

**RESOLUTION NO. 2018- 18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT ADOPTING A RECORDS RETENTION AND DESTRUCTION POLICY**

**WHEREAS**, Sections 60200 through 60203 of the Government Code provide procedures regulating the retention and destruction of records for special districts; and

**WHEREAS**, on December 18, 2018, the District approved Resolution No. 2018-18 which adopted a Records Retention Policy to regulate the retention and destruction of documents and files in accordance with Government code sections 60200, et seq.; and

**WHEREAS**, the new Records Retention and Destruction Policy comply with the California Secretary of State Local Government Records Management Guidelines, as required under Assembly Bill 474 (“AB 474”); and

**WHEREAS**, any records destroyed pursuant to the District’s new Records Retention and Destruction Policy will not adversely affect the District or the public.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on December 18, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Peter Kampa, Secretary

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Larry Hoffman, President - Board of Directors

**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on December 18, 2018.

DATED: \_\_\_\_\_