

**RESOLUTION NO. 115**

**FRESNO LOCAL AGENCY FORMATION COMMISSION  
FRESNO COUNTY, CALIFORNIA**

<b>REQUEST AUTHORIZATION TO DESTROY ORIGINAL PROPOSAL FILES</b>	<b>) )</b>	<b>AUTHORIZED REQUEST</b>
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**WHEREAS**, at its July 9, 2008 hearing, the Commission adopted Policy Section 730 "Destruction of Records" pursuant to Government Code Section 56382 and authorized staff to archive original records more than two years old if a photographic or electronic copy of the original record is made and preserved, provided that certain conditions are met.

**NOW, THEREFORE, BE IT RESOLVED** that the Fresno Local Agency Formation Commission does **HEREBY STATE, FIND, RESOLVE, DETERMINE, AND ORDER** as follows:

**Section #1.** This Commission finds that LAFCo Counsel has reviewed the request and the Executive Officer did place on the Commission's agenda an item that described the types of records to be destroyed and identified the years in which they originated.

**Section #2.** This Commission authorizes the destruction of the original proposal files listed on Exhibit A, 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.

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**ADOPTED THIS 11<sup>th</sup> DAY OF SEPTEMBER, 2013, BY THE FOLLOWING VOTE:**

**AYES: COMMISSIONERS LOPEZ, PEREA, POOCHIGIAN, SANTOYO, SILVA**


**NOES NONE**

**ABSENT: NONE**

**STATE OF CALIFORNIA)  
COUNTY OF FRESNO )**

**CERTIFICATION**

**I, David E. Fey, Executive Officer of the Fresno Local Agency Formation Commission (LAFCo), Fresno County, State of California, hereby certify that the foregoing resolution was adopted by the Commission on the 11<sup>th</sup> day of September 2013.**

  
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**David E. Fey, AICP, Executive Officer  
Fresno Local Agency Formation Commission**