

WEST BASIN MUNICIPAL WATER DISTRICT

SEPTEMBER 14 , 2005 - Administration

Baker, Dear

SEPTEMBER 18, 2005– Board Meeting

Prepared by: Margaret Moggia

Submitted by: Margaret Moggia

Approved by: Rich Nagel

ACTION CALENDAR

AUTHORIZATION TO DISPOSE OF DISTRICT RECORDS

SUMMARY:

In accordance with the records retention policy approved by the Board in 2002, staff identified 55 boxes of records that are eligible for destruction. Staff has reviewed the individual "Records Filming and Destruction Approval Form" for each box of records, with a description of the contents in each box. A form for each box includes the retention date and the date the records are eligible for disposition. Any records requested to be held beyond the retention schedule or requested to be held for later review were noted and eliminated from the list of records to be disposed.

A summary list of the "Boxes Eligible for Destruction" is attached as Exhibit A for the Board's review. With the Board's approval, staff will arrange to have the documents destroyed.

FISCAL IMPACTS:

The cost to destroy the eligible documents is minimal and is included with the Finance and Support Services operating budget.

ENVIRONMENTAL COMPLIANCE:

None.

COMMITTEE STATUS:

The item will be reviewed by the Administration Committee on September 14, 2006. There will not be a Committee recommendation due to the Board packets being distributed prior to the Committee meeting.

RECOMMENDED MOTION:

That the Board authorizes the General Manager to have the records destroyed that are "Eligible for Destruction" as indicated in the attached listing.

EXHIBIT:

Exhibit "A" – Summary List of Boxes Eligible for Destruction

W:\westbasboard\wbmwd\06sep009

EXHIBIT A

Summary of Records Eligible for Destruction

District	BoxLocation	BoxNumber	Disposition	Label Description	Date Eligible for Disposition
WB	56	50	D	Mobil Nitrification 1995	12/31/05
WB	53	51	D	Mobil Nitrification 1994-95	12/31/05
WB	112	159	D	WBWRP Construction Files, Contracts R12, R13, R14 - Basin Barrier Blending Station	12/31/05
WB	160	113	D	WBWRP	12/31/05
WB	108	163	D	WBWRP Soils Report, Submittals, Planning Feasibility Study 1995	12/31/05
WB	79	201	D	WBWRP Contract R-7, Eng. File No. 1.1 to 10.2.3.1, 1994-95	12/31/05
WB	81	202	D	WBWRP, Contract R-19, Water Recycling Program Retrofits 1995	12/31/05
WB	83	203	D	WBWRP, Contract R-1, 3.0 - 10.3.2, 1995	12/31/05
WB	362	209	D	WB Reclamation Monitoring, WBWRP Phase 2, Century Reclamation Project, Laterals 1992-95	12/31/05
WB	357	214	D	WB Desalter 1992-95	12/31/05
WB	328	245	D	WB Reclamation Monitoring, 1993-95 (Eng. File No. 19.8.2.3 - 20.8.2)	12/31/05
WB	326	247	D	WBWRP Phase II, 1993-95 (Eng. File No. 20.8.3 - 21.11)	12/31/05
WB	325	248	D	WB Desalter, WB Monitoring 1992-95	12/31/05
WB	204	373	D	WBWRP - Contract R-4, 1993-95	12/31/05
WB	207	374	D	WBWRP, Contract R-4, 1993-95	12/31/05
WB	226	398	D	WBWRP, Contract R-17A, 1994-95	12/31/05
WB	229	399	D	WBWRP, Contract R-17B, 1994-95	12/31/05
WB	227	400	D	WBWRP, Contract R-17B, 1994-95	12/31/05
WB	220	401	D	WBWRP, Contract R-17B, 1994-95	12/31/05
WB	221	402	D	WBWRP, Contract R-17B, 1994-95	12/31/05
WB	218	403	D	WBWRP, Contract R-19, 1994-95	12/31/05
WB	213	411	D	WBWRP, Contract R-8, 1994-95	12/31/05
WB	223	412	D	WBWRP, Contract R-8, 1994-95	12/31/05
WB	212	413	D	WBWRP, Contract R-8, 1994-95	12/31/05
WB	215	414	D	WBWRP, Contract R-8, 1994-95	12/31/05
WB	219	416	D	WBWRP, Contract R-12, 1994-95	12/31/05
WB	241	420	D	Southern California Water Co. - WRP Connection 1994-95	12/31/05
WB	240	421	D	Southern California Water Co. - WRP Connection 1994-95	12/31/05
WB	243	422	D	WRP Connections, California Water Service Co., City of Torrance, 1994-95	12/31/05
WB	242	423	D	WBWRP, Contract R-5, 1994-95	12/31/05
WB	245	424	D	WBWRP, Contract R-5, 1994-95	12/31/05
WB	244	425	D	WBWRP, Contract R-5, 1994-95	12/31/05
WB	247	426	D	WBWRP, Contract R-5, 1994-95	12/31/05
WB	246	427	D	WBWRP, Contract R-6, 1994-95	12/31/05
WB	249	428	D	WBWRP, Contract R-6, 1994-95	12/31/05
WB	248	429	D	WBWRP, Contract R-6, 1994-95	12/31/05
WB	251	430	D	WBWRP, Contract R-12, 1994-95	12/31/05
WB	250	431	D	WBWRP, Contract R-14, 1994-95	12/31/05
WB	253	432	D	WBWRP, Contract R-14, 1994-95	12/31/05
WB	252	433	D	WBWRP, Contract R-16, 1994-95	12/31/05
WB	255	434	D	WBWRP, Contract R-16, 1994-95	12/31/05
WB	261	440	D	WRP Connection Hawthorne, Inglewood 1994-95	12/31/05
WB	260	441	D	WRP Connection, City of Inglewood 1994-95	12/31/05
WB	373	499	D	WB Agenda Packets - 1995	12/31/05
WB	427	670	D	Work Papers WB Dominguez Channel Pipeline Corridor 1990/95	12/31/05
WB	127	838	D	WB Accounts Payable A - CHD/ FY 98/99	12/31/05
WB	177	839	D	WB Accounts Payable CHE - E / FY 98/99	12/31/05
WB	44	840	D	WB Accounts Payable F - FLE / FY 98/99	12/31/05
WB	495	841	D	WB Accounts Payable FLF - LOS / FY 98/99	12/31/05
WB	70	842	D	WB Accounts Payable LOT -PI / FY 98/99	12/31/05
WB	451	843	D	WB Accounts Payable PJ - T / FY 98/99	12/31/05
WB	170	844	D	WB Accounts Payable U - Z / FY 98/99	12/31/05
WB	756	910	D	WBWRP Summary of Operations FY 98/99	12/31/05
WB	757	911	D	WBWRP Accrued Expenses 7/99 - 6/00; WBWRP United Water Invoices 7/99-6/00	12/31/05