



**DATE:** September 27, 2023

**TO:** Waste Management Authority (WMA) Board

**FROM:** Arliss Dunn, Clerk of the Board

**SUBJECT:** Authorization for the Final Disposition of Certain Records

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#### **SUMMARY**

At the January 23, 2019 WMA meeting, the Board approved an update to the Records Retention Schedule, Resolution #WMA 2019-01, that outlines the minimum time a record must be retained and a method of purging information on a scheduled basis when no longer useful or relevant.

#### **BACKGROUND**

The Agency utilizes Iron Mountain Data Management to safely and securely store physical records offsite and maintains an internal spreadsheet as a record of such files. Staff has developed a list of records with written consent of Agency Counsel that are no longer useful or relevant and have exceeded the minimum retention threshold.

#### **RECOMMENDATION**

Adopt resolution 2023-08 authorizing staff to purge the attached list of agency records that have exceeded the minimum retention schedule.

Attachments:

Exhibit A:  
Resolution #WMA 2023-08 approving Agency Records Disposition Log

**EXHIBIT A**

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY  
RESOLUTION #WMA 2023-08**

**MOVED:  
SECONDED:**

**AT THE MEETING HELD SEPTEMBER 27, 2023  
AUTHORIZING THE FINAL DISPOSITION OF CERTAIN RECORDS**

**WHEREAS**, Alameda County Waste Management Authority Resolution #WMA 2019-01 established a records retention schedule and authorizes destruction of certain records, documents, instruments, books or paper after the same are no longer required with the approval of the Board and the written consent of Agency Counsel.

**NOW, THEREFORE**, the Board of the Alameda County Waste Management Authority hereby resolves as follows:

1. Agency staff and counsel are hereby authorized to have destroyed those certain documents, instruments, books or paper (collectively, "Records") under their charge as described in Exhibit A. Notwithstanding the foregoing, if the Agency Counsel determines that any Records should be retained for any reason those Records shall be retained and destroyed at a later date determined by the Executive Director in consultation with Agency Counsel.

ADOPTED BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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**Timothy Burroughs, Executive Director**

## AGENCY RECORDS DISPOSITION LOG

### RETENTION PERIOD

AU = Year of Audit

CL = Year the Matter (contract, lease, etc.) is Closed

CU = Year Record is Created

SU = Year the Record is Superseded by a New Record

T = Year an Employee Leaves the Agency

Description of Records	Records Series	Retention Period	Date of Records
1. Recycling Board Grants/Contracts/Funding Agreements	Financial – Grants Given and Received – Funding Agreements	CL+5	1994-2000
2. Finance - Purchase Orders/Contracts	Financial – Accounting – Vendor Contracts	AU+6	2005-2011
3. Personnel – Employment Applications/Resumes	Personnel – Recruitment – Employment Applications and Resumes - May include applications and resumes for those considered and/or selected for the position	CU+2	2017-2020
4. Planning	Solid Waste Management – Reports/Studies	SU+2	1985-1990
5. Contracts and Funding Agreements	Financial – Grants Given and Received -	CL+5	2000-2004
6. Contracts and Funding Agreements	Financial- Grants Given and Received- Grants Denied/Closed	CL+5	2009-2014
7. Public Information/Relations	Annual Agency Seminar	CU+2	1980-1994
8. Public Information/Relations	Food Waste Yard Labels – no longer relevant	CU+2	2000-2010
9. General Counsel – General Correspondence	Administration – General Administration – General Correspondence	CU+2	2001-2015
10. General Counsel – Complaints	Administration – General Administration – Complaints	CU+2	2001-2015

11. General Counsel – Public Records Act Requests	Administration – Public Information/Relations- Public Records Act Requests	CL+2	2001-2015
12. General Counsel – Claim Files	Administration – Risk Management/Insurance – Claim Files	CL+5	2001-2015
13. General Counsel - Grants	Administration – Grants Given and Received – Funding Agreements	CL+5	2001-2015
14. General Counsel – ACWMA Policies and Procedures	Legal/Legislative – Waste Management Authority – Policies and Procedures	SU+2	2001-2015

DESTRUCTION APPROVED BY AGENCY BOARD ON [DATE].

AGENCY COUNSEL CONSENTS TO DESTRUCTION  
OF THE RECORDS, DOCUMENTS, INSTRUMENTS,  
BOOKS OR PAPER DESCRIBED ABOVE:

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Richard Taylor  
Agency Counsel

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Date