



DATE: September 25, 2019
TO: Waste Management Authority Board
FROM: Arliss Dunn, Clerk of the Board
SUBJECT: Authorization for the Final Disposition of Certain Records

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. The policy also includes a provision that once a year, if needed, a list of documents to be purged will be provided to the Board for authorization.

BACKGROUND

The agency utilizes Iron Mountain Data Management to safely and securely store our physical records offsite and we maintain 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 the attached resolution authorizing staff to purge the attached list of agency records that have exceeded the minimum retention schedule.

Attachments:

Exhibit A:
Resolution #WMA 2019-__ approving Agency Records Disposition Log

EXHIBIT A

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY
RESOLUTION #WMA 2019-___**

**MOVED:
SECONDED:**

**AT THE MEETING HELD SEPTEMBER 25, 2019
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.

ADOPTED BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSENT:
ABSTAIN:

Arliss Dunn, Clerk of the Board

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. Mandatory Recycling Ordinance Project inspection photos for calendar year 2013 for inspections that did or could have resulted in an Official Notification (first notice)	Legal/Legislative – Ordinance Compliance – Investigation Reports	CL+4	2013
2. Recycling Board Grants/Contracts/Funding Agreements	Financial – Grants Given and Received – Funding Agreements	CL+5	1994-2006
3. Finance – Quarterly Reports	Financial – Budget – Financial Reports	CU+10	1998-2003
4. Finance - General Ledger LAIF/Deposits/Transfers 06-07	Financial – Accounting – Journal Entries	AU+6	2005-2010
5. Finance – Accounts Payable Invoices/Member Compensation	Financial – Accounting– Records relating to payment of financial obligations (money owed by the Agency).	AU+6	2003-2012
6. Finance - Purchase Orders/Contracts	Financial – Accounting – Vendor Contracts	AU+6	2005-2011
7. Finance – Payroll/Transfer/General Ledger	Financial – Accounting – Employee Payroll Reports	CU+10	1999-2007
8. Finance – Cancelled Checks	Financial – Accounting – Bank Records Cancelled Checks	CU+6	1990-1997
9. Personnel – Employment Applications/Resumes	Personnel – Recruitment – Employment Applications and Resumes - May include applications and resumes for those considered and/or	CU+2	2003-2016

	selected for the position		
10. Bay Friendly – Compost Bins Program Information	Financial- Grants Given and Received -	CU+2	2000-2013
11. Bay Friendly – General Program Information	Administration - Public Relations – General Program Information	CU+2	2000-2013
12. Contracts and Funding Agreements	Financial – Grants Given and Received -	CL+5	1999-2005
13. Contracts and Funding Agreements	Financial- Grants Given and Received- Grants Denied/Closed	CL+5	2009-2014
14. General Counsel – General Correspondence	Administration – General Administration – General Correspondence	CU+2	1985-2000
15. General Counsel – Complaints	Administration – General Administration – Complaints	CU+2	1985-2000
16. General Counsel – Public Records Act Requests	Administration – Public Information/Relations- Public Records Act Requests	CL+2	1985-2000
17. General Counsel – Claim Files	Administration – Risk Management/Insurance – Claim Files	CL+5	1985-2000
18. General Counsel - Grants	Administration – Grants Given and Received – Funding Agreements	CL+5	1985-2000
19. General Counsel – ACWMA Policies and Procedures	Legal/Legislative – Waste Management Authority – Policies and Procedures	SU+2	1985-2000
20. General Counsel – Litigation Files – City of Dublin v. Alameda County	Legal/Legislative – Waste Management Authority – Litigation Files	CL+8	1993
21. General Counsel – Litigation Files – City of Rancho Mirage and Waste Management of the Desert v. Palm Springs Recycling Center, Inc.	Legal/Legislative – Waste Management Authority – Litigation Files	CL+8	1994
22. General Counsel – Litigation Files – Alameda County Waste Management Authority v. City of Pittsburg	Legal/Legislative – Waste Management Authority – Litigation Files	CL+8	1994

23. General Counsel – Litigation Files – Sweet v. Alameda County Waste Management Authority	Legal/Legislative – Waste Management Authority – Litigation Files	CL+8	1996
24. General Counsel – Litigation Files – Kennetech Windpower Bankruptcy	Legal/Legislative – Waste Management Authority – Litigation Files	CL+8	1998
25. General Counsel – Litigation Files – Windpower Partners v. Alameda County	Legal/Legislative – Waste Management Authority – Litigation Files	CL+8	2000

DESTRUCTION APPROVED BY AGENCY BOARD ON [DATE].

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

Richard Taylor
Agency Counsel

Date