SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-B**

FROM: Steve Mack, General Manager

Meeting Date: June 3, 2010 **Subject: Destruction of Records**

RECOMMENDED ACTION:

Approve Resolution 10-11, Providing for Destruction of Certain District Records.

FISCAL IMPACT:

Approximately $250.

DISCUSSION:

Resolution 10-11 provides a one-time authorization to destroy the records identified. The time periods reflected in the Resolution are similar to those approved in previous years.

Resolution No. 10-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT PROVIDING FOR DESTRUCTION OF CERTAIN DISTRICT RECORDS

WHEREAS, the District is desirous of destroying those records not required to be maintained by law; and

WHEREAS, the District's Policies and Procedures do not provide complete guidelines for the destruction of records.

NOW, THEREFORE BE IT RESOLVED, that the General Manager be authorized to destroy the following records:

Record	Retained Period	Destroy Records Older Than . . .
Bank Deposit Reports (daily)	2 years	July 1, 2008
Bank Statements	5 years	July 1, 2005
Budget Working Papers	3 years	July 1, 2007
Tax/Unemployment Records	4 years	July 1, 2006
Payroll expanded detail	5 years	July 1, 2005
Conflict of Interest Statements	4 years	July 1, 2006
Customer Paper Files	3 years	July 1, 2007
Customer Receipts/ Payment Stubs	2 years	July 1, 2008
Attendance records	2 years	December 31, 2008
Field Production Reports	5 years	July 1, 2005
Meter reading books	7 years	July 1, 2003
Leak Tags	2 years	July 1, 2008
Vendor files	5 years	July 1, 2005
Assessment files	7 years	July 1, 2003
Job Recruitment/ Applications	2 years	July 1, 2008
Workers Compensation claims	6 years	July 1, 2004
Tapes of Board Meetings	5 years (pursuant to existing District policy)	July 1, 2005

BE IT FURTHER RESOLVED, that any records within the time periods identified above which are necessary to resolve an outstanding claim or litigation shall be retained.

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I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on June 3, 2010, by the following vote.

Director	**Aye**	**No**
Sukey Robb-Wilder	_____	_____
Jim Quigley	_____	_____
Wanda Smith	_____	_____
Gaylord Schaap	_____	_____
Victoria Wikle	_____	_____

_____
Jim Quigley
President of the Board of Directors

_____
Attest: Julie A. Kenny
Clerk of the Board of Directors