



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

Agenda Date: 10/6/2016

Agenda Placement: 7B

Napa-Vallejo Waste Management Authority Board Agenda Letter

TO: Board of Directors

FROM: Richard Luthy - Executive Director
Napa-Vallejo Waste Management Authority

REPORT BY: Richard Luthy, Executive Director, Napa-Vallejo Waste Management - 707-299-1314

SUBJECT: Records Retention Resolution and Policy

RECOMMENDATION

RECORDS RETENTION RESOLUTION, POLICY AND SCHEDULES

REQUESTED ACTION: Executive Director requests adoption of Resolution No. 2017-06 approving the Policy and Record Retention Schedules which will be maintained by the Napa Vallejo Waste Management Authority, to be effective October 6, 2016. (majority vote required).

EXECUTIVE SUMMARY

Approval of Resolution No. 2017-06 will provide the Authority with Policy and guidelines for the orderly transfer, maintenance and destruction of records on a continuing basis. Retention schedules are used by public entities across the State and are the appropriate mechanism by which the Board and Authority staff can make the determination as to when various categories of records will no longer be necessary or required to be kept for Authority purposes, thereby improving the efficiency of the management of records. Any future modifications to the Policy or Schedule will be brought before the Authority Board for approval.

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

The consolidation of Napa County's Environmental Management and Planning and Building Departments prompted Authority staff to undertake a review of its current records and retention schedules which were based on those outlined in the Environmental Management section of the County's Policy. Many of the Government Codes cited in the Environmental Records Retention Schedule section are no longer applicable to the Authority, and therefore, working closely with Counsel, a new Policy and Retention Schedule has been drafted and incorporated into Resolution 2017-06. Government Code is cited where applicable and accepted retention categories are detailed in the Authority's Policy along with an updated Retention Schedule referenced and included in the Resolution as Exhibit "A".

Retention schedules are used by public entities across the State and are the appropriate mechanism by which the Board and Authority staff can make the determination as to when various categories of records will no longer be necessary or required to be kept for Authority purposes. Approval of Resolution No. 2017-06 will provide for the orderly transition of Authority records for storage or destruction based the revised Policy and Schedule. Any future revisions to either the Policy or Schedule will be brought before the Board for review and approval.

SUPPORTING DOCUMENTS

- A . Resolution 2017-06
- B . Records Management Policy
- C . Exhibit "A" Retention Schedule Matrix

Executive Director: Approve
Reviewed By: Martha Burdick