



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by: [Signature]
General Manager

Date: 1/17/20

DATE: January 17, 2020
TO: General Manager
FROM: Executive Assistant/Clerk of the Board
SUBJECT: Destruction of Records

RECOMMENDATION: That the Board approve the destruction of records in accordance to the District's Retention Policy.

BACKGROUND

A District Records Retention Policy was adopted by the Board at the August 22, 2014 Board meeting. The Policy established retention periods and records management processes for all District records.

DISCUSSION

It is the goal of the District to minimize retained records to the extent allowed by law to reduce storage costs and simplify information retrieval. Once records have fulfilled their administrative, fiscal, or legal function, they will be disposed of as soon as practical in accordance with the records retention and disposition schedules approved by the Board of Directors.

Attached is a schedule of records recommended to be disposed of in accordance with the approved Policy. The listed records are primarily paper. The schedules were reviewed by appropriate department managers and approved for disposal. In keeping with the District's recycling directive and to properly dispose of any confidential information, it is intended to shred paper records and recycle all records using a commercial document disposal service.

FINANCIAL IMPACT

There are approximately 55 bankers' boxes to be destroyed. Staff obtained quotes from three local shredding companies ranging from \$7-\$8 per box and pick-up fees ranging from \$150-\$250 for an approximate cost not to exceed \$700.

STRATEGIC PLAN

Not Applicable.

CONCLUSION

Records have been identified and approved for disposal by Records Management staff and department supervisors. Upon board approval, the records can be removed from storage allowing room for easier access to more recent files and files required to be retained in perpetuity.

[Signature]
Rebecca G. Aguilar