

**SPECIAL MEETING
EXECUTIVE COMMITTEE**

Sunnyvale City Hall
Cottonwood Room (Rm 135)
456 W. Olive Avenue
Sunnyvale, CA 94086

**FEBRUARY 27, 2026
4:30 PM**



Meeting Information:

- *Executive Committee meetings are open to the public at the location shown above.*
- *Members of the public may use the information below to join via Zoom:*

Webinar ID: 810 4510 5559

Passcode: 167045

- *Meeting also livestreamed on YouTube: <https://www.youtube.com/@citiesassoc>*
- *More information on public comment and accessibility is given at the end of the agenda.*

Vice Mayor Elliot Scozzola will attend via teleconference from Plaza Deportes San Josecito, Calle Twin Rivers, Osa, Costa Rica. This teleconference location is open to the public and any member of the public may address the Board of Directors members from the teleconference location.

WELCOME & CALL TO ORDER – (WALIA)

ROLL CALL (SIRKAY)

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the agenda. State law prohibits the Committee from discussing and/or acting on nonagendized items.

AGENDA

A. Executive Committee Meeting Minutes (Action)

Recommended Action: Review and approve minutes for the January 8, 2026, Executive Committee meeting.

B. President Update (Information only)

Recommended Action: Receive update from President Tina Walia.

C. Local Agency Investment Fund (LAIF) Account (Discussion)

Recommended Action: Receive update from Shali Sirkay, Executive Director, and provide direction.

D. Proposed Fiscal Year 2026-27 Budget (Discussion)

Recommended Action: Receive presentation from Shali Sirkay, Executive Director, and provide direction on proposed budget.

E. Proposed Record Retention Policy (Discussion)

Recommended Action: Receive presentation from Andrew Shen, Co-General Counsel, and provide direction on proposed policy.

F. Board Priorities – Process (Discussion)

Recommended Action: Receive Executive Committee direction on study-session format to gather Board input on priorities.

G. Identify Potential Speakers for 2026 (Discussion)

Recommended Action: Receive update from Shali Sirkay, Executive Director, and provide direction on potential speakers for 2026 Board meetings.

H. Review March 12, 2026, Meeting Agendas (Action)

Recommended Action: Review and approve draft agendas for March 12, 2026, meetings.

1. Legislative Action Committee

2. Board of Directors

I. Future Meeting Topics (Discussion)

Recommended Action: Provide direction on potential topics.

J. Santa Clara County City Managers Association Update (Information only)

Recommended Action: Receive update from Leslie Arroyo, Acting City Manager for Saratoga.

K. Executive Director Update (Discussion)

Recommended Action: Receive update from Shali Sirkay, Executive Director, and provide direction.

ADJOURN (WALIA)

INFORMATIONAL ITEMS

1. Governance Calendar

PUBLIC PARTICIPATION OPTIONS

Online Participation:

Members of the public may also attend online. However, the Cities Association of Santa Clara County cannot guarantee uninterrupted access to online technology. Technical difficulties may occur from time to time. Unless required by the Robert M. Brown Act, the meeting will continue even if technical difficulties prevent online participation.

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to shali@citiesassociation.org
 - IMPORTANT: identify the Agenda Item number in the subject line of your email.
 - Emails must be received at least 72 hours before meeting start day/time to be entered into the record for the meeting.
2. Provide oral public comments in-person during the meeting
3. Provide oral public comments virtually during the meeting
 - When the President/Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
 - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
 - Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

We strive for our meetings and materials to be accessible to all members of the public, and welcome feedback and requests for accommodations. Please submit requests for accommodations to shali@citiesassociation.org at least 72 hours in advance of the meeting to allow us to best meet your request.

**REGULAR MEETING
EXECUTIVE COMMITTEE**



North Bay Conference Room (Room 145)
Sunnyvale City Hall
456 W. Olive Avenue
Sunnyvale, CA 94086

**JANUARY 08, 2026
4:30 PM**

AGENDA IN BLACK/MINUTES IN RED

Meeting Information:

- *Executive Committee meetings are open to the public at the location shown above.*
 - *Members of the public may use the information below to join the webinar:*
Webinar ID: 884 1120 6053
Passcode: 327880
 - *Meeting also livestreamed on YouTube: <https://www.youtube.com/@citiesassoc>*
 - *More information on public comment and accessibility is given at the end of the agenda.*
-

WELCOME & CALL TO ORDER – (WALIA)

Meeting called to order at 4:34 PM

ROLL CALL (SIRKAY)

Executive Committee Members Present (4/5):

President	Tina Walia
1st Vice President	J.R. Fruen
2 nd Vice President/LAC Chair	Elliot Scozzola
Immediate Past President	Larry Klein

Executive Committee Members Absent (1/5):

Secretary/Treasurer	Rosemary Kamei
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Also Present (3)

Saratoga Acting City Manager	Leslie Arroyo
Sunnyvale City Manager	Tim Kirby
CASCC Co-Legal Counsel	Andrew Shen
Executive Director	Shali Sirkay

Members of the Public (3)

Rosemary Kamei	Councilmember, San Jose
Victoria Ketell	Staff, Sunnyvale

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

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None

AGENDA

A. Consent Agenda (Walia/Sirkay)

- a. Approve Minutes from Executive Committee Meeting on October 23, 2025

Motion to approve the minutes from the Executive Committee meeting on January 8, 2026

by Scozzola

Second by Fruen

AYES: 4

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1

Motion passes 4-0-0-1

B. President Update (Walia)

C. 2026 Meeting Calendar for Executive Committee, Board of Directors, Legislative Action Committee, and City Selection Committee: Discussion and Possible Action (All)

Public Comment: Rosemary Kamei

Motion to recommend to the Board of Directors to approve the 2026 Cities Association Meeting Calendar with the following changes discussed:

- Do not schedule an Executive Committee meeting in February to review agendas for the February 12 Board and Legislative Action Committee meetings and give direction to the President and Executive Director to develop those agendas*
- Add May 14 City Selection Committee meeting*
- Going forward, hold the annual Membership Event on the second Thursday in June and cancel the Legislative Action Committee meeting on that day*
- Schedule the July Executive Committee meeting on July 30, 2026 to review the August 13 meeting agendas*
- Schedule the annual Holiday Party on December 13, 2026*

by Fruen

Second by Klein

AYES: 4

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1

Motion passes 4-0-0-1

D. 2026 Governance Calendar for Cities Association: Discussion and Possible Action (All)

E. Review January 22, 2026 Meeting Agendas: Discussion and Possible Action (All)

- City Selection Committee
- Legislative Action Committee
- Board of Directors

Motion to approve the January 22, 2026 City Selection Committee, Legislative Action Committee and Board of Directors meeting agendas with the following changes and direct President and Executive Director to update as needed:

City Selection Committee Meeting Agenda

- *Add term lengths to agenda*
- *Add San Francisco Bay Conservation and Development Commission nomination to agenda*
- *Remove City Selection Committee Rules from agenda and list instead as an Information Item*

Legislative Action Committee Meeting Agenda

- *Add Overview of Legislative Action Committee Process (Scozzola)*
- *Add Overview of Legislative Action Committee Calendar (Fruen)*
- *Add Overview of Sacramento Legislative Calendar (Fruen)*
- *Add brief statement of the status of bills that the Legislative Action Committee was watching in 2025 as a separate agenda item*
- *Overview of the Governor's State of the State and the Governor's Proposed State Budget*

Board of Directors Meeting Agenda

- *Pull approval of meeting calendar from consent agenda and make this item a separate agenda item after the City Selection Committee and Legislative Action Committee updates*
- *Re-word budget agenda item as "Budget Update and Potential Adjustments" and make this a "discussion and potential action" item*

by Klein

Second by Scozzola

AYES: 4

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1

Motion passes 4-0-0-1

F. Review February 12, 2026 Meeting Agendas: Discussion and Possible Action (All)

- Legislative Action Committee
- Board of Directors

Motion to approve the February 12, 2026 Legislative Action Committee and Board of Directors agendas with the following changes and direct the President and Executive Director to update as needed

Legislative Action Committee Meeting Agenda

- *Move Chair Update to item 2*
- *Invite Townsend Public Affairs to speak and take out item 3*

Board of Directors Meeting Agenda

- *Move Priority Areas as a separate agenda item and list it as a “discussion and potential action” item*

by Klein

Second by Scozzola

AYES: 4

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1

Motion passes 4-0-0-1

G. Future Meeting Topics: Discussion and Possible Action (Walia)

- a. Identify Potential Speakers for 2026

H. Santa Clara County City Managers Association Update (Morley)

I. Executive Director Update (Sirkay)

ADJOURN (WALIA)

Meeting adjourned at 5:53 PM

Respectfully submitted on February 27, 2026,



Vaishali Sirkay

Executive Director

Cities Association of Santa Clara County

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Agenda Item No: ____D____

Meeting Date: February 27, 2026

Cities Association of Santa Clara County Agenda Report

To: Executive Committee Members

Prepared by: Shali Sirkay, Executive Director

TOPIC: Draft Proposed 2026-27 CASCSC Budget (FY27)

SUBJECT: Consideration of Cities Association of Santa Clara County General Fund Budget

RECOMMENDATION:

It is recommended that the Cities Association of Santa Clara County (CASCSC) Executive Committee review the draft proposed budget and offer direction as needed prior to the budget presentation to the Board of Directors (BOD) at the March 12, 2026 BOD meeting.

BACKGROUND:

As per its bylaws, the CASCSC board must approve a final budget by April 30th of each year. The Executive Committee is being provided the proposed FY27 operating budget at its February 27, 2026 meeting for its review. Direction is sought by the Executive Director prior to presenting this budget to the Board of Directors on March 12, 2026.

A copy of this draft proposed FY27 budget has also been provided to the city managers of each of the 15 member jurisdictions to elicit their input.

EXPLANATION OF CALCULATIONS:

The attached budget proposal was prepared as follows:

Revenue:

1. It is proposed that membership dues *not increase* in FY27, and therefore remain the same as they were in FY23, FY24, FY25 and FY26. The rationale for not increasing the dues is that the Cities Association is on track to meet its financial obligations in FY26. Since revenue continues to exceed expenses, and FY27 expenses will increase only moderately, the Cities Association can meet its financial obligations in FY27 without raising membership dues. Therefore, it is recommended that membership dues remain flat.

Current Membership Dues:

City	Dues
Campbell	\$ 11,215
Cupertino	\$ 15,785

Gilroy	\$ 14,609
Los Altos	\$ 8,698
Los Altos Hills	\$ 6,523
Los Gatos	\$ 8,698
Milpitas	\$ 19,665
Monte Sereno	\$ 6,523
Morgan Hill	\$ 11,693
Mountain View	\$ 21,415
Palo Alto	\$ 18,314
San Jose	\$ 55,231
Santa Clara	\$ 34,044
Saratoga	\$ 8,698
Sunnyvale	\$ 40,292

2. Ticket sales for both the Summer Membership Event/Special Meeting and the Winter Event/Special Meeting have been increased to \$5000. This number more accurately reflects the amount of money actually collected in ticket sales for events in calendar years 2024 and 2025.
3. Line items for Sponsorships/Donations and In-Kind Support were added to capture any additional resources received in these categories at the end of FY27. At the start of FY27, these numbers are \$0 as there is no guarantee that sponsorships, donations and in-kind support will be offered/received.

Expenses:

Only changes from FY26 are explained below. Various line items were increased by 10% to take into consideration increases in the cost of living (especially costs of goods and services). These are also explained below where applicable.

Professional Services:

1. Executive Director line item was not increased as the current figure already provides a generous "cushion" should extra work hours be required.
2. Clerk and IT Support line item was previously calculated at \$25/hour x 20 hours/month x 12 months. This number has stayed the same in FY27.
3. Legal Services is increased by 10%.
4. The City of Sunnyvale started providing bookkeeping services for the Cities Association in FY26. As per the contract with Sunnyvale, the cost of this service will increase by \$500 in FY27

Website Redesign/Maintenance:

The website is likely to be completed by the end of FY26. It is estimated that the cost of maintenance, including requests for dedicated assistance from the vendor, Tripepi Smith, will not exceed \$7500. These requests, that fall outside of the contract, are charged approximately \$310/hour. This comes out to roughly 24 hours of extra technical assistance should it be needed.

Office:

1. Special District Risk Management Authority (SDRMA), the insurance provider for the Cities Association, provides its members with estimates for the cost of insurance for budgeting purposes. However, since those estimates were not available as of the writing of this agenda report, a 10% increase was added.
2. US Bank fee was increased by 10%.
3. The line item for miscellaneous expenses was increased to \$750 to cover the cost of general office supplies, stamps, etc.
4. The line item "Conferences & Education for Exec Dir" was increased by \$500 to cover the cost of any additional training the Executive Director may need in the performance of their duties and responsibilities. This line item also covers the cost of tickets/fees to attend events that are held by Cities Association members and partners.
5. A line item for meeting space rental was added to the FY26 budget. The per meeting cost will be approximately \$200 per meeting, and includes the necessary city staff time.

Memberships:

One condition of obtaining insurance coverage from SDRMA is membership in the California Special Districts Association (CSDA). The figure provided is a 10% increase over FY26 fees.

Hospitality and Special Events:

- There are no changes to the three line items in this category. Both the Summer Membership Event and the Annual Winter Event are planned as "break even" events and are not considered revenue generators for CASC. It is anticipated that as a JPA, CASC may be able to get sponsorships, donations, and in-kind support to cover some of the costs of these two events.
- Refreshments are calculated for monthly Board of Directors meetings- \$200 per meeting for 9 meetings (no board meetings in June (Annual Membership Event/Dinner), July, and December (Annual Winter Event))

Technology and Software:

The only change in this category is the increase in the Cities Association Website Hosting fee. The Cities Association website will be hosted by Tripepi Smith, and this vendor charges \$630 as an annual website hosting fee.

All other amounts in this section are copied over from FY26. These figures did not increase in FY25 or FY26, and notice has not been received that any of these fees will increase in FY27.

FISCAL IMPACT:

CASC will have enough money to operate for another fiscal year if the membership dues remain the same as in FY26. As revenue still exceeds expenses, the proposed FY27 budget should have minimal fiscal impact on the operations of CASC.

ATTACHMENTS:

1. Proposed 2026-2027 CASC Budget

Cities Association of Santa Clara County Operating Budget
July 1, 2026 – June 30, 2027

FY27 New line item

REVENUE	Proposed FY27	FY26	Delta from FY26
Membership Dues	\$281,403	\$281,403	\$0
Summer Member Event Ticket Sales	\$4,000	\$3,000	\$1,000
Winter Event Ticket Sales	\$5,000	\$3,000	\$2,000
Sponsorships and Donations	\$0	N/A	\$0
In-kind Support	\$0	N/A	\$0
TOTAL REVENUE	\$290,403	\$287,403	\$3,000

EXPENSES

Professional Services	\$217,290	\$209,900	\$6,890
Executive Director	\$130,000	\$130,000	\$0
Clerk & IT Support	\$6000	\$6000	\$0
Legal Counsel	\$70,290	\$63,900	\$6,390
Bookkeeping & Auditing Services	\$10,500	\$10,000	\$500
Website Redesign/Maintenance	\$7,500	\$7,500	\$0
Consultant and Other Related Tools and Services	\$7,500	\$7,500	\$0
OFFICE	\$8,825	\$7,709	\$1,116
Insurance Package	\$3,980	\$3,618	\$362
US Bank Fees	\$40	\$36	\$4
Verizon (Google Voice Phone)	\$364	\$364	\$0
P.O. Box	\$216	\$216	\$0
Miscellaneous	\$750	\$500	\$250
Conferences & Education for Executive Director	\$1000	\$500	\$500
Meeting Space Rental	\$2,475	\$2,475	\$0
MEMBERSHIPS	\$1,447	\$1,315	\$131.50
California Special Districts Association	\$1,447	\$1,315	\$131.50
HOSPITALITY & SPECIAL EVENTS	\$9,800	\$8,800	\$1,000
Refreshments BOD Monthly Meetings	\$1800	\$1800	\$0
Summer Member Event	\$3000	\$3000	\$0
Winter Event	\$4000	\$4000	\$0
Awards, Entertainment, & Miscellaneous	\$1000	N/S	\$1,000
TECHNOLOGY & SOFTWARE	\$3,262	\$3,232	\$30
Adobe (PDF Tools)	\$306	\$306	\$0
Canva (Graphics and templates)	\$117	\$117	\$0
Intuit (Quickbooks Online)	\$945	\$945	\$0
Microsoft	\$242	\$242	\$0
CASCC Website Hosting Fee	\$630	\$600	\$30
Zoom	\$1022	\$1022	\$0
TOTAL EXPENSES	\$248,124	\$238,456	\$9,167.50

REVENUE - EXPENSES	\$42,279	\$48,947	N/A
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Agenda Item No: ____5____

Meeting Date: February 27, 2026

Cities Association of Santa Clara County Joint Powers Agency Agenda Report

To: EXECUTIVE COMMITTEE

**Prepared by: Jannie Quinn, Co-General Counsel
Andrew Shen, Co-General Counsel**

TOPIC: Records Retention Policy
SUBJECT: Consideration and Adoption of Records Retention Policy

RECOMMENDATION:

1. Consideration of Proposed Records Retention Policy
2. Approve a Resolution Adopting a Records Retention Policy

BACKGROUND:

A. Joint Powers Agreement and Bylaws

The Cities Association's activities, operations and powers are carried out pursuant to the Joint Powers Agreement ("JPA") that established the Cities Association as a legal entity. However, the JPA does not set forth any specific rules regarding a records retention policy. Likewise, the Cities Association's Bylaws do not address record retention requirements.

But the JPA generally points the Cities Association to the policies established by the Town of Los Gatos ("Los Gatos" or "Town") to guide its operations. Section 7.1 of the JPA states:

Pursuant to and to the extent required by Government Code Section 6509, as amended, the Agency shall be restricted in the exercise of its powers and shall exercise its powers in the same manner as the Town of Los Gatos is restricted in its exercise of similar powers; provided that, if the Town of Los Gatos shall cease to be a Member, then the Agency shall be restricted in the exercise of its power in the same manner as another Member agreed to by the majority of the Board of Directors.

B. Los Gatos' Records Management Program

Los Gatos' Records Management Program is included as Attachment 1.

The Town's records management program is flexible and also provides that its program will comply with State law. Specifically, the policy states: "The records management program shall adhere to California Government Code Sections 34090 and 34090.5 and all other applicable code sections and statutes concerning the creation, maintenance, and disposal of municipal government records and applies to all element of this Program."

In addition to this statement, the Town's records management program acknowledges several broad policy objectives, including:

- Document fully the policies, decisions, and transactions of the Town;
- Provide public access to and protect the public's right to inspect public records in accordance with the California Public Records Act;
- Preserve records with long-term or permanent value;
- Save physical space; and
- Increase efficiency in information retrieval

C. State Law Regarding Record Retention and Other Record Retention Policies

While Los Gatos' Records Management Program provides a useful guideline, it is worth noting that its incorporation of Government Code Sections 34090 and 34090.5 are not directly applicable to the Cities Association. Government Sections 34090 and 34090.5 apply to cities, not JPAs like the Cities Association. As a JPA, the Cities Association is more directly subject to Government Code Sections 60200-60204, which govern the destruction of records of special districts.

Most importantly, Government Code Section 60201 specifies certain records that may not be destroyed. Such records include documents that pertain to any of the following:

- (1) Relates to formation, change of organization, or reorganization of the district.
- (2) An ordinance adopted by the district. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
- (3) Minutes of any meeting of the legislative body of the district.
- (4) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.

(5) Is the subject of any pending request made pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), whether or not the district maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the district provided written notice to the requester that the request has been denied.

(6) Relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented.

(7) Relates to any nondischarged debt of the district.

(8) Relates to the title to real property in which the district has an interest.

(9) Relates to any nondischarged contract to which the district is a party.

(10) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.

(11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.

(12) Specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

Some of the categories above are inapplicable to the Cities Association, due to the restrictions set forth in the organization's JPA. Article 7 of the JPA prohibits the Cities Association from acquiring any real property and issuing any debt.

In addition to State law, we also reviewed record retention policies adopted by sister JPAs located in Santa Clara County. Specifically, we reviewed the policies adopted by Silicon Valley Clean Energy ("SVCE") and Silicon Valley Regional Interoperability Authority ("SVRIA"). Copies of these policies are included as Attachments 2-3.

D. Recommended Records Retention Policy

Initially, the proposed records retention policy sets three important parameters for the Board's consideration.

First, the records retention policy only applies to records created at the time of Cities Association's formation as a Joint Powers Agency and thereafter. The policy does not seek to preserve records of the Cities Association in its previous legal form.

Second, the records retention policy seeks to create a “paperless” retention system. The Executive Director and Co-General Counsel will work together to use a shared network drive, such as Microsoft OneDrive or Google Drive, to retain documents. Maintaining records in any hard-copy form is cumbersome and difficult to search and retrieve.

Third, the records retention policy clarifies that the Cities Association’s website should not be used as a record retention system. While there will be overlap in the materials preserved by the records retention policy and those available through the website, the latter may be more transitory and is not intended to serve as a records retention system.

In addition to these parameters, the proposed records retention policy addresses specific categories of documents to be retained, focusing on efficiency and recognizing that the Cities Association is a leanly staffed organization.

CONCLUSION:

The proposed Records Retention Policy is submitted for the Board’s consideration, direction, and approval.

FISCAL IMPACT:

The proposed Records Retention Policy should have limited fiscal impact. While the proposed policy will require initial implementation by the Executive Director and Co-General Counsel, this additional project should be covered by the existing budget allocations.

OPTIONS:

The Board of Directors has the following options:

1. Review and approve the proposed Records Retention Policy through the attached Resolution.
2. Direct General Counsel to make additional edits to the Records Retention Policy and return to the Board at a future meeting.

ATTACHMENTS:

1. Town of Los Gatos, Records Management Program
2. SVCE Records Retention Policy
3. SVRIA Records Retention Policy and Schedule

RESOLUTION NO. 2026-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES
ASSOCIATION OF SANTA CLARA COUNTY JOINT POWERS AGENCY
ADOPTING A RECORD RETENTION POLICY**

WHEREAS the Cities Association of Santa Clara County (“Cities Association”) desires to adopt a record retention policy to preserve critical historical and operational documents for the organization; and

WHEREAS, on March 12, 2026, the Cities Association’s Board of Directors held a duly noticed public meeting to consider the proposed record retention policy and to receive comment and feedback from the public; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION THAT:

1. The recitals set forth above are true and correct.
2. The Cities Association’s Board of Directors hereby adopts the following Records Retention Policy, set forth in Appendix A, which shall become effective upon the date of its approval by the Cities Association’s Board of Directors.

ADOPTED this 12th day of March 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

ATTEST:

Vaishali Sirkay, Executive Director

APPROVED:

Tina Walia, President, Board of Directors

Resolution of the Board of Directors of the Cities
Association of Santa Clara County Joint Powers Agency
Adopting a Records Retention Policy

Page 1 of 4

APPENDIX A

Records Retention Policy

The following constitutes the Cities Association's Records Retention Policy ("Policy").

Scope and General Implementation

This Policy shall apply to any and all documents created or existing as of the Cities Association's formation as a Joint Powers Agency. On February 8, 2025, the Cities Association, as an unincorporated association, dissolved, and on that same date, the Cities Association began its operation as a Joint Powers Agency, pursuant to Government Code Section 6500, et seq.

Pursuant to this Policy, the Cities Association shall create an electronic, "paperless" storage system for the documents listed below. Hard-copies of the materials listed below should be converted to an electronic format for the purpose of record retention. The Cities Association's website shall not serve as a substitute for such electronic storage system. The Cities Association's electronic storage system shall be accessible to the Executive Director, General Counsel, the Cities Association Board of Directors and Executive Committee, and any authorized representatives of any member city.

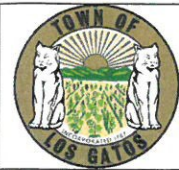
This Policy shall adhere to California Government Code Sections 60200-60204, including any future amendments to these sections.

Records Retention Periods

Record	Retention Period	Comments/Notes
Audits	Permanent	
Bank and Investment Account Statements	Permanent	For all Cities Association accounts, including Local Agency Investment Fund (LAIF)
Bids and Proposals	Permanent	Applies to bids and proposals solicited by the Cities Association, but not unsolicited bids or proposals
Budgets	Permanent	
Bylaws	Permanent	Including any amendments or successive versions thereto
Contracts	Permanent	Including agreements with the

		Cities Association's independent contractors, the Executive Director and Co-General Counsel
Credit Card Statements	Permanent	
Formation Documents	Permanent	Including the Joint Powers Agreement establishing the Cities Association and any amendments thereto
Insurance Claims	Permanent	
Insurance Policies	Permanent	
Invoices	Permanent	
Legal Opinions	Permanent	In addition to storage, these must be maintained in a confidential manner.
Litigation and Legal Claims	Permanent	Documents relating to litigation and/or claims filed against or by the Cities Association, including any final disposition or settlement
Meeting Agendas and Packets	Permanent	For Board of Directors meetings, Executive Committee meetings, and meetings held by standing committees subsequently established by the Cities Association
Meeting Minutes	Permanent	See above
Meeting Recordings	Permanent	See above; any recordings currently available through YouTube (or similar website) shall also be preserved in the Cities Association's electronic storage system
Ordinances	Permanent	
Public Notices	Permanent	
Public Records Requests (including responses to	Two years after date of final response to request	

requests)		
Records of Payments	Permanent	Including payments to the Cities Association's independent contractors
Reimbursements	Permanent	For any Cities Association-related activities, including any payments to Board members or the organization's independent contractors
Resolutions	Permanent	Including conflict of interest codes and formal policies adopted by resolution



TOWN OF
LOS GATOS
CALIFORNIA

COUNCIL POLICY MANUAL

Small Town Service Community Stewardship Future Focus

TITLE: Records Management Program

POLICY NUMBER: 2-02

EFFECTIVE DATE: 8/2/2017

PAGES: 2

ENABLING ACTIONS:

REVISED DATES:

APPROVED:

PURPOSE

This policy recognizes that a Records Management Program improves customer service, increases staff efficiency, better allocates scarce resources, and provides a legal foundation for how our Town conducts its daily mission. An effective Records Management Program will establish administrative policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of Town records, based on federal and state statutes governing public records. The Program also ensures that a responsible program of records management is practiced within the Town organization, serving the best interest of the Town and its community.

POLICY

It is the policy of the Town to effectively manage information and records created or received in all Town offices. To implement this policy a Records Management Program shall be established and overseen by the Town Managers Office and Town Attorney. For purposes of this Policy, a "record" means any writing containing information relating to the conduct of the Town's business prepared, owned, used, or retained by the Town regardless of physical form or characteristics.

Further, it is the policy of the Town to recognize the use of electronic data and, as such, acknowledge those records (or conversion) as "official records", provided appropriate administrative procedures are adopted for the creation, management, and storage of electronic documents. The records management program shall adhere to California Government Code Sections 34090 and 34090.5 and all other applicable code sections and statutes concerning the creation, maintenance, and disposal of municipal government records and applies to all elements of this Program. All administrative procedures issued as part of the Records Management Program are applicable to all organizational elements of the Town including, but not limited to; Town Departments, Council, Committees, and Commissions. All public records

TITLE: Records Management Program	PAGE: 2 of 2	POLICY NUMBER: 2-02
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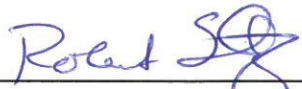
are deemed the property of the Town and shall be delivered by outgoing officials and employees to their successors.

OBJECTIVES

It is the intent of this policy that the Records Management Program shall develop administrative procedures for records management which encompass the following:

- Document fully the policies, decisions, and transactions of the Town;
- Provide public access to and protect the public's right to inspect public records in accordance with the California Public Records Act;
- Preserve records with long-term or permanent value;
- Protect records vital to Town government in the event of a disaster;
- Protect records essential to Town government, but which are referenced infrequently;
- Demonstrate compliance with legal retention requirements established by federal, state, and local authorities;
- Retire and destroy records no longer required by statute to be retained or needed for reference;
- Eliminate duplicate records filed in several departments;
- Ensure proper administration of records not subject to disclosure;
- Provide protection in litigation, audits, and other disputes;
- Save physical space; and
- Increase efficiency in information retrieval.

APPROVED AS TO FORM:


Robert Schultz, Town Attorney

SILICON VALLEY CLEAN ENERGY AUTHORITY

RESOLUTION No. 2023-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SILICON VALLEY CLEAN ENERGY AUTHORITY APPROVING
SVCE'S AMENDED FILES AND RECORDS MANAGEMENT POLICY
AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO MAKE
FUTURE UPDATES TO THE POLICY AND RECORDS RETENTION
PERIODS IN CONSULTATION WITH GENERAL COUNSEL**

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 Silicon Valley Clean Energy Authority ("SVCE"); and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines specifying retention periods for various government records; and

WHEREAS, the Board of Directors of SVCE desire to amend SVCE's Files and Records Management Policy and adopt an updated records retention schedule to ensure efficient and effective maintenance of its various documents and records.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SILICON VALLEY CLEAN ENERGY AUTHORITY, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The records of SVCE, as set forth in the Records Retention Periods, attached hereto as "Exhibit A", are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Chief Executive Officer or their designee and with the consent in writing of the General Counsel, without further action by the Board of Directors of SVCE.

SECTION 2. With the consent of the Chief Executive Officer or their designee and the General Counsel, updates are hereby authorized to be made to the Files and Records Management Policy and Records Retention Periods without further action by the Board of Directors.

SECTION 3. 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 4. This resolution shall become effective immediately upon its passage and adoption.

ADOPTED AND APPROVED this 12th day of April 2023, by the following vote:

JURISDICTION	NAME	AYE	NO	ABSTAIN	ABSENT
City of Campbell	Director Scozzola				
City of Cupertino	Director Mohan				
City of Gilroy	Director Hilton				
City of Los Altos	Director Meadows				
Town of Los Altos Hills	Director Tyson				
Town of Los Gatos	Director Rennie				
City of Milpitas	Director Chua				
City of Monte Sereno	Director Mekechuk				
City of Morgan Hill	Alternate Director Carothers				
City of Mountain View	Director Abe-Koga				
County of Santa Clara	Director Lee				
City of Saratoga	Director Walia				
City of Sunnyvale	Alternate Director Srinivasan				

Chair

ATTEST:

Andrea Pizano, Board Clerk

RECORDS RETENTION PERIODS

Record Series Title	Retention Period	Description/Comments
Accounts payable/receivable	5 years	Ledgers, paid bills, purchase orders, bank statements, checks, and deposit slips, wires, expense reports/reimbursements, uncollectible accounts and write offs, depreciation schedules, 1099 Forms
Invoices	2 years	Vendor invoices for payment
Budget	Permanent	Forecasts & projections, Financial statements (end-of-year trial balances)
Audit	5 years	Financials, controller reports, IT audit reports
Customer Information and Data	5 years	Electronic information and reporting from Director of Customer Care, customer bill analyses, customer consent for third-party disclosures
Insurance records	30 years	Accident reports, claims, policies, workers comp
Loan documents	Permanent	Line/letter of credit documents, applications
Employee Records	10 - 30 years	Offer letter, benefits, evaluations, personnel change request
Recruitment	6 years from close	Employment application, resume, cover letters, job descriptions, interview evaluations
Payroll	7 years	Records and summaries, reports (federal, state, tax), W-2 forms, W-4 forms, garnishments, IR's, retirement plan
Board and Committee Meeting Materials	Permanent	Final Board and Committee Meeting materials, and additional SVCE approved sub-committee materials
Board Approved Decisions	Permanent	Adopted Resolutions, final meeting minutes
Contracts	Expiration +7 years	Leases, agreements, amendments, power supply contracts, etc.
Correspondence (general)	3 years	Email & written correspondence not containing materials related to invoices, budgets, audits, insurance records, loans, personnel recruitment and employee records, board and committee materials, or contracts, marketing or solicitation materials.
Marketing Collateral	7 years	Publications, promotional brochures, flyers, newsletters & alerts
Solicitations	7 years	Request for proposals, bids, quotes, etc.
Non-Disclosure Agreements	7 years	Agreements with advisors, board members or vendors

FILES & RECORDS MANAGEMENT

I. PURPOSE

The Agency will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements; to outline the methods for filing, retaining, and disposing of business records necessary to support our work (including opinions, resolution of differences, conclusions and research utilized in analysis), our correspondence with customers/clients, our work product and items of continuing significance.

II. SCOPE

This procedure applies to all business documentation generated by the Agency. However, this does not necessarily cover internal or certain day-to-day business correspondence.

Drafts or other documents not utilized should not be retained. Documents and records transmitted as attachments via email should be considered separately from the email messages to which they are attached.

III. POLICY

A. DIGITAL FILES

- Electronic documents and emails shall be maintained on a secure server or secure web site.
- Agency files or information should not be stored on personal electronic devices to the extent possible.
- Employee hard drives shall be password protected.
- Customer correspondence created/maintained for documentation purposes should be stored upon the Customer Records Management (CRM) system whenever possible.
- Collection letters, invoices and other customer correspondence will

Category: FINANCE

be maintained in CRM when feasible or within pertinent folders where appropriate (i.e., collection letters with collections files).

- Confidential and Sensitive files should be watermarked or include a header noting the words "CONFIDENTIAL" or "SENSITIVE" or "Subject to NDA", or similar notation, whenever possible.

B. PAPER FILES

- Whenever possible, the Agency should maintain records electronically.
- Confidential and sensitive paper records or correspondence should be maintained in file cabinets with locking capability when not in use.
- Certain documents, whenever possible, as a practical matter, shall be stamped, watermarked or headed "CONFIDENTIAL", "SENSITIVE", or "Subject to NDA", or similar notation.
- Files labeled with employee names shall be considered confidential personnel files, and shall be accessed only by those who are in the direct line of supervisory authority, or those who are responsible for payroll or other human resource duties, and shall be accessed on a need-to-know basis.
- Files labeled with an energy counterparty name shall be considered confidential.

C. FILING SYSTEM

- To ensure efficient access, filing centers will be established. To reduce the amount of duplicate and unnecessary record retention, individual desk files should be avoided unless they are used in daily operations. All other departmental or agency records should be filed in the departmental central filing areas.
- Unless necessary, records should only be kept by the originator or sender and not by the receiver to avoid duplicate filing systems.

D. RECORD RETENTION AND LONG-TERM STORAGE

- Non-permanent physical files will be stored in cardboard file boxes. Each file box will be labeled on the front with the contents, dates covered, and destruction date if applicable. Permanent physical records will be maintained in metal fire-resistant file cabinets.
- Files should be stored only in boxes with similar items, dates and retention periods. This will allow easier access and purging of records. A general rule to keep in mind is that it is better to only half-fill a file box than to file dissimilar types of files in the same box.
- An employee designated by the Chief Executive Officer will be responsible for categorizing and maintaining a listing of records maintained and the location.
- An employee designated by the Chief Executive Officer will be responsible for coordinating the creation, and maintenance of record retention periods, and will maintain and issue the "Records Retention Periods" as appropriate.
- Maintain all files for as long as is necessary but only to the extent they serve a useful purpose or satisfy business or legal requirements. "Records Retention Periods" provides a guide.
- The Chief Executive Officer may make further updates to the Retention Periods, to this Files and Records Management policy, and to any Retention and Destruction Policy.

E. RECORD DESTRUCTION

- An employee designated by the Chief Executive Officer will circulate a listing of file categories to be destroyed to all employees thirty days prior to destruction, for review and comment.
- Three to six months after each year-end, an employee designated by the Chief Executive Officer will proceed with destruction of all files that have exceeded their recognized holding period.
- Destruction of physical files will be performed by an

independent, outside service for shredding and disposal. Any paper with a social security number, a federal ID number, confidential information or sensitive data, or a client name on it must be destroyed in this manner.

F. DISPOSAL OF RECORDS INTO THE AGENCY'S GENERAL TRASH SERVICE IS NOT ALLOWED

- Electronic documents are destroyed by deleting them from the medium on which they are stored, and then purging the medium itself.
- Email messages not saved for filing in the correspondence file or other appropriate folder should be deleted.

IV. ATTACHMENTS

1. Records Retention Periods

RECORDS RETENTION PERIODS

Record Series Title	Retention Period	Description/Comments
Accounts payable/receivable	5 years	Ledgers, paid bills, purchase orders, bank statements, checks, and deposit slips, wires, expense reports/reimbursements, uncollectible accounts and write offs, depreciation schedules, 1099 Forms
Invoices	2 years	Vendor invoices for payment
Budget	Permanent	Forecasts & projections, Financial statements (end-of-year trial balances)
Audit	5 years	Financials, controller reports, IT audit reports
Customer Information and Data	5 years	Electronic information and reporting from Director of Customer Care, customer bill analyses, customer consent for third-party disclosures
Insurance records	30 years	Accident reports, claims, policies, workers comp
Loan documents	Permanent	Line/letter of credit documents, applications
Employee Records	10 - 30 years	Offer letter, benefits, evaluations, personnel change request
Recruitment	6 years from close	Employment application, resume, cover letters, job descriptions, interview evaluations
Payroll	7 years	Records and summaries, reports (federal, state, tax), W-2 forms, W-4 forms, garnishments, IR's, retirement plan
Board and Committee Meeting Materials	Permanent	Final Board and Committee Meeting materials, and additional SVCE approved sub-committee materials
Board Approved Decisions	Permanent	Adopted Resolutions, final meeting minutes
Contracts	Expiration +7 years	Leases, agreements, amendments, power supply contracts, etc.
Correspondence (general)	3 years	Email & written correspondence not containing materials related to invoices, budgets, audits, insurance records, loans, personnel recruitment and employee records, board and committee materials, or contracts, marketing or solicitation materials.
Marketing Collateral	7 years	Publications, promotional brochures, flyers, newsletters & alerts
Solicitations	7 years	Request for proposals, bids, quotes, etc.
Non-Disclosure Agreements	7 years	Agreements with advisors, board members or vendors

FILES & RECORDS MANAGEMENT

I. PURPOSE

The Agency will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements; to outline the methods for filing, retaining, and disposing of business records necessary to support our work (including opinions, resolution of differences, conclusions and research utilized in analysis), our correspondence with customers/clients, our work product and items of continuing significance.

II. SCOPE

This procedure applies to all business documentation generated by the Agency. However, this does not necessarily cover internal or certain day-to-day business correspondence.

Drafts or other documents not utilized should not be retained. Documents and records transmitted as attachments via email should be considered separately from the email messages to which they are attached.

III. POLICY

A. DIGITAL FILES

- Electronic documents and emails shall be maintained on a secure server or secure [SharePoint](#) web site.
- ~~• Sensitive or confidential information should be maintained in files and folders which are restricted by password to allow access only to authorized individuals or on an as needed basis.~~
- Agency files or information should not be stored on personal electronic devices to the extent possible.
- Employee hard drives shall be password protected.
- Customer correspondence created/maintained for documentation

Category: FINANCE

purposes should be stored upon the Customer Records Management (CRM) system whenever possible.

- Collection letters, invoices and other customer correspondence will be maintained in CRM when feasible or within pertinent folders where appropriate (i.e., collection letters with collections files).
- ~~Account numbers should be redacted to primary minus the last 3 digits for all correspondence.~~
- Confidential and Sensitive files should be watermarked or include a header noting the words "CONFIDENTIAL" or "SENSITIVE" or "Subject to NDA", or similar notation, whenever possible.

B. PAPER FILES

- Whenever possible, the Agency should maintain records electronically.
- Confidential and sensitive paper records or correspondence should be maintained in file cabinets with locking capability when not in use.
- Certain documents, whenever possible, as a practical matter, shall be stamped, watermarked or headed "CONFIDENTIAL", "SENSITIVE", or "Subject to NDA", or similar notation.
- Files labeled with employee names shall be considered confidential personnel files, and shall be accessed only by those who are in the direct line of supervisory authority, or those who are responsible for payroll or other human resource duties, and shall be accessed on a need-to-know basis.
- Files labeled with an energy counterparty name shall be considered confidential.

A.C. FILING SYSTEM

- To ensure efficient access, filing centers will be established. To reduce the amount of duplicate and unnecessary record retention, individual desk files should be avoided unless they are used in daily operations. All other departmental or agency



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records should be filed in the departmental central filing areas.

- Unless necessary, records should only be kept by the originator or sender and not by the receiver to avoid duplicate filing systems.

- ~~The following filing guidelines should be adhered to optimize filing efficiency and records access:~~
 - ~~All file cabinets and files should follow recognized rules of order, such as Left to Right, Top to Bottom, Front to Back, and in the case of chronological records, Newest to Oldest.~~
 - ~~File markers or label headings should always be placed at the beginning or front of a file or group of files.~~
 - ~~Alphabetical files should always be filed under broad topical categories. Files should never be filed under individual employee names (except Human Resources records) to avoid confusion and re-filing in the event of turnover. Files should always be filed under the "proper" or agency names whenever appropriate. In the case of individuals, files should be maintained according to the person's last name, then first name and middle initial.~~
 - ~~Alphanumeric codes should be attached to colored end tabs of all file sets to show type of file by subject area and sub-category. For instance, all files dealing with Accounting will have a green end tab on the lateral file folder with the alpha code of AC followed by a three digit numeric code to designate the category (i.e. Financial Planning is AC-200, General Accounting is AC-300, Payroll is AC-340, etc.). Payroll is a function of Accounting thus the AC, payroll is a function of General Accounting (under Accounting) thus the 300 series numeric, and under General Accounting the Payroll file is series number 40, which translates to a file of AC-340. Refer to "Master File Guide Index."~~
 - ~~Extra care should be used for sensitive or private information. Agency financial data or personnel records that contain performance reviews, salary information, or any health-related information should be kept in a secure area with limited access to only those that have a "need to know," such as the Chief Executive Officer or Director of Administration and Finance.~~
 - ~~Documents attached to and transmitted by email should be stored in machine-readable format in the Agency's electronic~~

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~~document management system within the appropriate client folders.~~

B.D. RECORD RETENTION AND LONG-TERM STORAGE

- Non-permanent physical files will be stored in cardboard file boxes. Each file box will be labeled on the front with the contents, dates covered, and destruction date if applicable. Permanent physical records will be maintained in metal fire-resistant file cabinets.
- Files should be stored only in boxes with similar items, dates and retention periods. This will allow easier access and purging of records. A general rule to keep in mind is that it is better to only half-fill a file box than to file dissimilar types of files in the same box.
- ~~An employee designated by the Chief Executive Officer The Administrative Analyst~~ will be responsible for categorizing and maintaining a listing of records maintained and the location.
- ~~The Administrative Analyst, or other~~An employee designated by the Chief Executive Officer, will be responsible for coordinating the creation, amendment, and maintenance of record retention periods, and will maintain and issue the "Records Retention Periods" as appropriate.
- Maintain all files for as long as is necessary but only to the extent they serve a useful purpose or satisfy business or legal requirements. "Records Retention Periods" provides a guide.
- The Chief Executive Officer may make further updates to the Retention Periods, to this Files and Records Management policy, and to any Retention and Destruction Policy.

C.E. RECORD DESTRUCTION

- ~~The Administrative Analyst, or other~~An employee designated by the Chief Executive Officer, will circulate a listing of file categories to be destroyed to all employees thirty days prior to destruction, for review and comment. The actual listing of records destroyed will be maintained permanently for future

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reference.

- Three to six months after each year-end, ~~the Administrative Analyst~~ an employee designated by the Chief Executive Officer will proceed with destruction of all files that have exceeded their recognized holding period.
- Destruction of ~~the~~ physical files will be performed by an independent, outside service for shredding and disposal. Any paper with a social security number, a federal ID number, confidential information or sensitive data, or a client name on it must be destroyed in this manner.

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~~D.F.~~ 1. DISPOSAL OF RECORDS INTO THE AGENCY'S GENERAL
TRASH SERVICE IS NOT ALLOWED

- Electronic documents are destroyed by deleting them from the medium on which they are stored, and then purging the medium itself.
- Email messages not saved for filing in the correspondence file or other appropriate folder should be deleted.

IV. ATTACHMENTS

~~1.-Master File Guide Index~~

~~2.1.~~ 1. Records Retention Periods

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MASTER FILE GUIDE INDEX**AC — ACCOUNTING**

AC-100 — Accounts Administration
AC-200 — Financial Planning
AC-300 — General Accounting
AC-310 — Checking Account Register
AC-320 — Accounts Payable
AC-330 — Accounts Receivable
AC-340 — Payroll
AC-350 — Local, State, Federal taxes {FUTA, FICA, etc.}
AC-360 — Banking Services
AC-370 — Fixed Assets
AC-400 — Employee Benefit Programs
AC-500 — Employee Expense Accounts
AC-600 — Agency Loan Management
AC-700 — Grants Account Management
AC-800 — Purchasing
AC-900 — Open

AD — ADMINISTRATION

AD-100 — General
AD-200 — Organizational Manual
AD-300 — Organizational Charts
AD-400 — Agency Correspondence Manual
AD-500 — Policies and Procedures
AD-600 — Records Management and Retrieval
AD-700 — Chief Executive Officer Administrative Memorandums
AD-800 — Interoffice Staff Administrative Memorandums
AD-900 — Open

BU — BUSINESS

BU-100 — Feasibility Study
BU-200 — Project Management
BU-300 — Business Executive Summaries

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CS ——— COMPUTER INFORMATION SYSTEMS

CS-100 ——— General
CS-200 ——— Equipment
CS-300 ——— Operation and Maintenance
CS-400 ——— Training in Systems Operation
CS-500 ——— Open

PS ——— POWER SUPPLY

PS-100 ——— General
PS-200 ——— Contracts
PS-300 ——— Power Purchase Agreements
PS-400 ——— Risk Management
PS-500 ——— Request for Information
PS-600 ——— Request for Quote/Price
PS-700 ——— Open
PS-800 ——— Open

IN ——— INSURANCE

IN-100 ——— General Administration of Insurance
IN-200 ——— Plant and Equipment Policies
IN-300 ——— Agency Officer Policies
IN-400 ——— Agency Vehicles Policies
IN-500 ——— Health Program Policies
IN-600 ——— Life Insurance Programs for Employees
IN-700 ——— Employment Coverage
IN-800 ——— Data Breach Coverage
IN-900 ——— Open

LG ——— LEGAL

LG-100 ——— General
LG-200 ——— Reports
LG-300 ——— Contracts
LG-400 ——— Litigation
LG-500 ——— Disputes
LG-600 ——— Legal Personnel Issues

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LG-700 — Agreements/Partnerships
LG-800 — Open

MA — MARKETING

MA-100 — General
MA-200 — Reports/Studies
MA-300 — Marketing Plans
MA-400 — Customer Relations
MA-500 — Programs

OF — OFFICE MANAGEMENT

OF-100 — General
OF-200 — Procedures
OF-300 — Equipment/Furnishings/Telecommunications
OF-400 — Information Processing/Communications Procedure
OF-500 — Property Lease/Management Agreement
OF-600 — Fax/Reproduction/Printing Procedures
OF-700 — Protocol to Visitors
OF-800 — Building Maintenance
OF-900 — Open

PE — PERSONNEL

PE-100 — General
PE-200 — Reports
PE-300 — Employee Records
PE-400 — Organizational Charts
PE-500 — Recruiting
PE-600 — Training
PE-700 — Benefit Programs
PE-800 — Open
PE-900 — Open

PP — PERMITS AND PLANS

PP-100 — Permits
PP-200 — Reports
PP-300 — Open

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Adopted: 8/09/2017

Proposed Amendment: 4/12/2023



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PP-400 — Open

PP-500 — Open

PR — PUBLIC RELATIONS

PR-100 — General

PR-200 — Reports and Studies

PR-300 — Agency Releases

PR-400 — List of Industry Contacts

PR-500 — Open

RG — REGULATORY DATA

RG-100 — General

RG-200 — Reports

RG-300 — Correspondence

RG-400 — Acts/Laws/Bills

RG-500 — Regulations

RG-600 — Agreements

RG-700 — Guidelines/Policies/Resolutions

RG-800 — Open

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Adopted: 8/09/2017

Proposed Amendment: 4/12/2023

RECORDS RETENTION PERIODS

Accident reports and claims (settled cases)	7 years
Accounts payable ledgers, schedules, and trial balances	7 years
Accounts receivable ledgers, schedules, and trial balances	7 years
Assignments	3 years
Audit reports of accountants	Permanently
Bank reconciliations	2 years
Bank statements, cancelled checks, and deposit slips	7 years
Cash books	Permanently
Cash receipts and disbursements	7 years
Chart of accounts	Permanently
Checks (cancelled, all other)	7 years
Checks (cancelled, for important payments, i.e. taxes, property purchases, special contracts, etc. File checks with the transaction papers)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	Expiration + 7 years
Agency records and minutes	Permanently
Correspondence (legal and important matters only)	Permanently
Correspondence general	3 years
CPE records	7 years (after term)
Credit Applications (Business)	1 year (after notification)
Depreciation schedules	7 years
Duplicate deposit slips	1 year
Electronic fund transfer documents	7 years
Employee personnel records (after termination)	7 years

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Employment applications.....	3 years
Equipment records & invoices	5 years (after disp)
Expense reports, analyses and distribution schedules.....	7 years
Expired contracts and notes receivable	7 years
Expired purchase contracts.....	7 years
Federal, state and local tax returns	Permanently
Financial statements (end of year trial balances)	Permanently
Fixed asset records and appraisals	Permanently
Forecasts & projections.....	7 years
Forms W-4	7 years
Garnishments.....	3 years
General Ledgers (end of year trial balances)	Permanently
I-9s (after termination).....	2 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Interim and year end financial statements and trial balances	Permanently
Invoices	7 years
Journals	Permanently
Licenses	Permanently
Litigation support files	3 years
Loan documents, notes.....	Permanently
Marketing publications, promotional brochures, newsletters & alerts	7 years
Minute books of directors, including bylaws and charter.....	Permanently
Monthly trial balances.....	Permanently
Paid bills and vouchers	7 years
Payroll journals	7 years

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Payroll records and summaries.....	7 years
Payroll reports (federal & state)	7 years
Physical inventory records.....	7 years
Physical inventory tags	7 years
Property records including costs, depreciation schedules, blueprints, plans	Permanently
Property titles and mortgages	Permanently
Purchase journals	7 years
Purchase orders	7 years
Receiving sheets.....	2 years
Retirement plan (401 (a) plan info).....	Permanently
Requisitions	7 years
Sales journals	7 years
Sales records.....	7 years
Subsidiary ledgers	7 years
Tax exemption documents, including application for exemptions .	Permanently
Uncollectible accounts and write offs.....	7 years
Vendors' invoices & paid bills.....	7 years
Voucher for payments to vendors, employees, etc. (includes all allowances and reimbursement of employees, officers)	7 years
W 4 forms.....	4 years
W 2 or 1099 forms.....	7 years
Workman's comp documents.....	11 years

Records Retention Policy and Schedule



Silicon Valley Regional Interoperability Authority

Adopted: November 29, 2018

Records Retention Schedule Chart

The Silicon Valley Regional Interoperability Authority (Authority) adopts the following policy for the disclosure, retention and destruction of Authority records.

1. PUBLIC RECORD ACCESS

1.1 Policy and Definitions

Policy: It is the policy of the Authority to provide public records for inspection or to provide electronic or actual copies upon request. Public records are all records of the Authority except those that are exempt from disclosure under the California Public Records Act (Government Code sections 6250 et seq.). The following sections present a summary of pertinent portions of the California Public Records Act for the convenience of the public. In the case of a conflict between this summary and the provisions of the California Public Records Act (Act), as the Act may be amended from time to time, the provisions of the Act control.

Public Records: Include any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the Authority regardless of physical form or characteristics.

Writing: Means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

1.2 Records Exempt from Disclosure

In accordance with Government Code section 6254, the following is a list of common records that are exempt from disclosure and shall not be disclosed. These include, but are not limited to:

- a. Preliminary drafts, notes or interagency or intra-Authority memoranda which are not retained by the Authority in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure;
- b. Records pertaining to pending litigation to which the Authority is a party, or to claims made under the California Government Claims Act (Government Code section 810 et seq.) until the litigation or claim has been finally adjudicated or otherwise settled;
- c. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;

Records Retention Schedule Chart

- d. Geological and geophysical data and public security information related to the SVRIA's projects, functions and Members;
- e. The contents of real estate appraisals or engineering feasibility estimates and evaluations made for or by the Authority relative to the acquisition of property, easements or leases, or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all of the contract agreements obtained, provided, however, the law of eminent domain shall not be affected by this provision;
- f. Records, the disclosure of which is exempted or prohibited pursuant to any other provisions of federal or state law, including but not limited to provisions of the Evidence Code relating to privilege;
- g. Documents prepared by local agencies (including the Authority) that assess the vulnerability of the local agency to terrorist attack or other criminal acts intended to disrupt the public agency's operations and that may be for distribution or consideration in a closed session;
- h. Critical infrastructure information, as defined in section 131(3) of Title 6 of the United States Code, that is voluntarily submitted to the California Emergency Management Agency for use by that office, including the identity of the person who or entity that voluntarily submitted the information; and
- i. Memoranda submitted to the Authority's Board of Directors by its legal counsel pursuant to Government Code Section 54956.9 until the pending litigation has been finally adjudicated or otherwise settled. This memoranda shall be protected by the attorney work-product privilege until the pending litigation has been finally adjudicated or otherwise settled.

Government Code section 6255 allows the Authority to withhold from inspection any record that is exempt under the express provisions of the Act, including those items set forth above, and further allows the Authority to withhold any other record if on the facts of the particular case the public interest served by not disclosing a record clearly outweighs the public interest served by disclosure of the record.

1.3 Procedures for Access to Public Records

The Executive Director and Board Secretary shall determine whether the requested record is subject to inspection. If the request concerns matters where the Executive Director is uncertain whether the record is exempt from disclosure under the Act, or whether on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record, he/she shall consult with the General Counsel.

Records Retention Schedule Chart

Inspection of public records shall be made only in the Authority offices or other locations of the Executive Director's determination and in a manner acceptable to the Authority. A representative of the Authority may be present during the inspection of any records.

The Authority will make every effort to cooperate with the persons seeking to inspect documents; however, if the request is to inspect a substantial quantity of documents or documents not readily available, the Authority shall have a reasonable period of time to collect such records and may require the inspection of such records to take place at a future date or dates.

A request for a copy of an identifiable public record or information produced therefrom, or a certified copy of such record shall be accompanied by payment of a reasonable fee to cover the direct cost of copying the record. The Authority's schedule of fees for reproducing public records is set forth in section 1.7 below.

The Authority will endeavor to notify the requester in writing within 10 calendar days of the request, advising whether or not the agency has the records sought and whether they are wholly or partly available for disclosure, or if the Authority needs additional time to respond. The time for notice may be extended up to an additional 14 days in unusual circumstances – for example, where the Authority needs to search for and collect the requested records from other offices, where the Authority needs to search for, collect, and examine voluminous records, or where the Authority needs to consult another agency or to compile data.

1.4 Computer Stored Information

Information that constitutes a public record does not lose its public record status because it is stored in a public agency's computer, pursuant to Government Code section 6252 (e) and (g). Records stored on the Authority's computer must be disclosed according to the provisions of the Public Records Act (Government Code section 6253.9).

Unless otherwise prohibited or restricted by law, where the Authority has information that constitutes an identifiable public record not exempt from disclosure that is in an electronic format, the Authority will make that information available in an electronic format when requested by any person. In addition, where applicable, the Authority will comply with the following:

- a. The Authority will make the information available in any electronic format in which it holds the information.
- b. The Authority will provide a copy of the electronic record in the format requested if the requested format is one that has been used by the Authority to create copies for its own use or for provision to other agencies. The charge to the requesting person shall be limited to the direct cost of producing a copy in an electronic format.

The Authority will charge the requesting party the cost of producing a copy of the record, including the cost to construct a record and

Records Retention Schedule Chart

the cost of programming and computer services necessary to produce a copy of the record, if allowed by law when either of the following applies.

- c. The Authority would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals.
- d. The request would require data compilation, extraction, or programming to produce the record.
If the request is for information in other than electronic format, and the information also is in electronic format, the Authority may inform the requester that the information is available in electronic format.

The Authority need not release an electronic record in the electronic form in which it is held by the Authority if its release would jeopardize or compromise the security or integrity of the original record or of any proprietary software on which it is maintained.

1.5 Agendas of Public Meetings and Other Writings

Agendas of public meetings and other writings, with the exception of closed session materials, when distributed to all, or a majority of all, of the members of the Board of Directors by a member, officer, employee, or agent of such body, are public records under the Act as soon as distributed, and shall be made available for public inspection.

1.6 Response Procedure for Non Existing Records

A public agency is not required to create a record that is not in existence.

1.7 Reproduction Costs for Public Records

Public records that can be reasonably reproduced shall be copied for the public at a charge not to exceed the actual cost of providing the copy. Government Code section 6253 permits the Authority to require the payment of fees covering the "direct costs of duplication, or a statutory fee, if applicable."

The Authority's schedule of charges shall be as follows:

<u>Type of Copy</u>	<u>Charge</u>
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Photocopy	
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	\$0.20 per page
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Records Retention Schedule Chart

8-1/2" x 11" or 8-1/2" x 14"

Photocopy
larger than 8-1/2" x 14" \$1.20 per page

Electronic duplications \$0.20 per page All sizes

Electronic Document Storage Device \$10.00 per USB 2GB Flash Drive; or no cost if provided by requestor

If the request necessitates making copies for which the Authority does not have reproduction equipment, or if the volume of copying required would, in the opinion of the Authority, impose too great a burden on Authority personnel and/or equipment, the Authority may elect to have the copying done by a third-party provider, on- or off-site, and the requester shall pay the actual cost to the Authority of such third-party copying service.

1.8 Dissemination of Information Concerning the Authority:

In order to establish an accurate and single-source contact point where the public and media may obtain information concerning the Authority, the policy of the Authority is that all questions regarding access to Authority records will be referred to the Executive Director or her or his designee. All public or media information will be provided by the Executive Director.

2. RECORDS RETENTION AND DESTRUCTION

Original documents, writings, and other forms of information produced or acquired by the Executive Director or other contractors, with the exception of the General Counsel in the course of their duties shall be the exclusive property of the Authority, and the Executive Director and contractors shall have no expectation of privacy with respect to such materials.

Adoption and Goals of Records Retention Schedule

The Authority adopts the attached Record Retention Schedule pursuant to Government Code section 60201, subdivision (b)(2). The goals of the Authority in adopting this Schedule are to:

- Optimize records volume
- Improve storage and retrieval systems
- Improve Authority productivity

Records Retention Schedule Chart

- Identify and protect vital records
- Continue to meet legal requirements
- Protect the organization, contractors, and the public

2.1 Retention and Destruction of Documents

All records identified in the Records Retention Schedule shall be retained in original or scanned form in the Authority offices for the number of years indicated in the column designated "Retention Period (Years)."

Each document scheduled for destruction shall, prior to destruction, be reviewed by the Executive Director or her or his designee and shall be retained if the Department Manager determines that the document has continuing value, or use, by reason of litigation, relationship to a continuing project, or any other valid reason.

Upon determination of records eligible for destruction, the Records Disposition Form shall be completed and approved by the Executive Director and General Counsel. This approval shall occur BEFORE the records are destroyed. Once approved, the records shall be property destroyed, signed off and the completed form shall be retained by the Executive Director or designee for permanent retention.

The Schedule has guidelines for the appropriate retention of numerous types of records. If there is a question regarding the proper disposition or retention of a particular document or series of documents, it shall be the responsibility of the Executive Director or her or his designee to make the determination in conjunction with the General Counsel, if required. It is impossible to describe and include in a Record Retention Schedule all categories of records, whether existing currently or developed in the future. The Executive Director shall have the right to add to this list at his or her discretion with any additions to be approved by the Board of Directors at an annual or biannual review of the Records Retention Schedule

2.2 Other Terms

As used in this policy, the following terms are defined as follows:

Active Record: a record referred to in the general conduct of current Authority business, and is retained by the Authority.

Citation: the legal basis for a retention period.

Records Retention Schedule Chart

Duplicate Record: a record that is a copy of an original record.

Historical Record: a record that is valuable to future researchers in that it documents accomplishments, changes, and growth of the Authority (for example, newspaper articles about the Authority, maps, and Authority-issued newsletters).

Inactive/Archived Record: a record that is no longer referred to in the general conduct of current departmental business but is still accessible.

Non-record: any writing which is not within the definition of "Record." (for example, drafts, working copies, information produced by other agencies, etc.).

Retention Period: the length of time that a particular record series shall be retained by the Authority before it is destroyed in accordance with the Retention Schedule.

Retention Schedule: the schedule of record series which are prepared, owned, used, or retained by the Authority, and which identifies a minimum retention period for each category of record. The Retention Schedule is subject to the approval of the Board of Directors and may be amended from time to time by resolution.

Transitory Writing: any writings that are preliminary drafts, notes, interagency or intra- agency memoranda that are not retained in the ordinary course of business. Generally, information contained on a transitory record has transitory value as the information is only used for a short period of time, or as reference material.

Vital Record: a record that is needed to continue or resume basic Authority operations in the event of a disaster. (for example, the FCC Permits, Brown Act body meeting minutes, resolutions and ordinances.)

Record #	Record Series	Examples	Vital	Retention Period (Years)	Citations Considered	Comments
AD-01	Agency Logo	The image identifying the Authority.	x	Permanent		Historical
AD-02	Correspondence	General correspondence not related to an agreement or project file.		2	GC 34090(d)	
AD-03	Goals & Objectives	Includes goal setting sessions with Board		Superseded + 2	GC 34090	
AD-04	Grants - Federal and	Includes application, award and		Completion + 7	GC 34090;	May be

Records Retention Schedule Chart

	State	reimbursement documentation, and other supporting documentation.		FEMAP-323	extended due to Federal audit.
AD-05	Litigation	May include subpoenas, logs, complaints, police reports, court orders, motions, briefs, discovery-evidence, rulings, settlement agreements, correspondence, etc. Confidential.		Conclusion + 5	42USC1983; GC60201(d)(12)
AD-07	Legal Opinions			Completion + 7	GC34090(d); GC40801; GC6254
AD-08	Non-Brown Act Meeting Documents	For meetings not subject to the Brown Act. Includes meeting agendas, minutes, and other supporting documents.		Meeting Date + 2	GC34090(d)
AD-09	Budget, Accounts Payable or Accounts Receivable	Documents related to accounts payable, accounts receivable, Member contributions and Budget related documents.		Determination + 10	GC34090
AD-10	Photographs	Photographs documenting events, Authority sponsored events, trainings, etc. not related to construction projects or claims.		Current + 2	GC34090(d)

Record #	Record Series	Examples	Vital	Retention Period (Years)	Citations Considered	Comments
AD-11	Plaques/Awards	Plaques and awards received by the Authority.		Current + 2		
AD-12	Policies & Procedures	Includes rules and regulations, management policies, standard operating procedures, manuals written by the Authority including supporting documentation.	x	Supersede + 5	GC34090(d)	Administrative (versus technical) SOPs are not considered vital.
AD-13	Regulatory Correspondence	Correspondence related to regulatory requirements such as		Completion + 5	GC34090(d)	

Records Retention Schedule Chart

		FCC Licenses, Federal and State Grants such as UASI and SHSGP and AFG grants				
AD-14	Training Materials	Materials related to conducting or coordinating training, such as flyers, registration, outreach materials, presentation documents, and workbooks.		Completion + 2	GC34090	
AD-15	Acquisitions/Dispositions of Real Property Administrative Documents	Supporting documents related to the sale, purchase, exchange, lease or rental of property by Authority such as title reports and prelims.	x	Action + 15,	GC34090(a); GC6254	If property is still in use then records are permanent
AD-16	Agenda Packets (Brown Act Bodies)	Agendas, board memo communications and attachments, supplemental information, and any other documents published with the meeting packet or provided at the meeting. Includes meetings of the Board of Directors and the Working Committee.		Permanent	GC34090	
AD-17	Bids & Proposals (Successful)	Awarded Bids, Requests for Qualifications; Request for Information; and Requests for Proposals regarding goods and services.		Project Completion + 10	GC34090; CCP337; CCP337.15; CCP343	
AD-18	Bids & Proposals (Unsuccessful)	Submitted, but not awarded Requests for Qualifications; Requests for Information; and Requests for Proposals regarding goods and services.		Project Award + 2	GC34090(d); CCP337.15; CCP343	
AD-19	Conflict of Interest Code	Adopted Conflict of Interest Code.		Superseded + 5	FPPC Opinions	
AD-20	Fair Political Practices Commission (FPPC) Filings	Statement of Economic Interests (Form 700); Gifts, Tickets, Behest Payments (Form 800 series).		Filing Date + 7	GC81009(E); GC81009(G)	

Records Retention Schedule Chart

					1 year from date of origin		Time should be extended upon notification of litigation.
Ad-21	Public safety communications recordings.	Any public safety communications recording made in the ordinary course of Authority business.					
AD-22	Minutes (Brown Act Bodies)	Minutes from any meeting of the Authority, subject to the requirements of the Brown Act, including the Board of Directors and the Working Committee.	x		Permanent	GC34090(d); GC36814; GC40801; GC60201(d)(3)	
AD-23	Permits	FCC Permits, County Permits, Land Use Permits.			Current + 2	GC34090	
AD-24	Public Notices	Notices and newspaper proof of publications including notice for ordinance adoption, construction projects (notice to proceed, of award, or of completion), public hearings, and special meetings.			Current + 4	CCP343; CCP349; GC34090; GC54960.1(c)(1)	
AD-25	Public Record Requests	Documentation related to requests submitted under the Public Records Act, including correspondence, invoices and responsive records.			Completion + 2	GC34090(d); GC60201(5)	
AD-26	Records Disposition Certification	Completed certificates for records disposition.			Permanent	GC34090	
AD-27	Record Retention Schedule & Policy	Documents the policy of the Authority for compliance with the Public Records Act, identification of record types and retention period for such records.			Superseded + 4	CCP343	
AD-28	Resolutions	Resolutions adopted by the Board of Directors.	x		Permanent	GC34090(d); GC40801	
AD-29	Travel Records	Includes travel request forms and all supporting documentation related to the request.			Current + 7	GC34090; GC60201(12)	
AD-30	Acquisitions,	Final documents related to the sale,			Permanent	GC34090(a);	

Records Retention Schedule Chart

	Dispositions, Easements for Real Property	purchase, or exchange of property including deeds and leases.			
AD-31	As-Built drawings (Authority Owned Assets)	Plans, Final CAD Maps, Final Coverage Maps.	Permanent	GC6254	
AD-32	California Environmental Quality Act (CEQA) documents	Environmental documents, mailing lists, board memos, Exemptions, Environmental impact report, mitigation monitoring, negative declaration, notices of completion and determination, comments, and statements of overriding considerations.	Permanent	GC34090(a); CEQA guidelines	
AD-33	City or County Issued Permits(Encroachment & Building)	Related to all SVRIA projects.	Permanent	GC34090	
AD-34	Geotechnical Soil & Hydrological Reports	Final.	Permanent	GC34090(d)	
AD-35	Incomplete Project Plans (Authority Owned)	Documents related to unapproved, incomplete, or approved and non-constructed projects.	10	GC34090(d)	
AD-36	Maps & Plats	Subdivision, record survey, and parcel maps.	Permanent	GC34090(a)	Recorded Maps
AD-37	Master Plans	Special or long range program plan for Authority, coordination of services, strategic planning, and historical collection system maps.	Permanent	GC34090	
AD-38	Surveys or Studies	Recording data and maps, benchmark, horizontal and vertical control data.	Permanent	GC34090(a)	
AD-39	Public Outreach Materials	Includes Brochures, publications, presentations, media releases.	Current + 2	GC34090; CCP335.1	

Records Retention Schedule Chart

AD-40	Maintenance & Operations	Typical inspection, including condition assessment, service call follow-up, and engineering research.		10					
AD-41	Maintenance & Operations	Includes work orders, repairs, cleaning, reports (including inspections and service calls), complaints, and correspondence.	x	Permanent	GC34090				
AD-42	Property	Annual or Biennial Inspection of Capital Assets & maintenance records).		Current + 2	GC34090; CCP340.5				

Records Retention Schedule Chart

Record #	Record Series	Examples	Vital	Retention Period (Years)	Citations Considered	Comments
AD-43	Banking	Bank statements, reconciliations, cancelled/voided checks, check register.		Current + 5	GC34090; 26CFR31.6001-1	
AD-44	Budget Document	Final annual budget.	x	Current + 10	GC34090	
AD-45	Financial, Annual	Final complete audit report.	x	Current + 10	GC34090	
AD-46	Fixed Assets	Includes asset lists, depreciation schedule, asset work papers, and disposition paperwork.		Audit + 4	GC34090	
AD-47	Journal Entries	Month-end closing entries, corrections, electronic transaction entries.		Current + 7	GC34090	
AD-48	Purchasing	Requisitions, purchase orders, invoices, vendor register.		Current + 7	GC34090; CCP337	
AD-49	Agreements (Non-Construction)	Signed agreements, service and maintenance agreements, consultant agreements, amendments and extensions.	x	Completion + 5 or	CCP337.2; CCP343; B&P7042.5	
AD-50	Claims	Tort Claims or Property/Incident Report, paid and denied claims related to contracts or agreements, including supporting documentation.		Completion + 5	GC34090; GC25105.5	
AD-51	Insurance	Authority Certificates, Liability Policies including; Pool, Pollution, Workers Compensation etc., Vendor Certificates.	x	Permanent		
AD-52	Joint Powers Agreements, Authority Member	All legal Agreements with Partner Agencies or Member Agencies.	x	Permanent	GC 34090(a)	

Records Retention Schedule Chart

	Agreements, Agreements, MOU's with Members or Partner Agencies. ,	Partner					
AD-53	Email		All email unless drafts, or not retained in the ordinary course of business.		One year, unless notified of the subject of litigation.	GC 6254(a)	
AD-54	Construction Contract		All contracts for the construction of any facility utilized by SVRIA or constructed on behalf of its Members or Partners.	x	Permanent, unless facility is demolished or replaced. One year after replacement or demolition.	GC 34090(a)	
AD-55	Future Additions of Agreement to be added by Executive Director.		TBD		TBD	TBD	

Records Retention Schedule SVRIA 11-14-18



REGULAR MEETING LEGISLATIVE ACTION COMMITTEE

North Bay Conference Room (Room 145)
Sunnyvale City Hall
456 W. Olive Avenue
Sunnyvale, CA 94086

MARCH 12, 2026
5:30 PM

Meeting Information:

- *Legislative Action Committee meetings are open to the public at the location shown above.*
 - *Members of the public may use the information below to join the webinar:*
 - **Webinar ID: 823 1430 2917**
 - **Passcode: 254352**
 - *Meeting also livestreamed on YouTube: <https://www.youtube.com/@citiesassoc>*
 - *More information on public comment and accessibility is given at the end of the agenda.*
-

Hon. George Casey will attend via teleconference from 200 E. Santa Clara Street, Floor 18, Conference Room 1853, San Jose, CA 95113. This teleconference location is open to the public and any member of the public may address the Board of Directors members from the teleconference location.

WELCOME & CALL TO ORDER – (SCOZZOLA)

ROLL CALL (SIRKAY)

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

This portion of the meeting is reserved for persons wishing to address the Legislative Action Committee on any matter not on the agenda but within the Committee's jurisdiction. State law prohibits the Legislative Action Committee from discussing and/or acting on nonagendized items.

AGENDA

1. Consent Agenda (Action)

Recommendation: Review and approve minutes of the Legislative Action Committee Meeting held on February 12, 2026

2. Chair Update (Information)

Recommendation: Receive update from Chair Elliot Scozzola

3. Guest Speaker: State Senator Josh Becker (Discussion)

Recommendation: N/A?

4. Guest Speaker: State Senator Dave Cortese (Discussion)

Recommendation: N/A?

5. Early Bill Review (Discussion)

Recommendation: Share early bills and discuss any potential action

ADJOURN (SCOZZOLA)

PUBLIC PARTICIPATION OPTIONS

Online Participation:

Members of the public may also attend online. However, the Cities Association of Santa Clara County cannot guarantee uninterrupted access to online technology. Technical difficulties may occur from time to time. The meeting will continue even if technical difficulties prevent online participation.

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to shali@citiesassociation.org
 - IMPORTANT: identify the Agenda Item number in the subject line of your email.
 - Emails must be received at least 72 hours before meeting start day/time to be entered into the record for the meeting.
2. Provide oral public comments in-person during the meeting
3. Provide oral public comments virtually during the meeting
 - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
 - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
 - Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

We strive for our meetings and materials to be accessible to all members of the public, and welcome feedback and requests for accommodations. Please submit requests for accommodations to shali@citiesassociation.org at least 72 hours in advance of the meeting to allow us to best meet your request.



REGULAR MEETING BOARD OF DIRECTORS

North Bay Conference Room (Room 145)
Sunnyvale City Hall
456 W. Olive Avenue
Sunnyvale, CA 94086

MARCH 12, 2026
7:00 PM

Meeting Information:

- *Board meetings are open to the public at the location shown above.*
- *Members of the public may use the information below to join the webinar:*
 - Webinar ID: 835 1075 6481
 - Passcode: 519682
- *Meeting also livestreamed on YouTube: <https://www.youtube.com/@citiesassoc>*
- *More information on public comment and accessibility is given at the end of the agenda.*

[REMOTE ATTENDANCE NOTICE AS PER BROWN ACT: [NAME w/ HONORIFIC] will attend via teleconference from [ADDRESS OF REMOTE LOCATION]. This teleconference location is open to the public and any member of the public may address the Board of Directors members from the teleconference location. [MULTIPLE PEOPLE AT SINGLE LOCATION CAN BE LISTED TOGETHER]]

WELCOME & CALL TO ORDER

ROLL CALL

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. State law prohibits the Board from discussing and/or acting on nonagendized items.

AGENDA

1. Consent Agenda (Action)

Recommendation: Review and approve minutes of the Board of Directors Meeting held on February 12, 2026

2. President Update (Information)

Recommendation: Receive update from President Tina Walia

3. Guest Speaker: SCC County Assessor Neysa Fligor (Discussion)

Recommendation: N/A?

4. Draft Proposed Cities Association Fiscal Year 2026-2027 Budget (Discussion)

Recommendation: Review draft proposed Cities Association budget for fiscal year 2026-2027 and provide direction to Executive Director and Cities Association Treasurer as needed

Attachments:

- a. Agenda Report: Draft Proposed Cities Association Fiscal Year 2026-2027 Budget
- b. Proposed Cities Association Fiscal Year 2026-2027 Budget

5. Emergency Preparedness (Discussion)

Recommendation: Board of Directors to discuss Board Priority Emergency Preparedness and provide direction to Executive Director as needed

Attachments: TBD

6. Legislative Action Committee Update (Discussion)

Recommendation: Receive update from Chair Elliot Scozzola

Attachments: TBD

7. Santa Clara County Update

Recommendation: Receive update from Steve Preminger

8. Santa Clara County City Managers Association Update (Information)

Recommendation: Receive update from Acting City Manager Leslie Arroyo

9. Executive Director Update (Information)

Recommendation: Receive update from Executive Director Shali Sirkay

10. Joys and Challenges (Discussion)

Recommendation: N/A?

ADJOURN

DRAFT

PUBLIC PARTICIPATION OPTIONS

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 - When the President/Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
 - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
 - Phone participants:
 - *6 - Toggle mute/unmute
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CASCC GOVERNANCE CALENDAR: STANDING ITEMS

	BOARD ACTIVITIES: GOVERNANCE & BUSINESS	BUDGET & FINANCIAL	LEGISLATIVE ACTION COMMITTEE	EXECUTIVE DIRECTOR ACTIVITIES:
JULY	- No BOD mtg - Executive Committee meeting for August regular meetings	Begin audit	No Meeting: CASCC Recess	Send out membership dues invoices to City Managers
AUGUST		Second quarter financial report	- Tracked bills report - State budget update (guest speaker such as Townsend Public Affairs) - Discussion of, and Possible Action on, selected bills (approx. 3 bills)	
SEPTEMBER	Appointment of Nominating Committee		- Tracked bills report - Discussion of, and Possible Action on, selected bills (approx. 3 bills) - Preauthorization for signature and veto requests (Discussion and Possible Action)	Establish date for Winter Event; begin planning (book venue and caterer)
OCTOBER	- Present slate of new Executive Committee members to board - Solicit nominations for Champions of the Year	- Third quarter financial report - BOD votes to receive and file audit - File audit with appropriate entities (if audit is ready)	- Tracked bills report - Preauthorization for signature and veto requests (Discussion and Possible Action)	Plan Winter Event: entertainment, etc.
NOVEMBER	- Election of new Executive Committee members - Vote for Champions of the Year (if necessary) - Establish date of January mtgs	- BOD votes to receive and file audit - File audit with appropriate entities	- Tracked bills report - Review of year's activities and look forward to following year - Potential bill ideas for incoming Chair	- CSC: Confirm available seats w/ clerks of various regional boards (Election years) Confirm which councilmembers are retiring or terming out for recognition at Holiday Party

				• Request digital signature files from incoming Pres and LAC Chair • Order awards for Holiday Party • Plan Holiday Party • Form 700: add non-board members who are elected to EC and remove outgoing members
DECEMBER	Annual Winter Event		No Meeting: Annual Winter Event	• CSC: Confirm Clerk of the Board of Supervisors can clerk February CSC meeting • Obtain bonds for Executive Director and Treasurer (Election Years) Track certified winners of election • (Election Years) Pending certification of election results, send Form 700 Leaving Office to BOD/Alts who are definitely leaving BOD/CASCC

	BOARD ACTIVITIES: GOVERNANCE & BUSINESS	BUDGET & FINANCIAL	LEGISLATIVE ACTION COMMITTEE	EXECUTIVE DIRECTOR ACTIVITIES:
JANUARY	• Vote on meeting calendar for the year • Choose date for Dec event • Discussion of board priorities	• Fourth quarter financial update to board (Oct-Dec) • Prepare draft operating budget for the upcoming fiscal year	• Introduction to LAC • Introduction to Legislative Calendar • Report on 2-year and watched bills • Informational items for distribution: • Legislative Calendar • Bill process flow chart • Bill tracking spreadsheet • State of the State Address Links • Links to: • Governor's Proposed Budget • League of CA Cities • State Leg Portal	• Confirm councilmember representatives to BOD, LAC, & CSC • Form 700: Add/Delete BOD/Alts members as per confirmations re:city reps; Assuming Office is day of Jan BOD mtg • Orientation of new members • Send out CSC meeting announcement (2 weeks notice as required by state statute) and list of available seats to all SCC councilmembers • Begin planning Summer Membership Event
FEBRUARY	• Vote on board priorities	• Share preliminary draft proposed budget with BOD • Present draft proposed operating budget to City Managers for feedback	• State of the State & Proposed Budget Overview (guest speaker such as Townsend Public Affairs) • Legislative Priorities and Key Bills Presentation from Legislators (up to 2 legislators) • Initial bill priorities • Discussion of, and Possible Action on, selected bills (approx. 4 bills)	• Confirm councilmember representatives to BOD, LAC, & CSC • (CSC) Send appointment letters to appropriate entities • Begin planning Summer Membership Event
MARCH		• Begin planning June BOD Special Mtg: Membership Event		• Start looking for venues for June Special Mtg (Membership Event) and Winter Event

		Present draft proposed operating budget to Board for first read			
APRIL	Approve Professional Services Agreement with Executive Director	- Vote on proposed operating budget for new fiscal year by April 30th - First quarter financial report for current fiscal year	- Tracked bills report - Discussion of, and Possible Action on, selected bills (approx. 4 bills)		
MAY			- Tracked bills report - Discussion of, and Possible Action on, selected bills (approx. 2 bills) - Preauthorization for positions on Budget and Budget Trailer bills (Discussion and Possible Action)		
JUNE	BOD Special Mtg: Membership Event		No Meeting: BOD Special Mtg: Membership Event		