



Meeting: **Reservoir Committee Agenda Item 3.3**

February 18, 2022

Subject: **Records Management Policy**

Requested Action:

Approve the new Records Management Policy, including the records retention schedule, to guide oversight and retention of the Authority's records and responding to public records requests with an effective date of July 1, 2022.

Detailed Description/Background:

The Records Management Policy provides direction in the oversight of the records created on behalf of the Sites JPA in the regular business of the Sites Reservoir Project and provide records to the public in compliance with the California Public Records Act while upholding the Authority's values of accountability and transparency.

The Policy was developed based on compliance with requirements outlined in the California Public Records Act and local government Records Management Guidelines using the guidelines put out by CSDA and the California League of Cities. The proposed policy has undergone review by general counsel and special counsels.

The Policy includes the following:

- Roles and responsibilities of contracted service providers and governing boards
- Records retention schedule by which records will be maintained and destroyed
- Preserves full rights to disclosure exemptions under the Act. Legal Counsel is advising within the procedures our process for managing preliminary notes and emails.
- Fee schedule for providing printed materials in response to a public records request

Two procedures providing detailed direction to staff about how to effectively implement the Records Management Policy have been developed and are available upon request. The two procedures are:

- Records Management Procedure
- Response to Public Records Request

From time to time, members of the Sites governing boards will receive duplicate records in emails from Staff. As staff will serve as the custodian of records it is encouraged that Board Members retain records only while necessary to use. Staff will ensure records will be maintained and destroyed in accordance with the Records Retention Schedule.

The Records Management Policy will be applicable and enforced effective July 1, 2022. This period allows staff the time to put measures in place, including training and system automation, to maintain a records management process in compliance with applicable laws. In weighing the benefit/cost of retroactively conforming prior documents to the Policy, Staff intends to prioritize the present and future documents first and the past documents will be compiled as time allows.

The Budget and Finance Committee reviewed the proposed Policy and did not take any exceptions.

Prior Action:

None.

Fiscal Impact/Funding Source:

There is no fiscal impact associated with the proposed policy and the proposed approach for aligning past documents with the new policy.

Staff Contact:

Joe Trapasso

Primary Service Provider:

Brown and Caldwell

Attachments:

Attachment A – Sites Project Authority Records Management Policy and Record Retention Schedule