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

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CONSENT AGENDA ITEM NO. 5B

DATE: July 13, 2016

TO: Local Agency Formation Commission

FROM: David E. Fey, AICP, Executive Officer 

SUBJECT: Request Authorization for the Destruction of 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.

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## Attachment A

<u>File #</u>	<u>Applicant</u>	<u>Name of Proposal</u>	<u>Date of Action</u>
RSOI-145	Fig Garden Police Protection District	Sphere of Influence Revision	March 8, 2006
RSOI-146	Consolidated Mosquito Abatement District	Sphere of Influence Revision	April 18, 2007
RSOI-147	City of Reedley	Sphere of Influence Revision	April 18, 2007
RSOI-148	North Central Fire Protection District	Sphere of Influence Revision	February 6, 2008
RSOI-149	Fresno County Fire Protection District	Sphere of Influence Revision	February 6, 2008
RSOI-150	City of Mendota	Sphere of Influence Revision	March 5, 2008
RSOI-151	Washington Colony	Sphere of Influence Revision	July 9, 200
RSOI-152	City of Fresno	Sphere of Influence Revision (Aquarius Aquarium)	April 15, 2009
USOI-153	City of Parlier	Sphere of Influence Revision	Withdrawn
RSOI-154	Panoche Drainage	Sphere of Influence Revision	January 12, 2011
RSOI-155	City of Parlier	Sphere of Influence Revision	March 16, 2011
RSOI-156	Waterworks Dis. #18	Sphere of Influence Revision	September 28, 2011
RSOI-157	City of Firebaugh	Sphere of Influence Revision	June 22, 2011
RSOI-158	City of Parlier	Sphere of Influence Revision	August 24, 2011
RSOI-159	City of Clovis & Fresno	Sphere of Influence Revision	April 11, 2012
RSOI-160	City of Reedley	Sphere of Influence Revision	September 5, 2012