



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

RESOLUTION NO. 2017-06

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE NAPA VALLEJO WASTE
MANAGEMENT AUTHORITY APPROVING A RECORDS RETENTION POLICY AND
ASSOCIATED SCHEDULES.**

WHEREAS, the Napa Vallejo Waste Management Authority (Authority) has discretion to establish a Records Management Policy and associated Retention Schedule to manage its records; and

WHEREAS, the purpose of the Policy and Retention Schedule is to establish guidelines and a guide for the orderly transfer, maintenance, and destruction of records on a continuing basis; and

WHEREAS, there are significant costs to maintaining records beyond their useful life as such records otherwise take up space in the Authority's offices or at the designated records retention facility; and

WHEREAS, retention schedules are used by public entities across the State of California and are an appropriate mechanism for the Board to proactively make the determination as to when various categories of records will no longer be necessary or required for Authority purposes and thereby improve the efficiency of records management; and

WHEREAS, the Authority Board of Directors (Board) may authorize the destruction or disposition of duplicate records, papers, or documents, the originals or permanent photographic reproductions of which are on file with any officer or department of the Authority; and

WHEREAS, the Board may, by a majority vote, authorize the destruction of records prepared or received pursuant to State or federal statute where those records have been maintained for the required period of time and the Board has determined the retention of those records are no longer necessary or required for Authority purposes; and

WHEREAS, the Policy and Retention Schedule will be reviewed regularly by the Authority and County Counsel's Office, and any necessary amendments will be brought before the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Napa Vallejo Waste Management Authority that:

1. The foregoing recitals are true and correct.
2. Authority staff is authorized to destroy or dispose of duplicate records, papers, or documents, the originals or permanent photographic reproductions of which are on file with the Authority.
3. Authority staff is authorized to destroy any non-judicial public record, paper, or document, including those records prepared or received pursuant to state or federal law, if the record, paper, or document is photographed, micro photographed, microfilmed, or otherwise reproduced in accordance with State law; including but not limited to Government Code section 12168.5
4. The Board hereby delegates to the Executive Director or his or her designee(s), the authority to destroy any record not prepared or received pursuant to state statute without creating an alternate copy.
5. The total time period for retention set forth in the attached retention schedule, attached as Exhibit "A", is hereby adopted by the Board.
6. The Executive Director or his or her designee(s) have the authority to determine the appropriate medium a record may be stored in and may amend the time periods set forth for retention in any specific medium so long as they comply with State law and the overall retention period set by the Board in the attached schedules.
7. The Board hereby determines that once records have been retained for the total period set forth under an approved records retention schedule, that those records are no longer necessary or required for Authority purposes, and may therefore be destroyed without further action by the Board.

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THE FOREGOING RESOLUTION WAS DULY ADOPTED at a regular meeting of the Board of Directors of the Authority, held on the 6th day of October, 2016 by the following vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

Chair, Napa Vallejo Waste Management Authority

ATTEST:
Martha Burdick, NVWMA Secretary

By: _____

**APPROVED BY THE NAPA VALLEJO
WASTE MANAGEMENT AUTHORITY
(NVWMA)
BOARD OF DIRECTORS**

Date: _____

Processed by:

NVWMA Secretary

**APPROVED AS TO FORM
Office of County Counsel**

By: Tivonna Stern
(by e-signature)

Date: September 28, 2016