

## Agenda Report

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**FROM:** James D. Herberg, General Manager  
Originator: Kelly A. Lore, Clerk of the Board

**SUBJECT:**

### **RECORDS MANAGEMENT PROGRAM UPDATE**

### **GENERAL MANAGER'S RECOMMENDATION**

**RECOMMENDATION:** Recommend to the Board of Directors to:

Adopt Resolution No. OCSD 20-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 18-22".

### **BACKGROUND**

The Orange County Sanitation District's (Sanitation District) Records Management Program is being updated to meet new statutory regulations and agency changes to better serve the operational needs of the Sanitation District. The Records Management Program Procedures and Records Retention Schedule review process is comprised of the Executive Management Team, General Counsel's Office, departmental subject matter experts, Clerk of the Board and Assistant Clerk of the Board/Acting Records Management Specialist. They have reviewed the updates and recommend the proposed changes.

The Sanitation District'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 the Sanitation District. As a public agency, there is an obligation to effectively manage and maintain the Sanitation District's information, most of which is classified as public information.

### **RELEVANT STANDARDS**

- Maintain and adhere to appropriate internal planning documents, Resolution No. OCSD 18-22 (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 the Sanitation District's existing Records Management Program Procedures and Records Retention Schedule.

## **PROPOSED SOLUTION**

Adopt the updated Sanitation District's 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**

December 2018 - Adoption of Resolution No. OCSD 18-22 Adopting the Records Management Program Policy and Procedures, Updated Retention Schedule, Authorizing Destruction of Obsolete Records, and Repealing Resolution No. OCSD 15-16.

## **ADDITIONAL INFORMATION**

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

## **CEQA**

N/A

## **FINANCIAL CONSIDERATIONS**

N/A

## **ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OCSD website ([www.ocsd.com](http://www.ocsd.com)) with the complete agenda package:*

- Resolution No. OCSD 20-XX
- Draft Records Management Procedure Manual
- Draft Records Retention Schedule