

RESOLUTION NO. 2012-12

A RESOLUTION OF THE BOARD OF DIRECTOR OF THE SAN GORGONIO PASS WATER AGENCY UPDATING ITS RECORDS RETENTION AND MANAGEMENT POLICY

WHEREAS, a sound records retention and management policy is essential to the efficient and economical conduct of the Agency's business; and

WHEREAS, the Agency's existing records retention policy, adopted in 1991, needs updating to reflect technical and statutory realities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Gorgonio Pass Water Agency does hereby enact the following records retention and management policy that supersedes any and all previous records retention and management policies.

I. Goals

The SAN GORGONIO PASS WATER AGENCY (the Agency) is implementing the following Records Retention and Management Policy (Policy) in order to effectively manage and dispose of its records. This policy will ensure that Agency staff has the recorded information necessary to perform its statutory functions, avoid waste, and preserve the documentary heritage of the Agency. Further, it ensures that with proper management, unneeded documents may be discarded in a timely fashion. The overall goals of the policy are as follows:

- A. To retain important documents for reference and future use.
- B. To delete records no longer necessary for proper functioning of the Agency.
- C. To organize important documents for official retrieval.
- D. To ensure that Agency staff know what documents should be retained, the length of the retention, and when, how, and if they should be destroyed.

II. Responsibility for implementation and enforcement

The Secretary of the Board of Directors shall have full authority to implement and enforce the policy. Should the General Manager not be the Secretary, the Secretary shall have the authority to delegate implementation and enforcement to the General Manager in writing.

III. Definition of a Record

A "record", as used in this policy, includes written, printed, and recorded materials, as well as electronic documents, including email, attachments to emails, compact disks, digital video disks, and the like. In order to meet the standard of being a record, it must meet two criteria:

- A. It must be created or received by the Agency in connection with the transaction of official business, and
- B. It must be preserved or be appropriate for preservation by the Agency as evidence of Agency function, policies, decisions, procedures, operations, or for informational value.

A record could include, but not be limited to, paper, analog cassette, videotape, maps, drawings, photographs, magnetic tapes or disks, and digital files, including audio or video files. Information sets such as email, datasets, metadata stored in electronic formats in document management systems may have record status. Regardless of format, records must be maintained by the Agency long enough to meet the retention terms set by this policy.

IV. Types of Records

For purposes of this policy, all records shall fit into one or more of the following types of records.

- A. Corporate. This includes, but is not limited to, legislative history of the Agency, vendor contracts, incorporation records, minute books, resolutions, ordinances, policy statements, annexation records, and government contracts and requirements.
- B. Administrative. This includes the following categories of records:
 - a. Insurance
 - b. Personnel
 - c. Safety
 - d. Board Agenda Packages
- C. Financial. This includes the following categories of records:
 - a. Audit
 - b. Accounting
 - c. Tax
 - d. Purchasing
- D. Correspondence, including email.
- E. Project. This includes engineering, environmental, right of way, correspondence, and other types of files that would be included in a capital or other long-term project. Any of these types of files associated with a capital project shall be retained together as a project file. Project files can also be for O&M projects, or for a study or report. Project files could include Agency projects, Department of Water Resources projects, or projects undertaken by other entities, either public or private.
- F. Data. This includes any data file relating to groundwater, water quality, demographics, or any other number set deemed important to the functioning of the Agency.
- G. Legal.
- H. Plant/Property.
- I. Reference. In general, reference records are to be included in the Agency library, to be maintained in perpetuity. However there may be reference files that do not belong in a library.
- J. Historical. This includes records that preserve the history of the Agency.

V. Administration

Attached as Exhibit 1 to this Resolution is the Record Retention Schedule with the maintenance, retention, and disposal schedule for all Agency records. The Board General Manager or Secretary, as defined in II above, is responsible for administering the schedule. This includes making modifications as warranted and presenting these to the Board for approval.

Adopted: September 18, 2012



John Jeter, President