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.*

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

   Attachment:

   a. Minutes: February 12, 2026 Board of Directors meeting

2. **President Update (Information)**

   Recommendation: Receive update from President Tina Walia

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

   Recommendation: Receive presentation from County Assessor Neysa Fligor

   Attachment:

   a. Bio: County Assessor Neysa Fligor

4. **Automated License Plate Readers (ALPR Cameras) (Study Session)**

   Recommendation: The Board of Directors to discuss the Board priority on Automated License Plate Readers (ALPRs) and provide direction to the Executive Director as needed

   Attachment:

   a. Agenda Report: Automated License Plate Readers (ALPRs) – Study Session

5. **Draft Proposed Cities Association Fiscal Year 2026-2027 Budget (Action)**

   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. Draft Proposed Cities Association Fiscal Year 2026-2027 Budget

6. **Local Agency Investment Fund Update (Action)**

Recommendation: Receive update from Executive Director, provide direction as needed, and Adopt a Resolution Designating Authorized Signers on the Cities Association LAIF Account

Attachments:

a. Agenda Report: Process of Updating Authorized Signers for the Cities Association LAIF

b. Resolution # 2026-04:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY JOINT POWERS AGENCY AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

7. **Records Retention Policy (Action)**

Recommendation: Consider Adoption of a Resolution Adopting a Records Retention Policy

Attachments:

a. Agenda Report: Records Retention Policy

b. Resolution # 2026-05:

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

c. Town of Los Gatos, Records Management Program

d. SVCE Records Retention Policy

e. SVRIA Records Retention Policy and Schedule

8. **Legislative Action Committee Update (Information)**

Recommendation: Receive update from Chair Elliot Scozzola

9. **Santa Clara County Update (Information)**

Recommendation: Receive update from SCC Dir. of Civic & Community Engagement Steve Preminger

10. **Santa Clara County City Managers Association Update (Information)**

Recommendation: Receive update from Acting City Manager Leslie Arroyo

11. **Executive Director Update (Information)**

Recommendation: Receive update from Executive Director Shali Sirkay

12. **Joys and Challenges (Information)**

Recommendation: Share joys and challenges with the group

ADJOURN

PUBLIC PARTICIPATION OPTIONS

Online Participation:

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ACCESSIBILITY

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REGULAR MEETING
BOARD OF DIRECTORS

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FEBRUARY 12, 2026
7:00 PM

AGENDA IN BLACK/MINUTES IN RED

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DRAFT

WELCOME & CALL TO ORDER – (WALIA)

Meeting called to order at 7:01 PM

ROLL CALL (SIRKAY)

Board Members Present (15):

Campbell	Dan Furtado*
Cupertino	Liang Chao
Gilroy	Kelly Ramirez
Los Altos	Sally Meadows
Los Altos Hills	Rajiv Bhateja
Los Gatos	Rob Moore
Milpitas	Carmen Montano
Monte Sereno	Ken Toren
Morgan Hill	Mark Turner
Mountain View	Ellen Kamei (left at 8:24 PM)
Palo Alto	Vicki Veenker
San Jose	Rosemary Kamei
Santa Clara	Kelly Cox
Saratoga	Tina Walia
Sunnyvale	Linda Sell*

*Alternate

Board Members Absent: (0)

Also Present (2):

Jannie Quinn	CASCC Co-Legal Counsel, Renne Public Law Group
Shali Sirkay	Executive Director

Members of the Public Present (7):

Sharan Dhanoa	South Bay Coalition to End Human Trafficking
K.J. Kaminski	Director, Office of Supportive Housing
Steve Preminger	Director, Community & Civic Engagement for SCC
Bryan Mekechuk	Councilmember, Monte Sereno
Maria Ristow	Vice Mayor, Los Gatos
Elliot Scozzola	Vice Mayor, Campbell

ORAL COMMUNICATIONS FROM THE PUBLIC ON NONAGENDIZED ITEMS

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NONE

AGENDA

1. Consent Agenda (Walia/Sirkay)

DRAFT

a. Approve Minutes from Board of Directors Meeting on January 22, 2026

Motion to *approve the consent calendar as presented*

By Turner

Second by E. Kamei

AYES: 15

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

Motion passes 15-0-0-0

2. President Update (Walia)
3. South Bay Coalition to End Human Trafficking Presentation (Walia)

   Guest Speaker: Sharan Dhanoa
4. Santa Clara County 5-Year Community Plan to End Homelessness (Walia)

   Guest Speakers: K.J. Kaminski, Director, and Hilary Armstrong, Deputy Director, Office of Supportive Housing
5. Determine Priority Areas to Guide 2026 CASCC Work and Activities: Discussion and Possible Action (Walia)

   Motion to *focus on the three priority areas of eBikes, Public Safety combined with Automated License Plate Reader (ALPR) Cameras and Emergency Preparedness*

   By Turner

   Second by R. Kamei

   AYES: 15

   NAYS: 0

   ABSTENTIONS: 0

   ABSENT: 0

   Motion passes 15-0-0-0
6. Fiscal Year 2026-27 Draft Budget Update and Potential Adjustments for Fiscal Year 2025-26: Discussion and Possible Action (Kamei/Sirkay)

   Motion to *re-allocate $2,385 from the existing budget from currently budgeted, but unspent, funds that are not anticipated to be spent in the current fiscal year*

   By Turner

DRAFT

Second by Ramirez

AYES: 15

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

Motion passes 15-0-0-0

7. Consider Approval of Memorandum of Understanding to Continue the Collaborative Planning Effort With the County of Santa Clara: Discussion and Possible Action (Quinn)

   Motion to *approve and authorize the President to execute a Memorandum of Understanding with the County of Santa Clara to serve as the fiscal agent and administer an agreement for professional services with consultant Community Planning Collaborative*

   By Ramirez

   Second by Bhateja

   AYES: 15

   NAYS: 0

   ABSTENTIONS: 0

   ABSENT: 0

   Motion passes 15-0-0-0

8. 2026 Cities Association Meeting Calendar: Discussion and Possible Action (Walia)

   Motion to *accept December 10, 2026 as the date of the annual Winter Event*

   By R. Kamei

   Second by Cox

   AYES: 15

   NAYS: 0

   ABSTENTIONS: 0

   ABSENT: 0

   Motion passes 15-0-0-0

9. Brown Act Update: Presentation and Discussion (Quinn)
10. Reports from Regional Appointed Representatives (Walia)
    a. Recycling and Waste Reduction Commission (Mekechuk)
11. Santa Clara County Update (Preminger)

DRAFT

12. Legislative Action Committee Update (Scozzola)
13. Santa Clara County City Managers Association Update (Arroyo)
14. Executive Director Update (Sirkay)
15. Joys and Challenges (All)

ADJOURN (WALIA)

Meeting adjourned at 9:01 PM

Respectfully submitted on March 12, 2026,

Vaishali Sirkay

Vaishali Sirkay
Executive Director
Cities Association of Santa Clara County

DRAFT

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DRAFT

Neysa Fligor, County Assessor

Bio

Assessor Neysa Fligor was sworn in as the 23rd Santa Clara County Assessor on January 26, 2026. Prior to being elected Assessor, she was a member of the Assessor's Executive Management team, first serving as Special Assistant to the Assessor and then as Assistant Assessor. In those roles, among other things, Neysa managed the acquisition of a new technology solution and played a key role in creating the budget. Assessor Fligor was also an attorney for the Assessor's Office during the time that she worked in the Santa Clara County Counsel's Office, where she advised the office on the laws governing their work and successfully defended the assessed values for residential and commercial properties.

Assessor Fligor was also elected to the Los Altos City Council in 2018 and reelected in 2022, where she served as Mayor in 2021. She was instrumental in bringing forward the first 100% affordable housing development in the City, approving the construction of the new community center, and starting the annual Veterans' Day event. She is passionate about public service and looks for opportunities where she can use her skillsets and positions to improve the lives of the people she serves. She is a former President of the Cities Association of Santa Clara County and the CalCities Peninsula Division Board, spearheading initiatives such as a Countywide Mental Health Awareness Initiative.

Assessor Fligor obtained her law degree from Georgetown Law School and her BA in Political Science and International relations from Florida International University.

Meeting Date: March 12, 2026

Agenda Item No: 4

Cities Association of Santa Clara County Agenda Report

To: **Board of Directors**

Prepared By: **Vice Mayor Tina Walia**
Board President

TOPIC: **Automated License Plate Readers (ALPRs) – Study Session**

RECOMMENDATION: The Board of Directors to discuss the Board priority on Automated License Plate Readers (ALPRs) and provide direction to the Executive Director as needed.

BACKGROUND:
In recent months, there has been growing interest and activity among several jurisdictions in Santa Clara County regarding the implementation, governance, and use of Automated License Plate Reader (ALPR) technology. In alignment with the Cities Association Board priority of **Public Safety and Automated Licence Plate Readers (ALPRs)**, this study session will provide the Board with a fact-based overview of current ALPR use across cities in the county. The session will include information gathered through a brief survey of member jurisdictions and is intended to help the Board better understand current practices, policy considerations, and challenges related to ALPR implementation.

CITIES ASSOCIATION OF SANTA CLARA COUNTY

Agenda Item No: _____5_____

Meeting Date: March 12, 2026

Cities Association of Santa Clara County Agenda Report

To: Board of Directors

Prepared by: Shali Sirkay, Executive Director

TOPIC: Draft Proposed 2026-27 CASCC Budget (FY27)
SUBJECT: Consideration of Cities Association of Santa Clara County General Fund Budget

RECOMMENDATION:

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

BACKGROUND:

As per its bylaws, the CASCC board must approve a final budget by April 30th of each year. The Board of Directors is being provided the proposed FY27 operating budget at its March 12, 2026 meeting for its review. Any comments or other input may be sent to the Executive Director by April 1, 2026. The budget may be revised pending Board input. The Board may consider approving the revised proposed budget at the April 9, 2026 Board of Directors meeting.

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.

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 the Summer Member Event have been reduced to $0. This event will be free for councilmembers and executive city staff from Cities Association member jurisdictions. Non-members will need to purchase tickets. Since the sales of non-member tickets cannot be predicted, this line item will remain $0 but the line item will remain in the budget to record any revenue realized for the Summer Member Event.
3. Ticket sales for 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.
4. 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. There is no change in the budgeted amount of this line item; however when the Executive Director's contract is due for renewal, the hourly rate for the Executive Director's services is proposed to increase from $102/hour to $105/hour. This 2.9% increase reflects a cost of living adjustment (COLA) that is in line with the federal COLA of 2.8%. There is no change in the line item because the increase in the Executive Director's pay rate is still under the $130,000 budgeted in this line item. The Executive Director line item is calculated to pay for an average of 100 hours of work per month for 12 months (or 1200 hours per year). At a pay rate of $105/hour and with a maximum amount of $130,000, this calculates to an extra 38 hours of work beyond the expected 1200 hours/year, should the need arise.
2. Legal Services is increased by 10%.
3. 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 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 at approximately $310/hour. For $7500, could be roughly calculated as 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 will be included in each fiscal year budget going forward. The host city for the Cities Association changes each January based on the Board President's city, and it is not known whether adequate facilities will be available in the new host city. Therefore it is recommended that the budget plan for meeting space rental in Sunnyvale or elsewhere that can accommodate the monthly Board and Legislative Action Committee (LAC) meetings. The figure $2450 is based on the rental of the large conference room in Sunnyvale City Hall for the monthly Board and LAC meetings. The figure $2450 covers nine Board/LAC meetings (no regular Board meetings in June, July and December) and includes the necessary Sunnyvale 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:

1. The Summer Member Event line item was increased based on actual expenditures in 2024 and 2025. The calculation is based on spending $50/person for 80 attendees from Cities Association member jurisdictions. 80 attendees is the approximate number of attendees that have participated in the Summer Member Event in 2024 and 2025. The figure "$50/person" is used because this keeps the cost of attending the event within the Form 700 gift reporting requirement. It is anticipated that as a joint powers agency (JPA), CASCC may be able to get sponsorships, donations, and in-kind support to cover some of the costs of this event (as well as the annual Winter Event).
2. A line item for awards, recognition, entertainment and miscellaneous event expenses was added to more accurately reflect the actual expenses for both the summer and winter events. Previously these expenses were included in the more general "Summer Member Event" and "Winter Event" line items.

3. A line item for speaker honorarium was added to anticipate hosting subject matter experts and other relevant speakers at Board and LAC meetings. It is becoming increasingly difficult to find speakers who offer their services at no cost. The $2000 figure is calculated based on airfare and one night of hotel for a speaker.

Technology and Software:

1. The Website Hosting Fee line item was increased to reflect the actual annual hosting fee charged by Tripepi Smith. Previously, the Cities Association had also been paying the hosting fee for the Santa Clara/Santa Cruz Counties Airport/Community (SCSC) Roundtable website. This website has been shut down permanently and removed from the internet.
2. A line item for equipment was added to cover the cost of a brand new laptop or maintenance/upkeep of the current laptop for the Executive Director.

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:

CASCC 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 CASCC.

Currently, the budget shows a net savings of $32,779 (Revenue minus Expenses). A good practice would be to reduce this carryover to a target amount of $10,000 to $15,000 so that funds are spent in the fiscal year they are collected in. A few suggestions for how this could be done are the following:

- Increase specific line items
- Include funding for county- or region-wide programs on topics of mutual interest to Cities Associatoin member jurisdictions
- Reduce the membership dues by an appropriate percentage, such as 5%.

Direction is sought from the Board as to how the carryover can be further reduced.

ATTACHMENTS:

1. Draft Proposed 2026-2027 CASCC Budget

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

New line item in FY27

REVENUE	Proposed FY27	FY26	Change from FY26
Membership Dues	$281,403	$281,403	$0
Summer Member Event Ticket Sales	$0	$3000	-$3000
Winter Event Ticket Sales	$5000	$3000	$2000
Sponsorships and Donations	$0	N/A	$0
In-kind Support	$0	N/A	$0
TOTAL REVENUE	**$286,403**	**$287,403**	**-$1000**

EXPENSES

PROFESSIONAL SERVICES	**$216,790**	**$209,900**	**$6890**
Executive Director	$130,000	$130,000	$0
Clerk & IT Support	$6000	$6000	$0
Legal Counsel	$70,290	$63,900	$6390 (10%)
Bookkeeping & Auditing Services	$10,500	$10,000	$500 (5%)
WEBSITE 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 (10%)
US Bank Fees	$40	$36	$4 (10%)
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	**$12,800**	**$8,800**	**$4,000**
Refreshments BOD Monthly Meetings	$1800	$1800	$0
Summer Member Event	$4000	$3000	$1000
Winter Event	$4000	$4000	$0
Awards, Entertainment & Misc. Event Expenses	$1000	N/A	$1000
Speaker Honorarium	$2000	N/A	$2000
TECHNOLOGY & SOFTWARE	**$6,262**	**$3,232**	**$3030**
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
Equipment	$3000	N/A	$3000
TOTAL EXPENSES	**$253,624**	**$238,456**	**+$15,168**

REVENUE - EXPENSES	**$32,779**	**$48,947**	

DRAFT

Meeting Date: March 12, 2026

Agenda Item No: 6

Cities Association of Santa Clara County Agenda Report

To: **Board of Directors**

Prepared By: **Shali Sirkay**
Executive Director

TOPIC: Cities Association Local Agency Investment Fund (LAIF) Account

SUBJECT: Process of Updating Authorized Signers for the Cities Association LAIF Account

RECOMMENDATION: Receive update from Executive Director, provide direction as needed, and vote on Resolution 2026-04

BACKGROUND:
The Cities Association has an investment account with the State Treasurer- the Local Agency Investment Fund (LAIF). On January 22, 2026 the Board of Directors (Board) directed the Executive Director to transfer $195,000 from the Cities Association Business Checking Account to its LAIF Account. However, the process of doing so revealed that only an authorized user can conduct any sort of business with the LAIF account.

The following agenda report is based on a discussion between the Executive Director and LAIF representatives. This discussion revealed the need for several much-needed updates to this account.

ANALYSIS:
The initial resolution establishing this LAIF account is dated March 13, 2003 and designates that the authorized signers are the Cities Association President, First Vice President, and Executive Director in March 2003. LAIF representatives clarified that the authorized signers are specific people and not specific roles.

According to the LAIF representative, no two accounts can have the *same organization name*, precluding the ability to open a second LAIF account (as per one suggestion to leave the current LAIF account alone and open a new LAIF account as we are a JPA now).

As a newly formed JPA, this will be a good opportunity to update the resolution establishing the LAIF account and revisit the list of authorized signers. As the leadership of CASCC changes every year, an updated list of authorized signers will need to be submitted to LAIF every year.

Additionally, the bank information needs to be updated- this is easily done with a letter from the bank, the template for which is provided by LAIF.

FISCAL IMPACT:
Updating the LAIF resolution and authorized signers gives access to the LAIF account, allowing the Cities Association to truly use it as a reserve account.

OPTIONS:
Any option that requires either moving funds into or out of the LAIF account will require that the authorized signers are updated. Truly, the Cities Association does not have the option to not update the authorized signers.

ATTACHMENTS:

1. Resolution Number 2026-04: A Resolution of The Board Of Directors of The Cities Association of Santa Clara County Joint Powers Agency Authorizing Investment of Monies In The Local Agency Investment Fund

RESOLUTION NO. 2026-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY JOINT POWERS AGENCY AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code Section 16429.1 et. seq. for the deposit of money of a local agency for the purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors of the Cities Association of Santa Clara County Joint Powers Agency ("Cities Association") hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code Section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Cities Association;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cities Association authorizes the deposit and withdrawal of the Cities Association monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code Section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Cities Association officers holding the title(s) specified herein below **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

_____	_____	_____
(NAME)	(NAME)	(NAME)
_____	_____	_____
(TITLE)	(TITLE)	(TITLE)
_____	_____	_____
(SIGNATURE)	(SIGNATURE)	(SIGNATURE)

Section 2. This resolution shall remain in full force and effect until rescinded by the Board of Directors of the Cities Association by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED, by the Board of Directors of the Cities Association of Santa Clara County of the State of California on March 12, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

ATTEST:

_____
Vaishali Sirkay, Executive Director

APPROVED:

_____
Tina Walia, President, Board of Directors

CITIES ASSOCIATION OF SANTA CLARA COUNTY

Agenda Item No: ____7_____

Meeting Date: March 12, 2026

Cities Association of Santa Clara County Joint Powers Agency Agenda Report

To: Board of Directors

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. Resolution #2026-05: A Resolution of the Board of Directors of the Cities Association of Santa Clara County Joint Powers Agency Adopting a Records Retention Policy
2. Town of Los Gatos, Records Management Program
3. SVCE Records Retention Policy
4. SVRIA Records Retention Policy and Schedule

RESOLUTION NO. 2026-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY JOINT POWERS AGENCY ADOPTING A RECORDS 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 records 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

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

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

SILICON VALLEY CLEAN ENERGY

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, I9'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

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

SILICON VALLEY CLEAN ENERGY

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, I9'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

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 "SENSITA~~T~~IVE" 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", "SENS~~T~~ITIVE", 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

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. 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. Records Retention Periods

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~~RECORDS RETENTION PERIODS~~

~~Accident reports and claims (settled cases) ..... 7 years~~

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~~Assignments ..... 3 years~~

~~Audit reports of accountants .....Permanently~~

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~~Cash receipts and disbursements..... 7 years~~

~~Chart of accounts.....Permanently~~

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~~Physical inventory tags ..... 7 years~~

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~~W-4 forms..... 4 years~~

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~~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, photostatting, 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;

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.

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

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:

Type of Copy	Charge
Photocopy	$0.20 per page

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

- 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

	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.		Conclusion + 5	42USC1983: GC60201(d)(12)	
AD-07	Legal Opinions	Confidential.		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)	

		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

Ad-21	Public safety communications recordings.	Any public safety communications recording made in the ordinary course of Authority business.		1 year from date of origin		Time should be extended upon notification of litigation.
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);	

	Dispositions, Easements for Real Property	purchase, or exchange of property including deeds and leases.			GC6254	
AD-31	As-Built drawings (Authority Owned Assets)	Plans, Final CAD Maps, Final Coverage Maps.		Permanent	GC34090(a); GC4004; HSC19850	
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	

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 Authority Agreements, Member	All legal Agreements with Partner Agencies or Member Agencies.	x	Permanent	GC 34090(a)	

	Agreements. Partner Agreements, MOU's with Members or Partner Agencies. ,					
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	