



# ADMINISTRATION COMMITTEE

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## Agenda Report

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**File #:** 2023-3364

**Agenda Date:** 12/14/2023

**Agenda Item No:** 20.

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**FROM:** Robert Thompson, General Manager  
Originator: Kelly A. Lore, Clerk of the Board

**SUBJECT:**

**UPDATE TO RECORDS MANAGEMENT PROGRAM PROCEDURES AND RECORDS RETENTION SCHEDULE RESOLUTION**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION:

Adopt Resolution No. OC SAN 23-21 entitled: "A Resolution of the Board of Directors of the Orange County Sanitation District Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OC SAN 23-08".

**BACKGROUND**

The Orange County Sanitation District's (OC San) Records Management Program is being updated to meet new statutory regulations and agency changes to better serve the operational needs of OC San. General Counsel's office, departmental subject matter experts, the Clerk of the Board, and Assistant Clerk of the Board have reviewed the minor updates and recommend the proposed changes.

OC San's Records Management Program documents how long various types of information is to be kept, as dictated by the legal, fiscal, operational, and audit needs of OC San. As a public agency, there is an obligation to effectively manage and maintain OC San's information, most of which is classified as public information.

**RELEVANT STANDARDS**

- Maintain and adhere to appropriate internal planning documents: Resolution No. OC SAN 23-08 (Current Records Management Program Procedures and Records Retention Schedule)
- Comply with Government Code §60200 through 60204
- Comply with Government Code §7920.000 et seq.

**PROBLEM**

There are current legal regulatory requirements and operational requests that are not reflected in OC San's existing Records Management Program Procedures and Records Retention Schedule.

## **PROPOSED SOLUTION**

Adopt the updated OC San Records Management Program Procedures and updated Records Retention Schedule to reflect the current legal regulatory requirements and operational requests.

## **TIMING CONCERNS**

Destruction of some records may not be authorized until the updated Records Retention Schedule is approved.

## **RAMIFICATIONS OF NOT TAKING ACTION**

Records will be kept longer than legally required, which will impact compliance with the current retention regulations, as well as the need and costs associated with additional storage space.

## **PRIOR COMMITTEE/BOARD ACTIONS**

March 2023 - Adopted Resolution No. OC SAN 23-08 Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OC SAN 22-10.

## **ADDITIONAL INFORMATION**

As dictated by the current legal, audit, business, and operational needs of OC San, changes were made to existing record types, which include the retention length, record descriptions, and legal citations.

## **ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

- Resolution No. OC SAN 23-21
- Records Management Procedure Manual Redline
- Records Retention Schedule Redline