

**LOCAL AGENCY FORMATION COMMISSION
COUNTY OF SAN BERNARDINO**

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DATE: JUNE 28, 2011

FROM: MICHAEL TUERPE, Project Manager



TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #5: Approval of LAFCO Fiscal Records Destruction per Commission Policy

RECOMMENDATION:

Staff recommends the Commission direct the Executive Officer, as Records Management Coordinator, to:

1. Destroy the Commission's financial records for Fiscal Year 2002-03 and earlier, pursuant to the Commission's Records Retention Policy, and
2. Record the items to be destroyed in the Destruction Log along with a copy of the staff report and minute action of the Commission.

BACKGROUND:

The Commission's Records Retention Policy states that the Executive Officer, as the Records Management Coordinator, shall present a Commission agenda item once a year related to records to be destroyed.

As a part of the Records Retention Policy, the adopted Records Retention Schedule provides for a seven year retention period for all financial records, regardless if the statutes permit a lesser retention period. The records for destruction include expense reports, budgets, billings, accounting reports, budget change proposals, budget change concepts, audits, invoices, fees, receipts, checks, ledgers, and registers.

Staff recommends that the Commission direct the Executive Officer to:

- Destroy the Commission's financial records for Fiscal Year 2002-03 and earlier, pursuant to Commission Policy #38 (Records Retention Policy), and

- Record the items to be destroyed in the Destruction Log along with a copy of the staff report and minute action of the Commission.

Should the Commission have any questions, staff would be happy answer them before or at the hearing.

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