

**RESOLUTION NO. \_\_\_\_**  
**OF THE BOARD OF DIRECTORS OF**  
**NEVADA COUNTY SANITATION DISTRICT NO. 1**

**RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND  
SUPERSEDING A PREVIOUSLY ADOPTED RESOLUTION (4/5  
AFFIRMATIVE VOTE REQUIRED)**

**WHEREAS**, Section 60200 of the Government Code of the State of California provides that the legislative body of a Special District may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the District; and

**WHEREAS**, Section 60201 of the Government Code of the State of California provides that District records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the District or the public may be destroyed; and

**WHEREAS**, the District has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category; and

**WHEREAS**, the County of Nevada adopted a Records Retention Schedule at its regularly scheduled public meeting on December 10, 2024; and

**WHEREAS**, the Nevada County Sanitation District No. 1 wishes to adopt the same Records Retention Schedule of the County of Nevada as its own.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE NEVADA  
COUNTY SANITATION DISTRICT NO. 1 DOES RESOLVE AS FOLLOWS:**

- 1.** The Board of Directors hereby adopts the Records Retention Schedule as adopted by the County of Nevada on December 10, 2024, and attached as **Exhibit A**.

2. The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule **Exhibit A** will not adversely affect any interest of the District or the public.
3. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.
4. This resolution shall become effective immediately upon its passage and adoption.