

CONSENT AGENDA ITEM No. 8B

DATE: May 11, 2016

TO: Local Agency Formation Commission

FROM: David E. Fey, AICP, Executive Officer 

SUBJECT: Request Authorization for the Destruction of Fresno LAFCo Public Records

RECOMMENDATION: Approve the request to archive and destroy LAFCo proposal files 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, 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.

DEF:cf

Attachment A

<u>File #</u>	<u>Applicant</u>	<u>Name of Proposal</u>	<u>Date of Action</u>
RO-10-1	City of Reedley	Manning-Zumwalt Reorg. Annexation 2008-1	Recorded 5/16/14
RO-10-2	City of Coalinga	Coalinga Wastewater Treatment Facility Relocation	Recorded 9/14/20
RO-10-3	Orange Cove Irrigation District	Reorganization 2009-10, Orange Cove Irrigation District	Recorded 11/3/10
RO-10-4	City of San Joaquin	San Joaquin Wastewater Treatment Plant Reorg.	Recorded 2/28/11
RO-10-5	City of Clovis	Ashlan-Leonard Southeast Reorganization	Recorded 2/1/12
FD-03-1	County of Fresno Public Works	Formation of CSA #50	Recorded 2/13/14
FD-05-1	Landowner Petition	Formation of CSA #51	Recorded 8/17/07 Benefit Assessment Defeated at Election

Mr. Mike

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