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

CONSENT AGENDA ITEM No. 5B

DATE: January 13, 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>
DD-03-1	Tri-Valley Water Dist.	Tri-Valley Water District Detachment 2002-1	Recorded 9/9/03
DD-05-1	Clifford Tutelian	Pinedale County Water District Detachment	Recorded 6/3/06
DD-06-1	James Irr. Dist.	Land Detachment from James Irrigation District located in the City of San Joaquin	Recorded 12/22/06
EP-08-1	Easton CSD	Activate Latent Powers	Approved 6/4/08
OS-05-1	City of Clovis	Herrera Water Service Request (Extension of Municipal Water Service Outside City of Clovis Sphere of Influence)	Approved 11/2/05
OS-07-1	Aquarius Aquarium Institute	Extension of Water & Sewer Service from the City of Fresno	Denied 8/22/07
OS-07-2	City of Reedley	Extension of Water Service to Future Kings Canyon Unified School District Site	Approved 1/9/08
OS-08-1	City of Kingsburg	Extension of Water Service	Approved 9/10/08
OS-08-2	Malaga Co. Water	Extension of Water & Sewer Service from MCWD	Approved 12/3/08
OS-09-1	Aquarius Aquarium Institute	Extension of Water & Sewer Service from the City of Fresno	Approved 4/15/09