

RESOLUTION NO. R2024-10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
RANCHO MURIETA COMMUNITY SERVICES DISTRICT
ADOPTING A RECORDS RETENTION SCHEDULE FOR THE
RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Rancho Murieta Community Services District (“District”);

WHEREAS, Section 60201 of the Government Code of the State of California provides a procedure whereby any District record which has served its purpose and is no longer required may be destroyed;

WHEREAS, the Secretary of State pursuant to Government Code section 12336 has adopted guidelines specifying retention periods for various government records;

WHEREAS, the Rancho Murieta Community Services District previously adopted Policy 2015-08, approving the District’s records retention schedule;

WHEREAS, this Resolution is intended to repeal Policy 2015-08 and adopt a new records retention and destruction schedule that facilitates the orderly and efficient retention and destruction of District records in accordance with State law;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. Repeal of Previous Resolutions. Policy No. 2015-08 is hereby repealed and shall be of no further force or effect upon the adoption of this Resolution.

Section 2. Records Retention Schedules. The Records Retention Schedule, attached hereto as Exhibit “A” is hereby adopted as the records retention schedule for the Rancho Murieta Community Services District. The records of the Rancho Murieta Community Services District shall be retained as set forth in the Records Retention Schedule.

Section 3. Findings. The Board finds the destruction or disposition of this category of records per the Records Retention Schedule will not adversely affect any interest of the District or the public; and the District shall maintain a list, by category, of

the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

Section 4. Approval of Destruction of District Records.

A. At the expiration of the retention period set forth for each record series listed on Exhibit A, such expired records are authorized to be destroyed as provided by Government Code Section 60201 upon the written request of the Department Head and with the consent in writing of the General Manager and the District Counsel to such destruction, without further action by the Board of Directors. The executed written consent to the destruction of such records shall be kept in the permanent files as the designated Certificate of Destruction for the applicable records.

B. Notwithstanding the foregoing, records that are subject to a legal hold shall be retained and are not authorized for destruction until notice is provided by the District Counsel that such records subject to a legal hold no longer need be retained.

Section 5. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

PASSED, APPROVED, and ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 18th day of September 2024, by the following roll call vote:

Ayes: Butler, Jenco, Pohll, Maybee
Noes: None
Absent: Booth
Abstain: None



Timothy E. Maybee, President of the Board
Rancho Murieta Community Services District

[SEAL]
ATTEST:



Amelia Wilder, District Secretary

Exhibit A - Policy #2024-01 Records Retention, Disposal and Storage Policy