

RESOLUTION NO. 2010-26

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAKE ARROWHEAD
COMMUNITY SERVICES DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF
CALIFORNIA, ADOPTING A ELECTRONIC RECORDS MANAGEMENT POLICY AND
PROGRAM GUIDE**

WHEREAS, the Lake Arrowhead Community Services District Board of Directors on July 27, 2010 adopted Resolution No. 2010-13 approving a records retention schedule; and

WHEREAS, the Lake Arrowhead Community Services District Board of Directors desires to adopt an electronic records management policy and program guide to provide for an orderly and efficient system of electronic records management applicable to the Lake Arrowhead Community Services District and employees on the subject of public records management and preservation, and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Lake Arrowhead Community Services District; and

WHEREAS, the Lake Arrowhead Community Services Board of Directors recognizes the necessity of establishing and maintaining a program for the management and maintenance of Lake Arrowhead Community Services District electronic records in conjunction with the Lake Arrowhead Community Services District's Records Retention Schedule; and

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

WHEREAS, Section 60201 of the Government Code of the State of California provides that Lake Arrowhead Community Services District records which have served their purpose, which are not expressly required by law to be filed and archived and which will not adversely affect any interest of the Lake Arrowhead Community Services District or public may be destroyed.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LAKE ARROWHEAD
COMMUNITY SERVICES DISTRICT DOES RESOLVE AS FOLLOWS:**

1. The Lake Arrowhead Community Services District Board of Directors adopts and approve the Electronic Records Management Policy and Program Guide as set forth in Exhibit "A" attached hereto, which Exhibit is by this reference incorporated herein; and
2. The Secretary of the Lake Arrowhead Community Services District Board of Directors shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions; and
3. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Board of Directors of the Lake Arrowhead Community Services District on December 14, 2010 by the following vote:

AYES: **Barkley, Ben-Hur, Goodwin, Goss, and Wagner**
NOES: **None**
ABSTAIN: **None**
ABSENT: **None**

Geoffrey K. Goss, President of the Board of
Directors of the Lake Arrowhead Community
Services District

ATTEST:

(SEAL)

Kathleen Field, Secretary of the
Lake Arrowhead Community Services
District and of the Board of Directors

CERTIFICATION

I, Kathleen Field, Board Secretary of the Lake Arrowhead Community Services District, hereby certify that the foregoing is a full, true and correct copy of the Resolution No. 2010-26 adopted by the Board of Directors of said Agency at the regular meeting of said Board held on the 14th day of December 2010, by the following vote:

AYES: Barkley, Ben-Hur, Goodwin, Goss, and Wagner
NOES: None
ABSTAIN: None
ABSENT: None

Kathleen Field, Secretary of the Lake Arrowhead Community Services District and of the Board of Directors