

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

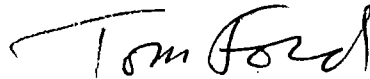
Noes: 0

Abstain: 0

Absent: 2

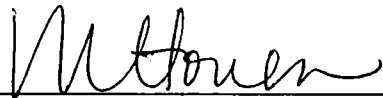
Board of Directors

LIVERMORE-AMADOR VALLEY WATER
MANAGEMENT AGENCY



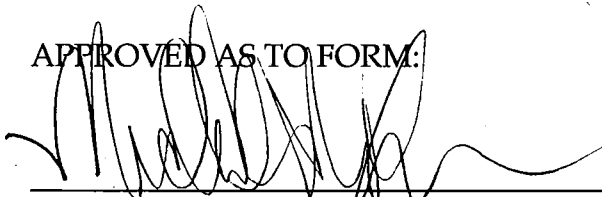
Tom Ford, Chair

ATTEST:



Vivian W. Housen, General Manager

APPROVED AS TO FORM:



Michelle Marchetta Kehyon, General Counsel

EXHIBIT A
 Livermore-Amador Valley Water Management Agency
 LAVWMA Retention Periods

For action by the Board of Directors
 November 19, 2003

Title	Function/Group/ Series Number	Retention Period
OFFICE GENERAL MANAGEMENT	0101	
POLICIES	04	CY+10
PROCEDURES	05	CY+10
MISSION STATEMENTS	06	CY+10
OFFICE REFERENCE	0102	
PUBLIC RELATIONS	06	CY+2
SPECIAL EVENTS	10	CY+2
PERSONNEL ISSUES	11	CY+2
RECORDS MANAGEMENT	0104	
CERTIFICATES OF DESTRUCTION	02	P
DIRECTIVES & PROCEDURES	03	CY+2
UNIFORM FUNCTIONAL FILING SYSTEM	04	CY+2
SAFETY	0107	
CONTRACTOR SAFETY MANUALS	06	AE+2
MEETINGS	07	CY+2
MSDS DOCUMENTATION	08	CY+2
PLANNING	0202	
LONG RANGE PLANNING	02	CY+2
ENVIRONMENTAL PLANNING	0205	
CALIFORNIA ENVIRONMENTAL QUALITY ACT	02	P
NOTICE OF PREPARATIONS	03	P
BOARD	0301	
AGENDA & STAFF REPORTS	02	CY+50
MINUTES	03	P
WORKSHOPS	04	CY+50
COMMITTEES	0302	
MANAGEMENT COMMITTEE	02	CY+10
TECHNICAL ADVISORY COMMITTEE	04	CY+10
REPORTS, STUDIES AND SURVEYS	0303	
AGENCY GENERATED	02	CY+5
OTHER AGENCY GENERATED	03	CY+5
ACCOUNTING	0401	
ANNUAL AUDIT REPORTS	02	P
FINANCIAL REPORTS/STATEMENTS	03	CY+5
INVOICES, PAID	04	CY+5
CASH RECEIPTS	05	CY+10
JOURNALS/LEDGERS	06	CY+10

AA - After Audit AE - After Expiration CY -Current Year C - Current NA - Not Applicable
 P - Permanent R - Review Y - Years AC - After Completion N - None

PETTY CASH	07	CY+5
Title	Function/Group/ Series Number	Retention Period
BUDGET	0402	
ANNUAL BUDGETS	02	P
BUDGET ADJUSTMENTS	03	P
BANKING	0403	
CHECKS, CANCELED	02	CY+5
BANK STATEMENTS/RECONCILIATION	03	CY+5
ACCOUNT ANALYSIS	04	CY+5
CHECK REGISTERS	05	CY+5
BANK OF NEW YORK AGREEMENTS/GENERAL CORRESPONDENCE	06	CY+5
FINANCING	0404	
METHODS		CY+2
PLAN OF FINANCE	03	AC+35
CORRESPONDENCE	04	AC+35
BOND RATING	05	AC+35
BOND ISSUANCE	06	AC+35
REINVESTMENT OF FUNDS	07	AC+35
INSURANCE	0405	
POLICIES	02	P
CERTIFICATES OF INSURANCE	03	AC+10
PERFORMANCE BONDS	04	AC+10
MAINTENANCE BONDS/CERTIFICATE OF DEPOSIT	06	AC+10
PAYMENT BONDS	07	AC+10
LETTERS OF CREDIT	08	AC+10
RISK MANAGEMENT	09	AC+10
REVENUE	0406	
REIMBURSEMENT	04	CY+20
PURCHASING	0601	
BIDS	02	CY+2
PURCHASE ORDERS	03	AC+2
WARRANT REQUESTS	04	CY+4
REQUISITIONS	05	CY+5
CONTRACTING	0602	
CONSULTING SERVICES	02	AC+15
BIDS	03	CY+2
CONTRACT EMPLOYEES	04	CY+5
EQUIPMENT AND FURNITURE	0603	
INVENTORY	02	CY+2
OFFICE EQUIPMENT	03	CY+2
VEHICLES	04	CY+2
SURPLUS PROPERTY	05	CY+2

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Title	Function/Group/ Series Number	Retention Period
LEGISLATIVE	0701	
ORDINANCES	02	P
RESOLUTIONS	03	P
ORDINANCE WORK PAPERS	05	CY+2
RESOLUTION WORK PAPERS	06	CY+2
COUNTY LEGISLATION	07	CY+2
STATE LEGISLATION	08	CY+2
FEDERAL LEGISLATION	09	CY+2
ATTORNEY	0702	
LEGAL OPINIONS	02	CY+10
GENERAL LEGAL	0703	
DEEDS/QUITCLAIM DEEDS	02	P
EASEMENTS	03	P
AGREEMENTS/CONTRACTS	04	AC+10
CLAIMS BY/AGAINST THE AGENCY	05	AC+20
LITIGATION	07	AC+5
ANNEXATIONS/DETACHMENTS	08	P
AFFIDAVITS OF PUBLICATION	09	CY+10
PERSONNEL MATTERS		CY+10
AGENCY CORRESPONDENCE	0704	
FEDERAL AGENCIES	02	CY+10
STATE AGENCIES	03	CY+10
REGIONAL AGENCIES	04	CY+10
COUNTY AGENCIES	05	CY+10
LOCAL AGENCIES	06	CY+10
JOINT POWERS AGENCIES	07	CY+10
CITY AGENCIES	08	CY+10
WATER AGENCIES	09	CY+10
SANITATION AGENCIES	10	CY+10
MEMBERSHIP AGENCIES	11	CY+10
GRANTS PROGRAM	0705	
FEDERAL GRANTS	02	AE+4
STATE GRANTS	03	AE+4
ELECTIONS/FAIR POLITICAL PRACTICES COMMITTEE	0706	
CONFLICT OF INTEREST (E.G. STATEMENTS OF ECONOMIC INTEREST)	02	CY+7
GENERAL ENGINEERING	0801	
DOCUMENTATION (EXCEPT LEGAL/PERMITS)	02	AC+25
STANDARD SPECIFICATIONS	03	P
CAPITAL IMPROVEMENT PROJECTS	0802	
DOCUMENTATION (EXCEPT LEGAL/PERMITS)	02	AC+25

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PERMIT	0805	
NPDES PERMITS	04	P
NPDES SELF MONITORING REPORTS	05	CY+2 (GW RECOMMENDS P BECAUSE WATER CODE SECTION 13267(b) PERMITS BOARD TO REQUEST ANY MONITORING REPORTS)
Title	Function/Group/ Series Number	Retention Period
CALTRANS GENERAL O & M PERMIT	06	AE+2
CITY OF PLEASANTON	07	AE+2
ALAMEDA COUNTY PUBLIC WORKS	08	AE+2
MAPPING	0809	
FACILITY MAPS	02	P
BASE MAPS	03	P
EASEMENTS	04	P
INSPECTION	0811	
INSPECTORS LOG BOOKS	02	CY+10
OTHER INSPECTIONS	05	CY+10
AGENCY PROPERTY	0901	
PROPERTY ACQUISITION/TRANSACTIONS	02	P
RIGHT OF WAY/EASEMENT ACQUISITION	03	P
SURPLUS PROPERTY	04	P
PROPERTY MANAGEMENT	05	AE+5
PIPELINE	1201	
HYDRAULIC MODELING	02	CY+25
TESTING	04	CY+25
SYSTEM MAINTENANCE	07	CY+25
CAPACITY	09	P
GOVERNMENT REPORTS	1302	
RWQCB	02	CY+10 (GW RECOMMENDS P)
LAVWMA OPERATIONS AND MAINTENANCE	1303	
EBDA REPORT	02	CY+5
PUMP STATION REPORT	03	CY+5
LANGELIER REPORT	04	CY+5
PUMP STATION DAILY METER LOGS	05	CY+10
OPERATORS INSPECTION CHECK LIST	06	CY+10
CHLORINE ANALYSIS	07	CY+10
CATHODIC PROTECTION	08	CY+10
O & M REPORTS	10	CY+5
RWQCB LAND LOGS	11	CY+5

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CONCURRENT AGENCY PROJECTS	12	P
RECORDS DRAWINGS/PHOTOS	1304	
PUMPING STATION SITE	02	P
DECHLORINATION STATION – PLEASANTON	03	P
DECHLORINATION STATION – SAN LEANDRO	04	P
EXPORT PIPELINE	05	P
LIVERMORE TRUNKLINE	06	P
LABORATORY	1305	
REPORTS	04	CY+10

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