

Memorandum

To: Salton Sea Authority Board of Directors
From: G. Patrick O'Dowd, Executive Director/GM
Date: July 18, 2024
Re: Salton Sea Authority Document Retention Policy

BACKGROUND:

In the course of business, the Authority accumulates records and other printed material relating to the Authority's work. In 2000, the Authority implemented "Records Retention Schedules" which set forth the minimum length of time various material should be retained by the Authority. Over time, the Authority has moved from several locations, and a large number of old documents have been retained far beyond the requirements set forth in the 2000 schedule.

In order to reduce the storage requirements and eliminate unneeded or unwanted material, staff consulted with Authority counsel in 2021 to review and refresh the schedule adopted. As a result, a revised "Records Retention Schedule for Salton Sea Authority" was created to inform the work of discarding outdated material, based on current law. That schedule is included with this board packet for your review and consideration.

RECOMMENDATION:

The Salton Sea Authority Staff recommends that the Salton Sea Authority Board adopt the Records Retention Schedule for Salton Sea Authority as its Document Retention Policy effective immediately, replacing all prior guidance in this regard.

Respectfully submitted,



G. Patrick O'Dowd
Executive Director/GM