

RESOLUTION NO. 20-417

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SAN SIMEON COMMUNITY SERVICES DISTRICT AUTHORIZING
DESTRUCTION OF CERTAIN DISTRICT RECORDS**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the San Simeon Community Services District; and

WHEREAS, Sections 60200 through 60203 of the California Government Code provides a procedure whereby a District may authorize the destruction or disposition of records; and

WHEREAS, the District Records Retention Policy No. 4090 allows for the destruction of records under certain conditions; and

WHEREAS, District policy states that the General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records as described in the District's Record Retention Policy No. 4090; and

WHEREAS, District finds that destruction of the records specified in Exhibit A will not adversely affect any interest of the District or the public and their destruction complies with the District's Records Retention Policy No. 4090 and other applicable local, State and Federal law; and

WHEREAS, District shall permanently maintain a list, by category, of the types of records destroyed that reasonably identifies the information contained in the records of each category.

NOW THEREFORE, BE IT RESOLVED, that the San Simeon Community Services District Board of Directors hereby grants the General Manager and designee authorization to destroy records (documents, etc.) specified in Exhibit "A".

Upon motion of ~~Director~~ V.C. Kellas, seconded by ~~Director~~ Chairperson McGuire and on the following roll call vote to wit:

AYES: McGuire, Kellas, Carson, Maurer (4) NOES: Russell (1)
ABSTAIN: Ø ABSENT: Ø

The foregoing Resolution is hereby adopted this 12 day of February 2020.

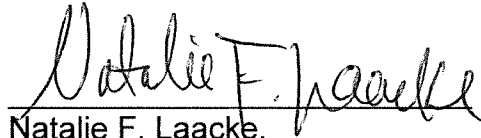
M.M. McGuire

Mary Margaret McGuire, Chairperson
Board of Directors

ATTEST:



Charles Grace,
Secretary/General Manager



Natalie F. Laacke,
District Counsel

Exhibit "A"

RESO NO. 20-417**EXHIBIT "A"**

Description of Records	Date of Record	Recommended Retention Period
USA North Tickets	2013	3 Years
USA North Tickets	2014	3 Years
USA North Tickets	2015	3 Years
USA North Tickets	2016	3 Years
Board Packets	2018	1 Year
Remittance Coupons	2006	Not specified
Remittance Coupons	2013	Not specified
Remittance Coupons	2014	Not specified
Remittance Coupons	2015	Not specified
Remittance Coupons	2016	Not specified
Remittance Coupons	2017	Not specified
Remittance Coupons	2018	Not specified
Remittance Coupons	2019	Not specified
Bank Deposit Receipts	2013	After Audit + 4 years
Bank Deposit Receipts	2014	After Audit + 4 years
Bank Deposit Receipts	2015	After Audit + 4 years