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

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**CONSENT AGENDA ITEM No. 5B**

**DATE:** February 10, 2016

**TO:** Local Agency Formation Commission

**FROM:** David E. Fey, AICP, Executive Officer 

**SUBJECT:** Request Authorization for the Destruction of Fresno LAFCo Public Records

**RECOMMENDATION: Approve**

Approve the request to archive and destroy LAFCo proposal files listed on Attachment A. The conditions for archiving public records as described in LAFCo's Policies, Standards, and Procedures have been met.

**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.

DEF:cf

## Attachment A

<u>File #</u>	<u>Applicant</u>	<u>Name of Proposal</u>	<u>Date of Action</u>
AD-06-1	Fig Garden Police Protection District	Fig Garden Police Protection District Annexation	Expired
AD-06-2	Caruthers Community Service District	North of Clemenceau-East of Marks Annexation	11/5/12
AD-06-3	Consolidated Mosquito Abatement District	Eastern Fresno County Annexation	Defeated at Protest
AD-07-1	Landowner Petition	Annexation to CSA #51	Expired
AD-08-1	Landowner Petition	James Irrigation District Annexation (Gordon Property)	3/5/09
AD-10-1	Panoche Drainage District	SJRIP2 Annexation to Panoche Drainage District	2/11/11 (Fresno) 2/22/11 (Merced)