

RESOLUTION NO. 2018-02

A RESOLUTION IMPLEMENTING THE COUNTY AND SPECIAL DISTRICT RECORDS RETENTION SCHEDULE ESTABLISHED UNDER THE ADMINISTRATIVE RULES OF THE OREGON SECRETARY OF STATE, ARCHIVES DIVISION, CHAPTER 166, DIVISION 150

WHEREAS, the Heceta Water People's Utility District (HWPUD) desires to implement the use of the County and Special District Records Retention Schedule established under the Administrative Rules of the Oregon Secretary of State, Archives Division, Chapter 166, Division 150, (the "Records Retention Schedule") as a means of systematic control of the creation, acquisition, processing, use, protection, storage and final disposition of all public records; and

WHEREAS, the Records Retention Schedule provides a detailed schedule defining the length of time each type of record must be retained before destruction is allowed; and

WHEREAS, the Records Retention Schedule provides authorization to Oregon counties and special districts for the destruction of public records, as defined in Oregon Revised Statutes 192.005(5); and

WHEREAS, the Records Retention Schedule, published as Oregon Administrative Rules Chapter 166, Division 150, is the mechanism by which that authority is given to counties and special districts; and

WHEREAS, no further state authorization is required to destroy records listed in the schedule that have met their minimum retention periods; and

WHEREAS, additional requirements apply and must be satisfied and followed for records related to pending legal actions, audits, and records created before 1921, as described in Oregon Administrative Rules Chapter 166, Division 30; and

WHEREAS, no records will be removed or destroyed until the records have reached the end of their specific retention periods and a request for destruction has been approved by HWPUD's custodian of public records, after confirming that the records are not subject to any additional retention requirements under Oregon Administrative Rules Chapter 166, Division 30; and

WHEREAS, the implementation and use of the Records Retention Schedule by HWPUD can result in a reduction of the volume of records stored, thereby saving space, equipment, supplies and resources; and

WHEREAS, HWPUD wishes to adopt the Records Retention Schedule as approved by the Oregon Secretary of State Archives Division, as it may be revised and amended in the future.

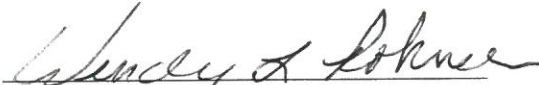
NOW, THEREFORE, THE HECETA WATER PEOPLE'S UTILITY DISTRICT RESOLVES AS FOLLOWS:

Section 1. The Board of Directors of the Heceta Water People's Utility District hereby adopts the County and Special District Records Retention Schedule of the Oregon Secretary of State, Archives Division, Chapter 166, Division 150, as it is currently approved and as it may be subsequently revised and amended.

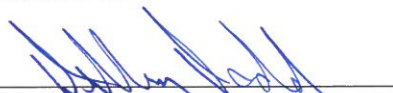
Section 2. This resolution is effective immediately upon its adoption by the Board of Directors.

Approved and adopted by the Board of Directors this 18th day of September 2018.

**HECETA WATER PEOPLE'S UTILITY
DISTRICT**


Board President

ATTEST:


Board Secretary/Treasurer