

**RESOLUTION NO. 2022-25**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN BENITO COUNTY WATER DISTRICT  
AMENDING RESOLUTION NO. 2008-24  
AND DECLARING A TRUSTED SYSTEM  
FOR THE MANAGEMENT OF RECORDS AND  
THE AUTOMATION OF RETENTION REQUIREMENTS**

**WHEREAS**, the keeping of numerous records is not necessary after a certain period of time for the effective and efficient operation of the government of the San Benito County Water District;

**WHEREAS**, Government Code Sections 60200-60203 authorize the District to adopt a records retention/destruction policy;

**WHEREAS**, California Government Code Section 12168.7 provides uniform statewide standards for storing documents in electronic medium;

**WHEREAS**, the Secretary of State has adopted regulations governing the recording, storing and reproducing of records in electronic media where the intent is to destroy the original hardcopy and maintain the electronic copy as the official record;

**WHEREAS**, District staff and its Information Technology consultant, ELC Consulting, have worked together to ensure the District's document management system, and all records stored within the system, are kept in accordance with the State's trusted system requirements;

**WHEREAS**, on September 24, 2008 the District adopted Resolution No.2008-24 establishing a Record Retention Policy (Exhibit A) with a Records Retention Schedule which established procedures for retaining and disposing of District records;

**WHEREAS**, in 2021 District staff began utilizing the District's Digital Library to scan in records to retain an electronic version as the District's official record;

**WHEREAS**, a comprehensive Record Retention Policy, Records Retention Schedule and established procedures are vital components of a successful, systematic Records Management System;

**WHEREAS**, the Record Retention Policy provides for the routine disposition of records during the normal course of business;

**WHEREAS**, a Trusted System consists of adopted policies, procedures and technology that meet the State of California requirements;

**WHEREAS**, staff utilizes SharePoint as the Digital Library for the District as the system for storing electronic records due to its audit capabilities to track records as they're added, deleted, and viewed in the system and the ability to establish folder level permissions and restrictions to ensure only appropriate personnel have access to records;

**WHEREAS**, the Digital Library has three backup levels consisting of the backup within Microsoft Office 365 SharePoint, a copy of the backup replicated to Veeam as the offsite hosted network data center, and also to Back Blaze B2 cloud storage in a daily format that cannot be altered.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the San Benito County Water District hereby declare the District's Digital Library "SharePoint" a Trusted System, as follows:

1. The adopted Record Retention Policy and Records Retention Schedule, established procedures, and SharePoint Digital Library establish the San Benito County Water District Trusted System.
2. The District hereby considers electronic records stored in SharePoint as the District's official record and approves the destruction of paper records upon noted compliance with previously adopted Record Retention Policy (Exhibit A) and completion of quality control processes outlined in Exhibit B "Records Management Policy".
3. The Records Management Policy attached hereto as Exhibit B are hereby approved and are considered the approved procedures for the management of electronic records.
4. Except as amended by this Resolution, Resolution No. 2008-24 as amended, shall remain in full force and effect.

**BE IT FURTHER RESOLVED** that the President of the Board is authorized to sign said Resolution, on behalf of this Board and District.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the San Benito County Water District held on October 26, 2022 by the following vote:

AYES: DIRECTORS: Tonascia, Flores, Shelton and Williams

NOES: DIRECTORS: None

ABSENT: DIRECTORS: Tobias

ABSTAIN: DIRECTORS: None

(Signature of presiding Board member  
Attested by Board Secretary  
Resolution #2022-25)

/s/ Joe Tonascia  
Joe Tonascia  
President

ATTEST: /s/ Joyce Machado  
Joyce Machado  
Manager of Administration, Finance  
And Business Services

**Exhibit B**  
**Records Management Policy**

**San Benito County Water District**  
**Procedure for Scanning Paper Documents and Destroying the Paper**

1.0 Purpose

This document establishes the procedure to follow when scanning documents into the San Benito County Water District's Digital Library, SharePoint, and destroying the hard copy versions for records that have not met their retention requirements. Following this procedure provides that the paper copy versions may be destroyed without Board approval upon completion of these established procedures.

2.0 Organizations Affected

All District departments to include employees, elected and appointed officials, temporary workers, and contractors of the District who are acting on behalf of the District and are required to scan and add documents to the Digital Library.

3.0 Procedure

1.1 Documents are prepped for scanning:

- 1.1.1 Rubber bands removed
- 1.1.2 Staples removed
- 1.1.3 Paperclips removed
- 1.1.4 Pages all arranged in order and facing the same direction

1.2 The document(s) is placed on the scanner and each page scanned into the folder assigned to that document type in the Digital Library. The document is properly indexed according to the field requirements for that document type.

1.3 The scanner must quality check the scanned document to ensure the scanned version is a true and complete copy of the original paper version to include ensuring the pages are all there, all pages are readable, and the document is properly indexed.

1.4 When scanning is complete, an index of the scanned records must be completed to identify those records that were scanned and the date scanning and quality checking were completed. The original paper records listed will be included in the next destruction process; pursuant to Record Retention Policy No. 1.2, and this process will take place at least annually.