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

CONSENT AGENDA ITEM No. 6D

DATE: September 11, 2013

TO: Local Agency Formation Commission

FROM: David E. Fey, AICP, Executive Officer

SUBJECT: Authorize Request - Destruction of Fresno LAFCo Public Records

Recommendation: Approve

Background:

At its July 9, 2008 hearing, the Commission adopted Policy Section 730 "Destruction of Records" pursuant to Government Code Section 56382. At its August 24, 2011 hearing, the Commission authorized staff to archive documents dated 2004 through 2008, in compliance with LAFCo's adopted procedures.

Discussion:

LAFCo staff is continuing the process of electronically archiving files and preparing them for destruction. Since adoption of this policy, numerous files have been purged of duplicate documents and 2,314 files have been scanned into the computer. The scanned files have been bookmarked for easy searching. Old microfilmed documents have also been converted to text, and bookmarked.

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 or flash drives and placed within LAFCo's fire safe vault in its office.

File No.	Affected Agency	File Name
RO-06-31	City of Fresno	McKinley-Hayes 2F
RO-06-34	City of Kingsburg	Kamm-Madsen 1
RO-06-40	City of Sanger	Annexation 05-06 (Indianola-California NE)
RO-06-41	City of Parlier	Parlier-Zediker 1
RO-07-1	City of Clovis	Nees-Armstrong SW
RO-07-2	City of Fresno	Shields-Armstrong 3
RO-07-3	City of Orange Cove	Jacobs-South Valle del Rey
RO-07-4	City of Fresno	Church-Fowler 2
RO-07-5	City of Fresno	Clinton-Fowler 1
RO-07-7	City of Fresno	Dakota-Cornelia 2
RO-07-8	City of Fresno	Dakota-Temperance 1
RO-07-9	City of Selma	Rose-Del Rey Alignment
RO-99-4	Malaga	Malaga Incorporation
RO-07-10	City of Selma	North of Nebraska-East of Highland
RO-07-11	City of Clovis	Bullard-DeWolf SW
RO-07-12	City of Fresno	Alluvial-Chestnut 1B
RO-07-13	City of Clovis	Clovis Pump Station E
RO-07-14	City of Clovis	Clovis Sewage Treatment/Water Reuse Facility
RO-07-15	City of Selma	Highland-Rose-Bratton 1
RO-07-16	City of Kerman	Northeast Kerman Annexation