

LIVERMORE-AMADOR VALLEY WATER MANAGEMENT AGENCY

RESOLUTION NO. 03-04

A RESOLUTION APPROVING RETENTION PERIODS FOR VARIOUS AGENCY RECORDS AND AUTHORIZING THE AGENCY MANAGER TO DESTROY CERTAIN PUBLIC RECORDS IN ACCORDANCE THEREWITH

WHEREAS, Government Code section 34090 authorizes legislative bodies to adopt records retention schedules to establish retention periods for various types of public records, and;

WHEREAS, the Livermore-Amador Valley Water Management Agency ("LAVWMA") Board of Directors has reviewed a proposed schedule for retention and destruction of certain categories of records, and;

WHEREAS, the Board finds that destruction or disposition of the categories of records described in said schedule will not adversely affect any interest of the Agency or of the public, and;

WHEREAS, the Board finds that the schedule contemplates the maintenance of a list of records destroyed or disposed of, by category, and describes each category in a way that reasonably identifies the information contained in the records in that category, and;

WHEREAS, the Board therefore desires to approve said retention schedule and authorize the destruction of records in accordance with said schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LAVWMA as follows:

1. Schedule of records retention document entitled, "Livermore-Amador Valley Water Management Agency Retention Periods," a copy of which is attached hereto, labeled "Exhibit A," is hereby adopted, which schedule classifies the Agency's public records by category, and establishes a standard protocol for their destruction or disposition.
2. The General Manager is hereby authorized to destroy Agency records in accordance with such schedule.
3. Notwithstanding the schedule of records retention adopted hereby, the General Manager may not destroy or dispose of any records the destruction or disposal of which is prohibited by any applicable provision of law enacted after this Resolution becomes effective.
4. This Resolution shall become effective immediately upon its passage and adoption.

5. The General Manager is hereby directed and authorized from time to time to make and implement such changes in the attached, "Livermore-Amador Valley Water Management Agency Retention Periods" as he or she may determine, as approved by General Counsel, to be required by the law then applicable.

PASSED AND ADOPTED THIS 19th day of November, 2003, by at least a two-thirds vote, to wit:

Ayes: 4

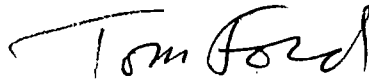
Noes: 0

Abstain: 0

Absent: 2

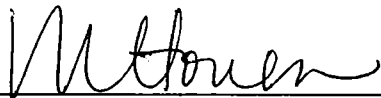
Board of Directors

LIVERMORE-AMADOR VALLEY WATER
MANAGEMENT AGENCY



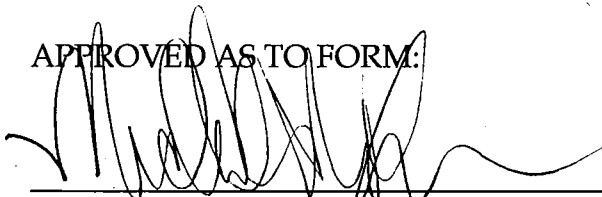
Tom Ford, Chair

ATTEST:



Vivian W. Housen, General Manager

APPROVED AS TO FORM:



Michelle Marchetta Kehyon, General Counsel