

RESOLUTION NO. 2025-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO
BASIN WATER CONSERVATION DISTRICT, ADOPTING
RECORDS RETENTION SCHEDULES AND AUTHORIZING
DESTRUCTION OF CERTAIN DISTRICT RECORDS**

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 Chino Basin Water Conservation District; and,

WHEREAS, Section 60200 of the Government Code of the State of California provides that the legislative body of a Special District may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or permanent photographic record of which is in the files of any officer or department of the Agency; and,

WHEREAS, Section 60201 of the Government Code of the State of California provides that Agency records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the Agency or public may be destroyed; and,

WHEREAS, the Agency has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:

SECTION 1. The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule will not adversely affect any interest of the Agency or the public.

SECTION 2. The Board of Directors acknowledges that there may be records that are on a destruction hold from time to time. The Records Retention Policy provides that these records are preserved and at the top of each page of the Records Retention Schedules (“HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).”

SECTION 3. The records of the Chino Basin Water Conservation District, as set forth in the Records Retention Schedule are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule, in accordance with Agency policies and procedures,

provided there is no type of Hold on destruction. Updates are hereby authorized to be made to the Records Retention Schedule without further action from the Board of Directors.

SECTION 4. Records Destruction requests will be initiated by the Department Head, reviewed by the Board Clerk and approved by Legal Counsel and the General Manager or their designee.

SECTION 5. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

SECTION 6. This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED, AND ADOPTED this 12th day of May 2025.

AYES: President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Layton, Coker, Gulmahamad, and Sonnenberg


NOES:

ABSTAIN:

ABSENT:



Mark Ligtenberg, Board President

ATTEST: 

Elizabeth Willis, Board Secretary