



Agenda Date: 4/5/2017  
Agenda Placement: 7C

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors  
**FROM:** Jeff Tucker - Director of Administrative Services/CFO  
NS-Administration  
**REPORT BY:** Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000  
**SUBJECT:** Approve Changes to Administrative Services Records Retention Policy

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### **RECOMMENDATION**

Approve the proposed changes to the Administrative Services records retention policies.

### **EXECUTIVE SUMMARY**

The Records Retention Policies for the Administrative Services Department have not been updated since 1993. Several changes in law and recommended practice have emerged since that time. Staff worked with legal counsel to develop a revised retention policy that conforms to current law and recommended practice. In most cases, the retention period was increased.

Staff also made efforts to identify for inclusion additional documents that were not previously in the policy.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

**SUPPORTING DOCUMENTS**

- A . Proposed New Records Retention Policy
- B . Current Records Retention Policy

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker