

Agenda Report

File #: 2021-1556, **Version:** 1

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SUBJECT:

RECORDS MANAGEMENT PROGRAM UPDATE

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Adopt Resolution No. OC SAN 21-XX 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. OCSD 20-10".

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/Acting Records Management Specialist have reviewed the minor updates and recommend the proposed changes.

OC San's Records Management Program documents how long various types of information are 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. OCSD 20-10 (Current Records Retention Schedule)
- Comply with Government Code §60200 through 60204
- Comply with Government Code §6250 et seq.

PROBLEM

There are current legal regulatory requirements 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.

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 cost associated with additional storage space.

PRIOR COMMITTEE/BOARD ACTIONS

September 2020 - Adopted Resolution No. OCSD 20-10 Adopting the Records Management Program Procedures and Records Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OCSD 18-22.

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 21-XX
- Records Management Procedure Manual Redline
- Records Retention Schedule Redline