

C2 Authorize Approval of Records Destruction Request, DES-013 (Caroline Hernandez)

R-25-03
Meeting 25-01
January 9, 2025

CONSENT ITEM #2

To: Board of Directors
Open Space Authority

From: Andrea Mackenzie
General Manager

SUBJECT

Authorize Approval of Records Destruction Request DES-013

RECOMMENDATION

Staff recommend that the Board of Directors approve Resolution 25-01 authorizing the destruction of records request DES-013.

REVENUE/COST

The cost for destruction per box is \$6.75 through vendor, Corodata. The destruction cost for seven (7) boxes is \$47.25. This expense has been approved by the Board in the Fiscal Year 2024/2025 Budget.

BACKGROUND

The State of California allows local government to authorize the destruction or disposition of any category of records that is not required by law to be preserved. It states a legislative body may adopt and comply with a record retention schedule that complies with the guidelines provided by the Secretary of State pursuant to Government Code § 12236. The record retention schedule will classify all the Open Space Authority's (Authority) records by category and establish a standard protocol for destruction of records.

The Authority has an adopted Board policy #BRD-033 Records Retention Schedule, which outlines the total retention period for Authority documents and which records may be legally disposed of with approval by the Board.

DISCUSSION

The table below identifies the seven (7) boxes of records proposed for destruction. These files have exceeded the minimum retention period for the Authority as outlined in the "Eligible Destruction Date" column of Exhibit B. The retention status column equals the minimum number of years the documents are to be retained. Once the conditions of the retention status have been met, the records are eligible for destruction.

Table of Destruction Boxes

OSA Box Number	Department	Short Description	Date Range	Retention Status	Destruction Year
1225	Admin/Finance	Accounts Payable, A-G	2015-2016	AU + 5 Years	2022
1226	Admin/Finance	Accounts Payable, H-S	2015-2016	AU + 5 Years	2022
1243	Admin/Finance	Request for Proposals Issued in 2017	2017-2017	AU + 5 Years	2023
1254	Admin/Finance	Request for Proposal Issued in 2018	2018-2018	AU + 5 Years	2024
1265	Admin/Finance	Accounts Payable, K-P	2016-2017	AU + 5 Years	2023
1266	Admin/Finance	Accounts Payable, A-J	2016-2017	AU + 5 Years	2023
1267	Admin/Finance	Accounts Payable Documents, Q-Z	2016-2017	AU + 5 Years	2023

Retention Status Legend: T=Termination, AU=Audit, CU=Current

Staff recalled the above listed boxes from retention at the Corodata location in San José to review. After verifying the contents of each of the boxes, staff determined that they are not subject to any litigation, claim negotiations, audit, or open records request, nor have a permanent disposition.

Once approved by the Board, staff will route the attached records destruction form, Exhibit B, for signature, and then order the destruction request through Corodata.

Prepared by:
Caroline Hernandez, Clerk of the Board

Attachment(s): Resolution 25-02 – A Resolution of the Governing Board of the Santa Clara Valley Open Space Authority Authorizing the Approval of Destruction Request DES-013

Exhibit B – Records Destruction Form – DES-013

Santa Clara Valley Open Space Authority

RESOLUTION 25-02

A RESOLUTION OF THE GOVERNING BOARD OF THE SANTA CLARA VALLEY OPEN SPACE AUTHORITY APPROVING AUTHORIZATION OF RECORDS DESTRUCTION REQUEST DES-013

WHEREAS, on August 27, 2009, the Santa Clara Valley Open Space Authority (Authority) Board of Directors first adopted the Records Management Policy BRD-032 and the Records Retention Schedule BRD-033; and

WHEREAS, all official agency records are listed by category in the Authority's Record Retention Schedule; and

WHEREAS, the Authority's Records Management Policy requires staff to obtain Board approval prior to the destruction of official agency records; and

WHEREAS, staff have determined that the records under Records Destruction Request DES-013 have been retained for the required period under the Records Retention Schedule, and have been eligible for disposal since 2022, 2023, and 2024 and are no longer relevant to Authority business; and

WHEREAS, the Authority is not legally mandated to retain these records nor are they subject to litigation, claim negotiation, audit, open records request, administrative review, nor has any action been initiated regarding these records before the expiration of the retention period.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby authorizes the General Manager/an Assistant General Manager to approve Records Destruction Request DES-013 and order the destruction through vendor Corodata.

BE IT FURTHER RESOLVED THAT the General Manager is hereby authorized and directed, on behalf of the Authority and in its name, to execute and deliver such other documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of the above resolution.

PASSED, APPROVED AND ADOPTED on January 9, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

Helen Chapman, Chairperson
Santa Clara Valley Open Space Authority

APPROVED AS TO FORM:

ATTEST:

William P. Parkin, Legal Counsel

Caroline Hernandez, Clerk of the Board



Records Destruction Request Form

Person Completing Form: Caroline Hernandez		Request Date: January 09, 2025				Destruction ID #: DES-013		
Department & Brief Description	Date Range		Box ID #'s	# of Boxes	Eligible Destruction Date	Corodata ID#	Disposal Format	Content Type
	Start	End						
Admin/Finance: Accounts Payable, A-G	2015	2016	1225	1	2022	SJ01311491	Shred	Paper
Admin/Finance: Accounts Payable, H-S	2015	2016	1226	1	2022	SJ01311553	Shred	Paper
Admin/Finance: Request for Proposals	2017	2017	1243	1	2023	SJ01311528	Shred	Paper
Admin/Finance: Request for Proposals	2018	2018	1254	1	2024	SJ01311558	Shred	Paper
Admin/Finance: Accounts Payable, K-P	2016	2017	1265	1	2023	SJ01311545	Shred	Paper
Admin/Finance: Accounts Payable, A-J	2016	2017	1266	1	2023	SJ01311578	Shred	Paper
Admin/Finance: Accounts Payable, Q-Z	2016	2017	1267	1	2023	SJ01311559	Shred	Paper

Certification Statement:	I certify that, to the best of my knowledge, these records are not subject to any current or pending litigation, audit, subpoena, or other legal demand, and they are being destroyed in accordance with the applicable approved records management policy and retention schedule. Caroline Hernandez		
_____	_____	_____	_____
Authorizing Manager Name	Signature	Date	
Lea Rauscher			
_____	_____	_____	_____
Authorizing Asst. General Manager Name	Signature	Date	
Corodata			
_____	_____	_____	_____
Destroyed By Company Name	<u>Please See Attached</u> Proof of Destruction	Date	

Board Approval Date

Board Report #

Resolution #