

AUTHORIZING RESOLUTION
Records Retention and Records Destruction

RESOLUTION NO: 02 2025

December 11, 2025

WHEREAS the Board of Directors of the Westport County Water District finds as follows

- A. The WCWD is a Mendocino County water and sanitation district organized and operating pursuant to the California Water Code and the California Health and Safety Code Section 4700 et seq.
- B. Pursuant to Government Code Sections 60200-60204, the District's Board of Directors ("Board") is authorized to destroy or dispose of any District record (with exceptions) by utilizing the procedures set forth herein;
- C. Under Government Code Section 60201(b)(2), the Board may authorize the destruction or disposition of any District record that is not expressly by law to be filed and preserved by adopting by resolution a records retention policy and schedule that complies with guidelines provided by the Secretary of State, that classifies all of the District's records by category and establishes a standard protocol for destruction or disposition of records, which is designed not to harm any interest of the District or the public.

THEREFORE, BE IT RESOLVED by the Board of Directors of the District as follows:

Article 1. General Standard. It is the general policy of the District that all District Records shall be retained, stored, or destroyed as authorized by the Board and allowed under California law.

Article 2. Authorization for Destruction of Records. Pursuant to Government Code Section 60621(b)(2), the record retention schedule attached here to as EXHIBIT "A" and incorporated herein by this reference is hereby adopted in its entirety, subject to the exceptions contained in Article 6 of this Resolution. After the records referenced therein have been retained for the time periods and according to the process set forth therein, such records are hereby authorized to be destroyed. Pursuant to Government Code Section 60201(c), the District is not required to photograph, reproduce, microfilm, or make a copy of any record that is destroyed or disposed of in accordance with the provisions of this Article 2.

Article 3. Destruction of Records after Scanning. Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of Government Code Section 60203.

Article 4. Destruction of Duplicates. Pursuant to Government Code Section 60200 any duplicate record, paper, or document, the original or permanent photograph copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

Article 5. Retention of Records Not Mentioned. All records, papers, and documents not mentioned in this Resolution may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendation of the Local Government Records Management Guidelines as set forth by the Secretary of State (February 2006) as the same may be amended from time to time.

Article 6. Retained Records. Pursuant to Government Code Section 60601(d), the District shall permanently retain records that relate to formation, change of organization, or reorganization of the District, a District ordinance has been repealed, or is invalid, or is unenforceable for a period of five years; minutes of a meeting of the Board, pending claims and litigation records for two years after the disposition; records that are subject of a pending Public Records Act request until the request is granted or two years have passed since denial; records of construction projects prior to notice of completion; and release of stop notices, if any; records related to non-discharged contracts or debts; records of title for District real property; unaccepted construction bids/proposals

until two years old; records that specify the amount of compensation paid to District employees, office or independent contractors until seven years old; and any records for which the administrative, fiscal, or legal purpose has not yet been fulfilled.

Article 7. Periodic Review. This Resolution will be reviewed and revised as deemed necessary by the Board.

Article 8. Effective Date. This Resolution shall take effect immediately upon its adoption.

Adopted this 11th day of December, 2025.



Lee Tepper – Chairman, Board of Directors

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Westport County Water District Board of Directors held on **11 December 2025.**

Kayla Cooper, District Controller