



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2026-4792

Agenda Date: 2/25/2026

Agenda Item No: 9.

FROM: Robert Thompson, General Manager
Originator: Jennifer Cabral, Director of Communications

SUBJECT:

UPDATE TO RECORDS MANAGEMENT PROGRAM PROCEDURES AND RECORDS RETENTION SCHEDULE RESOLUTION

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

Adopt Resolution No. OC SAN 26-03 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 24-15".

BACKGROUND

The Orange County Sanitation District's (OC San) Records Management Program is being updated to meet statutory regulations and agency changes to better serve the operational needs of OC San. 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 24-15 (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

December 2024 - Adopted Resolution No. OC SAN 24-15 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 24-02."

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) with the complete agenda package:

- Resolution No. OC SAN 26-03
- Records Management Procedure Manual and Records Retention Schedule (Redline)
- Records Management Procedure Manual and Records Retention Schedule (Clean)