

**CAMERON ESTATES COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2022-07 : ADOPTING REVISED RECORDS RETENTION PROGRAM AND  
AUTHORIZING THE DESTRUCTION OF RECORDS**

WHEREAS, the District has prepared a policy governing the retention and destruction of public records in accordance with the requirements set forth in Government Code Section 60200 through 60203; and

WHEREAS, in preparing the policy the District followed the guidelines prepared by the California Secretary of State's office, the California State Archives Division, and the State Controller's office.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Cameron Estates Community Services District as follows:

1. The Record Retention Program set forth in Policy No. 3310 is hereby adopted.
2. All categories of records authorized to be destroyed in Policy No. 3310 may be destroyed in accordance with the Policy. It is hereby found and determined that the destruction of such records will not adversely affect the interests of the District or of the public. The District shall maintain a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.
3. The Records Retention Schedule attached to Policy No. 3310 is hereby adopted and staff is directed to comply with such schedule and protocol for destruction or disposition of records.

The foregoing Resolution was introduced at a regular meeting of Cameron Estates Community Services District by the Board of Directors, held on July 21, 2022 and was duly passed and adopted by the Board of Directors by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

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President , Board of Directors

ATTEST:

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