

SECTION: 8.0

ITEM: 8.1 ELECTION OF OFFICERS AND CONSIDER COMMITTEE MEETING ASSIGNMENTS

DESCRIPTION:

INFORMATION: SEE ATTACHMENT

STAFF

RECOMMENDATION: ELECT OFFICERS AND CONSIDER COMMITTEE MEETING ASSIGNMENTS. EACH MEMBER HAS THE RIGHT TO NOMINATE ANOTHER MEMBER. NO SECOND IS REQUIRED FOR A NOMINATION. BEGIN WITH THE OFFICE OF CHAIRPERSON. PLEASE SEE ATTACHMENT FOR CORRECT PROCEDURAL INFORMATION.

Elections

The nominating and election process covered below is just one process of many. I think this best fits your board. It is taken from a book entitled "Parliamentary Procedure in Local Government."

From our conversation you indicated that there are no rules or laws pertaining to this board's election process. The members of the board are of equal status and there is no requirement to have been a board member a certain amount of time prior to election.

Procedure:

Each member has the right to nominate another member. No second is required for a nomination. Begin with the office of the chair, or president.

Elections proceed by voting on candidates in the order in which they were nominated. Members first vote on the election of the first nominee. If that person does not receive a majority vote, then a vote is taken on the second member nominated, and so on, until a member receives a majority vote. A vote is not taken on the remaining nominees, since the position is filled.

Example: Mr. A: "I nominate Mr. D for the office of chairman". The current presiding officer asks, "Are there further nominations for the office of chairman?" If there are none then the presiding officer calls for the vote, "All those in favor of Mr. D serving as chairman of this board say aye, those opposed say no." "Mr. D has received a majority vote and is elected as chairman of the board".

If there is more than one nominee for this office then the following is done:

Mr. A "I nominate Mr. D for the office of chairman". Mr. B, "I nominate Ms. E for the office of chairman". The presiding officer asks, "Are there further nominations for the office of chairman?" If none, the presiding officer proceeds, "Ms. D and Ms. E are nominated for the office of Chairman." "All those in favor of Mr. D raise your hands (count)." If Mr. D gets a majority vote then the election is over. If Mr. D does not receive a majority vote then the presiding officer calls for the vote for Ms. E, "All those in favor of Ms. E raise your hands (count)." " If she receives a majority vote then she is elected as chairman. If there is a tie vote then the voting continues until one or the other gets a majority vote or one of the nominees withdraws.

This procedure continues with each office. In some groups, once the chairman is elected he becomes the presiding officer and conducts the remaining election.

Jacque Brown, Registered Parliamentarian

Item 8.2 Cover sheet – Bike Park Site CEQA/NEPA Consultant Expanded Scope of Work and Fee – December 2015

ARD Acquisition and Development Committee December, 2015; ARD Board meeting December, 2015

Subject: Bike Pump Track CEQA/NEPA Consultant Added Scope of Work and Subsequent Fee Increase

The Issue

Should Auburn Area Recreation and Park District (ARD) Board of Directors approve an expanded scope of work and subsequent fee increase from Dudek for professional services that are beyond the current contract for the proposed Auburn Bike Park?

Background:

At the June 2014 Board of Directors meeting, the ARD Board approved a contract with Dudek to complete the CEQA/NEPA environmental work for the Maidu Bike Park. This original contract and scope of work included the cost to complete the work program for the CEQA/NEPA at \$36,293 and the SWPPP cost at \$5700 and NOA sampling at \$1420. Please recall that the SWPPP may be able to be reduced if ARD qualifies for a waiver, which would reduce the cost to \$1000. This will be determined prior to construction when the actual construction timing is determined. The waiver is based upon time of year of construction. It is not possible at this time to determine if ARD will qualify for the waiver.

Due to unforeseen issues with trail issues, additional Biological and Cultural studies, updated project descriptions and the Admin of the CEQA/NEPA draft document, Dudek identified additional hours needed to administer the additional reviews required by State Parks, PCWA (bridge issues) and USBR. In March of 2015 ARD received a proposal from Dudek for the additional scope of services at a sum of \$9,990.00. The Board of Directors, at their March meeting, approved the expended scope of work and subsequent fee to cover the out of scope work.

At this time, Dudek has exceeded the existing budget for the project as a result of additional out-of-scope work completed on the project to facilitate the environmental review process and due to the multiple and unforeseen rounds of review from the Bureau of Reclamation (BOR). Some of the specific issues that lead to the unanticipated scope of work include:

- Multiple round of edits and comments from BOR;
- Previously unidentified specialty document formatting requirements by BOR;
- Working with BOR and State Parks regarding fencing issues and subsequent project description changes;
- Coordination with BOR, State Parks, ARD and Giuliani & Kull regarding trail surfacing and road changes
- Coordination regarding NOA testing with multiple agencies and consultants;
- Responding to letters from the general public;
- Issues surrounding the PCWA encroachment agreement;
- Changes to the project description and Administrative Draft IS/EA

Dudek has provided ARD staff with an amended scope of work contract and subsequent fee to cover a portion of the current overage costs (they are writing of a portion), and to complete the environmental document. This proposal is attached and includes one round of review with BOR, with edits to the document, respond to public comments and miscellaneous project management and anticipated meetings. The \$14,120.00 fee covers existing

contract overages and services necessary to complete the environment document, prepare the Notice of Intent, Notice of Completion and arrange for circulation and publishing. They have included hours to respond to public comments, make one edit to the document based upon public comments and associated hours for project management and meetings.

Recommendation: Staff recommends the Board of Directors approve the additional scope of work and fee, and forward to the Board to authorize the District Administrator to sign Dudek’s proposal for additional scope of service fees as described above for \$14,120.00.

The A&D Committee forwarded the item to the Board with a positive recommendation.

Fiscal Impacts:

The fiscal impact is an additional \$14,120.00 for completion of the CEQA/NEPA document.

Attachments:

Dudek proposal

November 19, 2015

Kahl Muscott
District Administrator
Auburn Recreation District
123 Recreation Drive
Auburn, CA 95603

Subject: Maidu Bike Park Project – CEQA/NEPA Scope Amendment No. 2

Dear Kahl:

Attached is an amended scope-of-work and cost estimate to provide CEQA and NEPA compliance for the proposed Maidu Bike Park project (Project). As discussed with Pamela Vann, Dudek has exceeded the existing budget for the project as a result of out-of-scope work completed on the project to facilitate the environmental review process and due to the complexity associated with the involvement of multiple agencies and multiple sets of edits and comments received from the Bureau of Reclamation (BOR). Overages are currently at approximately \$5,500.00. Some specific issues that have led to unanticipated charges include the following:

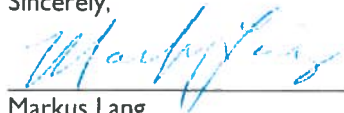
- Coordinating and corresponding with BOR regarding "508" and "VI" formatting;
- Coordinating and corresponding with BOR regarding a joint logo and requirements for cover page formatting and content and Table of Contents;
- Coordinating and corresponding with BOR regarding late engineering division review of the document;
- Responding to and incorporating into the environmental document multiple sets and rounds of comments received from BOR;
- Corresponding with BOR, State Parks and ARD to clarify responsibility for the fence at the dam keyway and changes to the project description to address;
- Corresponding with State Parks, ARD, and Giuliani & Kull regarding required surfacing for trail on lower road and changes to the project description to address;
- Coordinating, corresponding, and meeting with PCAPCD to discuss naturally occurring asbestos, testing, and multiple rounds of revisions to mitigation measures for NOA;
- Coordinating with ARD and Holdrege & Kull for NOA testing;
- Corresponding with BOR and ARD re SHPO compliance and cultural concerns related to test pits being performed by Holdrege & Kull;
- Changes to the project description and Administrative Draft IS/EA to delete repair of existing erosion feature at the south end of the lower CVCC parking lot;
- Incorporation of content from the PCWA encroachment agreement into the environmental document and project description;
- Reviewing and commenting on letters received from the interested public;
- Revising the project description several times to incorporate revisions to the plan set;

- Preparing and canceling public noticing with the local newspaper and coordination with BOR in anticipation of public circulation.

This amended work program provides for completing final revisions to the project description and IS/MND/EA as necessary to incorporate new project information regarding cultural resources and to address Tribal Cultural Resources as required under AB 52, finalizing the MMRP, revising the Notice of Completion and Notice of Intent previously prepared, and coordinating public noticing. This amendment also provides for additional time for anticipated meetings with ARD and PCAPCD on the subject of Naturally Occurring Asbestos, and a final round of review and comments from BOR on the Administrative Draft Document.

The estimated cost to carry out tasks in this amended scope of work is \$14,120. Please contact me so we can discuss the work programs and cost estimate.

Sincerely,



Markus Lang
Project Manager

SCOPE OF WORK

The following Task Outline describes each specific task the Dudek team will complete under this amended scope of work. Task numbers correspond to the task numbers in Dudek's original scope of work.

TASK 1: DRAFT REVISED PROJECT DESCRIPTION AND PURPOSE AND NEED

This task provides for updating the draft Project Description to incorporate new information resulting from project changes to address cultural resources and naturally-occurring asbestos and conditions of the PCWA encroachment permit. Dudek will base the revised Project Description on a review of revised plans and information provided by ARD, as necessary.

Dudek will submit the revised draft project description to the District for review and comment. The budget for this task assumes a single round of revisions.

TASK 2: ADMINISTRATIVE DRAFT AND PUBLIC DRAFT INITIAL STUDY/ ENVIRONMENTAL ASSESSMENT AND MITIGATION MONITORING PLAN – ADDITIONAL REVIEW BY BUREAU OF RECLAMATION AND PCAPCD

Task 2 provides for making final revisions to the Administrative Draft IS/EA to incorporate new project information regarding cultural resources and Naturally Occurring Asbestos, and to address Tribal Cultural Resources as required under AB 52. This task also provides for revising the MMRP to reflect any changes to mitigation measures resulting from consultation with PCAPCD to address NOA. It is assumed that BOR and PCAPCD will both review the revised Administrative Draft document and this task allows for a single round of review with each agency. This task includes formatting per BOR requirements. All draft submittals will be in electronic format.

Following final administrative review Dudek will prepare the Draft IS/EA, MMRP and will prepare a revised Notice of Intent and Notice of Completion and arrange for circulation and publishing as described in Dudek's original scope of work.

Task 2 provides for an additional 40 hours of Dudek staff time to revise the Administrative Draft IS/EA and respond to agency comments, prepare the Draft IS/EA and prepare noticing.

TASK 3: RESPONSE TO PUBLIC COMMENTS, REVISED (FINAL) IS/EA, MITIGATED NEGATIVE DECLARATION, NOTICE OF DETERMINATION (TASK 6 OF ORIGINAL SCOPE OF WORK)

The proposed cost estimate provided with this amendment provides for up to 24 hours of additional Dudek staff time to carry out tasks as described in Task 6 of Dudek's original scope of work. This includes reviewing and responding to up to 15 individual comments (a letter may have numerous individual comments), revising the text of the IS/EA as necessary to respond to comments received, and preparing the Notice of Determination to be filed with the County Clerk-Recorder's office and the State Office of Planning and Research.

TASK 4: PROJECT MANAGEMENT AND MEETINGS (TASK 7 OF ORIGINAL SCOPE OF WORK)

Task 4 provides for additional Project Management for consultation and communication with District staff, BOR, and regulatory agencies. This task provides for Dudek participation in additional meetings with the District, PCAPCD, and/or the Bureau of Reclamation. This task provides for 8 hours of additional meeting and prep time, and 8 hours of additional project management time.

Cost Estimate

Dudek has prepared the following cost estimate. See attached spreadsheet for hourly breakdown. Our cost estimate is based on the assumptions given in this proposal.

CEQA Work Program		
Task		Cost Estimate
Task 1: Draft Revised Project Description and Purpose and Need		\$1,420.00
Task 2: Admin. and Draft EA / IS and MMP		\$4,800.00
Task 3: Resp to Comments, Final IS/EA, NOD		\$3,040.00
Task 4: Project Mgmt. & Meetings		\$1,740.00
Out of Scope to Date		\$3,120.00
CEQA Work Program Total		\$14,120.00

Please note that out of scope charges represent a reduced amount as some charges will be written off by Dudek. Please also note that the budget for Task 1 of the SWPPP Work Program from Dudek's original scope has been exhausted and no additional budget is provided in this amendment as this is a pre-construction phase task and could be re-initiated under a separate contract if necessary.

Should additional technical analyses be required beyond that identified in this scope of work, Dudek would discuss the additional needs with the District to determine if changes to the scope or budget are required. Other factors that could affect the budget include analysis of additional issues above those discussed in this scope of work or a more detailed level of analysis than described in this scope of work, additional meetings, and comments/request for additional analysis on the EA/IS that exceed the assumptions in the budget. Dudek would propose to renegotiate these items, if required, or charge on a time and materials basis.

ARD - Bike Park - CEQA/NEPA Scope Amendment No. 2 - Cost Estimate

Work Program Tasks	DUDEK					Total Hours	Expenses*	Total Cost
	Principal In-charge \$180	Project Manager \$130	Planning Analyst \$100	Production/ WPI/Admin \$90	Rate (\$/hr):			
1 - Project Description - revised	1	8	2			11		\$1,420
2 - Admin. and Draft EA / IS and MMP		28	8	4		40		\$4,800
3 - Resp to Comments, Final IS/EIA, NOD	2	16	6			24		\$3,040
4 - Project Mgmt. & Meetings	1	12				13		\$1,740
Out of Scope to date		24				24		\$3,120
Total labor hours	4	88	16	4		112		
Total labor costs	\$720	\$11,440	\$1,600	\$360				
Total Expenses								
TOTAL	\$720	\$11,440	\$1,600	\$360				\$14,120

Item 8.3 Cover sheet – Resolution #2015-19: ARD Records Retention Policy and Schedule

Auburn Recreation District Policy Committee meeting November, 2015; December, 2015; Board of Directors meeting December, 2015

The Issue

Shall the Auburn Area Recreation and Park District (ARD) update its policy on record retention and adopt Resolution #2015-19, adopting a Records Retention Schedule?

Background

As a Special District, ARD must adhere to state and federal laws regarding the retention of many different types of records.

Since, with the exception of the Public Records Act, legislation and directives establishing the California state Records Management Program do not apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added Section 12236 to the Government Code, which states in Section 12236 (a) “The Secretary of State shall establish the Local Government Records LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES 4 Program (attached) to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.”

As such, staff has created a Records Retention Schedule (“Appendix A”). This schedule was created by the Southgate Recreation and Park District and reviewed by staff to comply with the Records Management Guidelines provided by the California Secretary of State.

Staff has also inventoried all of its existing records.

Recommendation for the Board of Directors

Review and approve the following:

- 1) Adoption of Resolution #2015-19, a resolution of the ARD Board of Directors adopting the Records Retention Schedule.
- 2) Add the following policy the District Policy Manual:

XXXV. Records Retention. The District has adopted a Records Retention Schedule as provided in CA Government Code Section 60201(b)(2). The Records Retention Schedule allows the District to dispose of/destroy records once they reach the minimum retention time. The Records Retention Schedule also complies with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section

12236. A copy of the District's Records Retention Schedule is available at the District Office.

The ARD Policy Committee forwarded this item to the Board of Directors with a positive recommendation.

Alternatives Available to the Board of Directors

1. Request more information and bring the Records Retention Policy and Schedule back to the January, 2016 Policy Committee meeting.

Fiscal Impact

N/A

Attachments

Resolution #2015-19, a resolution adopting a Records Retention Schedule
ARD Records Retention Schedule (Appendix "A")
Secretary of State Local Government Records Management Guidelines (Exhibit "B")
Request for Destruction of Obsolete Records Form (Exhibit "C")

RESOLUTION NO. 2015-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT
ADOPTING RECORDS RETENTION POLICY

WHEREAS, the Auburn Area Recreation and Park District (the “District”) is a Special District in the state of California, and;

WHEREAS, amended CA Government Code Section 60201 authorizes special districts to adopt a records retention schedule that complies with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236.

WHEREAS, the District’s Board of Directors finds it necessary to adopt a Records Retention Policy, and;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District as follows:

Section 1. As provided in Code Section 60201(b)(2), the Records Retention Schedule complies with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236.

Section 2. Records not mentioned in this Resolution shall be disposed of in compliance with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236.

Section 3. Notwithstanding the provisions of Section 1 above or any other provision of law, pursuant to Code Section 60201(d) the District may not destroy or dispose of any record that is any of the following:

- a. Relates to formation, change of organization, or reorganization of the District;
- b. An ordinance adopted by the District. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of five years after it was repealed or became invalid or unenforceable;
- c. Minutes of any meeting of the Board of Directors of the District;
- d. Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years;
- e. Is the subject of any pending request made pursuant to the California Public Records Act (Chapter 3.5, Division 7, Title 1, commencing with

Section 6250 of the Code), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied;

- f. Relates to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented;
- g. Relates to the title to real property in which the District has an interest;
- h. Relates to any nondischarged contract to which the District is a party;
- i. Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received;
- j. Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work;
- k. Specifies the amount of compensation paid to District employees or to independent contractors providing personal or professional services to the District, or relates to expense reimbursement to District officers or employees or to the use of District paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to Section 60201 of the Code seven years after the date of payment; and
- l. Any other records required by law to be filed and preserved.

Section 4. Notwithstanding the provisions of Section 1 above, the District may, pursuant to Code Section 60203, authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

- a. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Code Section 12168.7 for recording of permanent records or nonpermanent records.
- b. The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.

- c. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

Section 5. For the purposes of Section 5 above, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

Section 6. Notwithstanding the provisions of Section 1 above, the duplicates of records that are no longer needed are hereby authorized, pursuant to Code Section 60200, to be destroyed provided that the original or a permanent photographic record of the original is retained by the District for the period required by the Records Retention Schedule or as specified in Section 4 above.

Section 7. The destruction of any records as provided for herein shall be by burning, shredding or other effective method of destruction and said method of destruction shall be authorized by the District Administrator.

Section 8. As provided in Code Section 60201(a), the term “records” as used herein shall consist of any “writing” defined within Code Section 6252(f), including any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

PASSED AND ADOPTED on _____ by the following vote of the Board of Directors of the Auburn Area Recreation and Park District:

AYES:

NOES:

ABSENT:

Scott Holbrook, Chairman

ATTEST:

Pat Larson, Clerk to the Board

Appendix A - Records Retention Schedule for Auburn Area Recreation and Park District

Destruction of any record must be authorized by the legislative body (Gov. Code §§ 60200 – 60204)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accident/Illness Reports	Administration	Not a public record Employee Medical Records and Employee Exposure Records – includes Material Safety Data Sheets (MSDS)	8 CCR 14307 8CCR 3204 GC 625(c)	Duration of employment + 30 years
Accident/Damage to District Property	Administration	Risk management administration	GC 34090 CCP 337.15	10 years
Accounts Payable	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers	GC 34090 CCP 337	Until audited + 4 years
Accounts Payable	Finance	Invoices, checks, reports, investments, purchase orders	GC 34090 26 CFR31.6001-1(e)(2)	Until audited + 4 years
Accounts Receivable	Finance	Invoices, checks, reports, investments, receipt books, computer receipts, and registration payments	26 CFR31.6001-1(e)(2)	Until audited + 4 years
Affidavits of Publications/ Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	GC 34090	2 years

Legal Authority Abbreviations

<i>CCP</i>	Code of Civil Procedures	<i>GC</i>	Government Code (California)	<i>PC</i>	Penal Code (California)
<i>CCR</i>	California Code of Regulations	<i>IRC</i>	Internal Revenue Code	<i>R&TC</i>	Revenue & Taxation Code (California)
<i>CFR</i>	Code of Federal Regulations	<i>IRS</i>	Internal Revenue Service	<i>USC</i>	United States Code
<i>EC</i>	Elections Code (California)	<i>LC</i>	Labor Code (California)		

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Agenda/Agenda Packets	Administration	Paper copies of agenda packets should be maintained for 2 yr. as complete packets. Originals should be imaged/scanned immediately for permanent retention. The filmed record may serve as the permanent record.	GC 34090 GC 34090.5	2 years paper Imaged/scanned record = Permanent
Agreements	Administration	Original contracts and agreements and back-up materials, including leases.	CCP 337 CCP 337.2	4 years after termination/ completion
Annexations/ Reorganizations	Development	Notices, resolutions, certificates of completion	GC 34090 GC 60201(d)(1)	Permanent
Annual Financial Report	Finance	Independent auditor analysis	GC 34090	Until audited + 2 years
Affidavits of Publications/ Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	GC 34090	2 years

Legal Authority Abbreviations

<i>CCP</i> Code of Civil Procedures	<i>GC</i> Government Code (California)	<i>PC</i> Penal Code (California)	
<i>CCR</i> California Code of Regulations	<i>IRC</i> Internal Revenue Code	<i>R&TC</i> Revenue & Taxation Code (California)	
<i>CFR</i> Code of Federal Regulations	<i>IRS</i> Internal Revenue Service	<i>USC</i> United States Code	
<i>EC</i> Elections Code (California)	<i>LC</i> Labor Code (California)		

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Articles of Incorporation	Administration		GC 34090 GC 60201	Permanent
Audit Reports	Finance	Financial services; internal and/or external reports; independent auditor analysis	GC 34090	Permanent
Audit Hearing or Review	Finance	Documentation created and or received in connection with an audit hearing or review	GC 34090	Audit + 2 Years
Bank Account Reconciliations	Finance	Bank statements, canceled checks, certificates of deposit	26 CFR 31.6001-1(e)(2)	Audit + 5 Years
Benchmark Data	Development	Horizontal, vertical and control	GC 34090	Current + 2 Years
Bids, Accepted	Development	Includes plan and specifications; notices/affidavits	GC 34090 CCP 337,337.1	Completion + 4 Years

Legal Authority Abbreviations

<i>CCP</i>	Code of Civil Procedures	<i>GC</i>	Government Code (California)	<i>PC</i>	Penal Code (California)
<i>CCR</i>	California Code of Regulations	<i>IRC</i>	Internal Revenue Code	<i>R&TC</i>	Revenue & Taxation Code (California)
<i>CFR</i>	Code of Federal Regulations	<i>IRS</i>	Internal Revenue Service	<i>USC</i>	United States Code
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Destruction of any record must be authorized by the legislative body (Gov. Code §§ 60200 – 60204)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Bids, Unaccepted	Development	Unaccepted bid packages only	GC 34090 GC 60201	Completion + 2 Years
Bonds	Finance	Authorization/public hearing records/prospectus/proposal/certificates/notices (transcripts)/registers/statements	GC 34090	Permanent
Bonds – Employee	Finance	Personnel fidelity bonds	GC 34090	Termination + 2 years
Bonds – Paid/Cancelled	Finance	Paid or cancelled bonds; warrant certificates; interest coupons	GC 34090	Completion + 2 Years
Bonds – Unsold	Finance	Unsold bonds	GC 34090 GC 43900 et seq.	2 Years
Bonds – Final	Finance	Final bond documentation; monthly statement of transactions; supporting documents	GC 34090 CCP 337.5	Completion + 10 Years
Bonds, Development	Finance	Housing; industrial development	CCP 337.5	Completion + 10 Years
Bonds, Surety	Finance	Documentation created and/or received in connection with the performance of work/services for the District	CCP 337	Completion + 4 Years

Legal Authority Abbreviations

<i>CCP</i>	Code of Civil Procedures	<i>GC</i>	Government Code (California)	<i>PC</i>	Penal Code (California)
<i>CCR</i>	California Code of Regulations	<i>IRC</i>	Internal Revenue Code	<i>R&TC</i>	Revenue & Taxation Code (California)
<i>CFR</i>	Code of Federal Regulations	<i>IRS</i>	Internal Revenue Service	<i>USC</i>	United States Code
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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Brochures/Publications	Administration	Retain selected documents only for historic value.	GC 34090	2 years
Budget, Operating	Finance	Operating budget	GC 34090	Until superseded
Budget, Proposed	Finance	Proposed budget presented to Board	GC 34090	Current + 2 years
Budget, Adopted	Finance	Board adopted budget	GC 34090	Permanent
Cal-OSHA	Administration	Personnel-Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA)	LC 6410; 8 CCR 14307	5 years
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years
Checks	Finance	Includes payroll, cancelled and voided checks	GC 34090 CCP 337	Until audited + 5 years
Citizen Feedback	Administration	General correspondence, if not attached to agreement or project file	GC 34090	2 years
Claims Against the District	Administration	Paid/Denied	GC 34090; GC 25105.5	Until settled + 5 years

Legal Authority Abbreviations

<i>CCP</i>	Code of Civil Procedures	<i>GC</i>	Government Code (California)	<i>PC</i>	Penal Code (California)
<i>CCR</i>	California Code of Regulations	<i>IRC</i>	Internal Revenue Code	<i>R&TC</i>	Revenue & Taxation Code (California)
<i>CFR</i>	Code of Federal Regulations	<i>IRS</i>	Internal Revenue Service	<i>USC</i>	United States Code
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Destruction of any record must be authorized by the legislative body (Gov. Code §§ 60200 – 60204)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Collective Bargaining Agreements	Administration		29 CFR 516.5	Current + 3 years
Complaints/Requests	Administration	Various files, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule.	GC 34090	2 years
Comprehensive Annual Financial Reports (CAFR)	Finance	Finance	GC 34090; CCP 337	Until audited + 4 years
Contracts	Administration	Original contracts and agreements and back-up materials; Excludes Cap. Improv.	CCP 337	4 years after termination/completion
Correspondence	Administration	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	GC 34090	2 years
Deeds, Real Property	Development	File with recorded documents; originals may not be destroyed	GC 34090	Permanent
Deferred Compensation Reports	Finance	Finance – pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	3 years

Legal Authority Abbreviations

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Appendix A - Records Retention Schedule for Auburn Area Recreation and Park District

Destruction of any record must be authorized by the legislative body (Gov. Code §§ 60200 – 60204)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Demographic/ Statistical Data	Administration		GC 34090	Current + 2 years
Deposits, Receipts	Finance	Checks, coins, currency	GC 34090 CCP 337	Until Audited + 4 years
DMV Driver Information Reports	Administration	Personnel – Not a public record	GC 34090 GC 62.54 (c)	Until superseded
Easements, Real Property	Development	File with recorded documents; Originals may not be destroyed	GC 34090	Permanent
Economic Interest Statements – Form 700 (copies)	Administration	Copies of statements forwarded to Fair Political Practices Commission	GC 81009 (f), (g)	4 years (can image after 2 years)
Economic Interest Statements – Form 700 (originals) - elected	Administration	Originals of statements of designated employees	GC 81009 (e), (g)	7 years (can image after 2 years)
Economic Interest Statements – Not Elected	Administration	FPPC filings	GC 81009 (b)	5 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Election – Ballots – Prop. 218 (Assessment Districts)	Administration	Property related fees (Assessment Ballot proceeding)	California Constitution Art, XIII	Permanent
Emails	Administration	Related to the conduct of the public's business prepared, owned, used or retained by ARD	GC 34090	2 years
Employee Files	Administration	Personnel – Not a public record	GC 12946 GC 6254 (c)	While current + 2 years
Employee Information, General	Administration	Name, address, date of birth, occupation	GC 12946 29 CFR 1627.3 LC 1174	3 years
Employee Information, Payment	Administration	Rate of pay and weekly compensation earned	GC 60201	7 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee Information – CEIR	Administration	Personnel – California Employer Information Report (for employers of 100 or more employees)	2 CCR 7287(a) 2 CCR 7287 (c)(2) GC 12946	2 years
Employee Information – Applicant Identification Records	Administration	Personnel – Data regarding race, sex, national origin of applicants	2 CCR 7287(b), (c)(2)	Current + 2 years
Employee, Medical Files	Administration	Part of Personnel file – not a public record. Includes medical records; exposure records, etc. (for employees of less than 1 year, no need to retain medical records if they are returned to employee upon termination)	29 CFR 1910.1020(d)(1)(i) 8 CCR 3204(d) GC 6254(c)	Length of employment + 30 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee, Non-Safety	Administration	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee Medicals; fingerprints; identification cards (ID's)	29 CFR 1627.3 GC 12946	Length of employment + 3 years
Employee Programs	Administration	Includes EAP and Recognition	GC 34090 GC 12946	Current + 2 years
Employee, Recruitment	Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 34090 29 CFR 1602 et. seq. 29 CFR 1627.3	Current + 2 years
Employee, Reports	Administration	Employee statistics, benefit activity, liability loss	GC 34090	Current + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee Rights – General	Administration		GC 12946 29 CFR 1602.31	Length of employment + 2 years
Employment Applications - not hired	Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 34090 GC 12946 29 CFR 1627.3	2 years
Employment Eligibility Verification (I-9 Forms)	Administration	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a (b)(3) Pub. Law 99-603	3 years after date of hire, or 1 year after date of termination, whichever is later

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employment – Surveys and Studies	Administration	Includes classification, wage rates	GC 12946 GC 34090 29 CFR 516.6	2 years
Employment – Training Records, Non-Safety	Administration	Volunteer program training – class training materials, internships	GC 34090 GC 12946	Length of employment + 2 years
Employment – Personnel (by name)	Administration	Paperwork documenting internal and external training	GC 34090 GC 12946	Length of employment + 2 years
Employment - Public Safety	Administration	Certification/designations	GC 34090 GC 12946	Length of employment + 2 years
Employment – Vehicle Mileage Reimbursement Rates	Administration	Annual mileage reimbursement rates	GC 34090	Until suspended
Environmental Quality Air Quality (AQMD)	Administration	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; commute alternative	CCP 338 (k); GC 34090	3 years

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Destruction of any record must be authorized by the legislative body (Gov. Code §§ 60200 – 60204)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Environmental Quality Asbestos	Development	Documents, abatement projects, public buildings	GC 34090	Permanent
Environmental Quality California Environmental Quality Act (CEQA)	Development	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090 CEQA Guidelines	Permanent
Environmental Quality Environmental Review	Development	Correspondence, consultants, issues, conservation	GC 34090	Completion + 2 years
Environmental Quality Pest Control	Development	Pesticide applications, inspections and sampling documents	GC 34090	Completion + 2 years
Environmental Quality Soil	Development	Analysis, construction recommendations	GC 34090	Completion + 2 years

Legal Authority Abbreviations

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Environmental Quality Soil Reports	Development	Final Report	GC 34090	Permanent
ERISA Records	Administration	Employee Retirement Income Security Act of 1974 -plan reports, certified information filed	29 USC 1027	6 years
ERISA Records	Administration	Employee Retirement Income Security Act of 1974 -records of benefits due	29 USC 1059	Indefinitely
Family and Medical Leave Act (Federal)	Administration	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	While employed +3 years
Federal Tax Records	Finance	May include forms 1096, 1099, W-4 and W-2	29 USC 436 26 CFR 31.6001.1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6	5 years after file date

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number	GC 34090	Until audited + 2 years
Fixed Assets Surplus Property	Finance	Auction; disposal – Listing of property; sealed bid sales of equipment	GC 34090 CCP 337	Until audited + 4 years
Fixed Assets Vehicle Ownership & Title Forms	Finance Administration	Title transfers when vehicle is sold Administrative – blank	VC 9900 et. seq.	Until sold Until Superseded
Fund Transfers	Finance	Internal; bank transfers & wires	GC 34090	Until audited + 2 years

Legal Authority Abbreviations

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
General Ledgers	Finance	All annual financial summaries – all agencies	GC 34090 CCP 337 Sec. of State Local Gov't Records Retention Guidelines	Permanent [May be revised at a later time by Sec. of State or County officials]
Gifts/Bequests	Finance	Receipts or other documentation	GC 34090	Until completed + 2 years
Grants Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Development	Grants documents and all supporting documents: Applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Until completed + 4 years

Legal Authority Abbreviations

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Hazardous Materials – Hazardous Waste Disposal	Public Safety	Documents regarding handling and disposal of hazardous waste [Permanent retention of environmentally sensitive materials is recommended]	CAL OSHA	While current + 10 years
Hazardous Materials – Permits, Hazardous Materials storage	Public Safety	[Permanent retention of environmentally sensitive materials is recommended]	GC 34090	While current + 2 years
Hazardous Materials – Exposure Records, etc.	Public Safety	Employee exposure records; Name/identity of chemical substance used; when and where chemical substance was used	8 CCR 3204(d) et. seq.	30 years

Legal Authority Abbreviations

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- CCR* California Code of Regulations
- CFR* Code of Federal Regulations
- EC* Elections Code (California)
- GC* Government Code (California)
- IRC* Internal Revenue Code
- IRS* Internal Revenue Service
- LC* Labor Code (California)
- PC* Penal Code (California)
- R&TC* Revenue & Taxation Code (California)
- USC* United States Code

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Information Services, Internet/World Wide Web	Administration	Management policies and supporting documentation	GC 34090	Until superseded + 2 years
Information Systems, Inventory	Administration	Hardware/software inventory logs; systems manuals	GC 34090	Until superseded + 2 years
Information Systems, Network Information Systems (LAN/WAN)	Administration	Configuration maps and plans	GC 34090	2 years
Information Systems Program files and directories	Administration		GC 34090	2 years
Information Systems Tapes	Administration	System generation	GC 34090	2 years
Insurance	Finance	Personnel related	GC 34090	Current + 2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Insurance, Joint Powers Agreement	Finance	Accreditation, MOU, agreements and agendas	GC 34090	Current + 2 years
Insurance Certificates	Finance	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licenses	GC 34090	Current + 2 years
Insurance, Liability/Property	Finance	May include liability, property, Certificates of participation, deferred use of facilities	GC 34090	Current + 2 years
Insurance, Risk Management Reports	Finance	Federal OSHA forms (including 200 and 101); Loss analysis report; Safety reports; Actuarial studies	29 CFR 1904.44 GC 34090	5 years
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report	GC 34090 CCP 337 Sec. of State Local Gov't. Records Retention Guidelines	Permanent

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Invoices	Finance	Copies sent for fees owed, billing, related documents	GC 34090	Until audited + 2 years
Legal Notices/Affidavits of Publication	Administration		GC 34090	2 years
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	GC 34090	Until superseded + 2 years
Litigation	Administration	Case files	GC 34090	Until settled or adjudicated + 2 years
Maintenance Manuals	Administration	Equipment service/maintenance	GC 34090	Current + 2 years
Maintenance/Repair Records	Administration	Equipment	GC 34090	2 Years
Marketing, Promotional	Administration	Brochures, announcements, etc.	GC 34090	2 Years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Minutes	Administration	Minutes of District Board meetings. Documents are to be imaged immediately. Paper records are to be maintained permanently by the Board.	GC 34090	Permanent
Newsletter, District	Administration	May wish to retain permanently for historic reference.	GC 34090	2 years
Notices – Public Meetings	Administration	Special meetings	GC 34090	2 years
Oaths of Office	Administration	Elected and public officials – Board Members	GC 34090 29 USC 1113	Current + 6 years
OSHA	Administration	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	LC 6410; 8 CCR 14307 29 CFR 1904.2 – 1904.6	5 years
OSHA (Accident/Illness Reports)	Administration	Personnel – Employee Exposure Records & Employee Medical Records Not a public record	LC 6410; 8 CCR 14307; 8 CCR. 3204; GC 6254 (c)	Duration of employment + 30 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Paramedic Services	Public Safety	Documents other than original contracts.	GC 34090	2 years
Payroll – Federal/State Reports	Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	GC 60201(d)(12)	7 years
Payroll Deduction Authorizations	Finance	Finance	29 CFR 516.6 (c) GC 60201	While Current + 7 years
Payroll, registers	Finance	Finance	29 CFR 516.5 (a) LC 1174 (d) GC 60201	7 years
Payroll records, terminated employees	Finance	Finance files	29 CFR 516.5 GC 60201	7 years from date of last entry
Payroll, timecards/sheets	Finance	Employee	GC 60201	7 years
Payroll – Wage Rates / Job Classifications	Finance	Employee records	GC 60201	While current + 7 years
PERS – Employee Benefits	Administration	Retirement plan	29 USC 1027	6 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Personnel Records	Administration	Other records (not payroll) containing name, address, date of birth, occupation, etc., including records related to promotion, demotion, transfer, lay-off, termination	29 CFR 1627.3	3 years
Personnel Rules and Regulations	Administration	Including employee handbook	GC 34090	Current + 2 years
Petitions	Administration	Submitted to legislative bodies	GC 34090	Current + 2 years
Policies, Administrative	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	GC 34090	Current + 5 years
Policies, District Board	Administration	Original policies adopted by the District Board	GC 34090	Current + 5 years
Political Support/Opposition, Requests and Responses	Administration	Related to legislation	GC 34090	2 years
Press Releases	Administration	Related to District actions/activities.	GC 34090	2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Procedure Manuals	Administration	Administrative	GC 34090	Current + 2 years
Property Acquisition/Disposition	Development	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	CCP 337.15	10 years
Public Records Request	Administration	Requests from the public to inspect or copy public documents	GC 34090	2 years
Purchasing RFQ's, RFP's	Finance	Requests for qualifications; Requests for proposals regarding goods or services	GC 34090	Current + 2 years
Purchasing, Requisitions, Purchase Orders	Finance	Original documents	GC 34090 CCP 337	Until audited + 4 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Recordings – audio taped	Administration	Taped recordings of Board meetings – for preparation of Board meeting minutes	GC 34090 64 Ops. Atty.Gen 317	Until no longer required for preparation of minutes (after minutes are approved)
Recordings – routine video monitoring, telephone, and radio communications	Administration	Routine daily taping/recording of telephone communications; routine video monitoring including in-car video systems, jail observation/monitoring systems, building security systems	GC 53160	Videos – 1 years; Phone & Radio communications – 100 days; (destruction must have been approved by legislative body)
Recordings, videotaped – Meetings of legislative bodies	Administration	Tapes of public meetings made by or at the direction of the District (e.g. Board meetings)	GC 54953.5	30 days
Recordings, videotaped (duplicates)	Administration	Other than videotapes of public meetings; Considered duplicate records if another record of the same event is kept (i.e. written minutes)	GC 53161	90 days after event is recorded
Records Management Disposition Certification	Administration	Documentation of final disposition of records	GC 34090	Permanent

Legal Authority Abbreviations

<i>CCP</i>	Code of Civil Procedures	<i>GC</i>	Government Code (California)	<i>PC</i>	Penal Code (California)
<i>CCR</i>	California Code of Regulations	<i>IRC</i>	Internal Revenue Code	<i>R&TC</i>	Revenue & Taxation Code (California)
<i>CFR</i>	Code of Federal Regulations	<i>IRS</i>	Internal Revenue Service	<i>USC</i>	United States Code
<i>EC</i>	Elections Code (California)	<i>LC</i>	Labor Code (California)		

Appendix A - Records Retention Schedule for Auburn Area Recreation and Park District

Destruction of any record must be authorized by the legislative body (Gov. Code §§ 60200 – 60204)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Records Retention Schedule	Administration		GC 34090	Current + 2 years
Recruitments and Selection	Administration	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years
Resolutions	Administration	Vital records – originals may never be destroyed. Image immediately.	GC 34090	Permanent
Returned Checks	Finance	Finance – NSF (not District checks)	GC 34090	2 years after audit
Salary Surveys	Finance	Surveys of other agencies	GC 34090	2 years
State Controller	Finance	Annual reports	GC 34090	2 years
State Tax Records	Finance	Filed annually; quarterly	Refer to Federal Tax Records	5 years after file date
Stop Payments	Finance	Finance – bank statements	GC 34090	2 years
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	CCP 338(m)	Until audited + 3 years

Legal Authority Abbreviations

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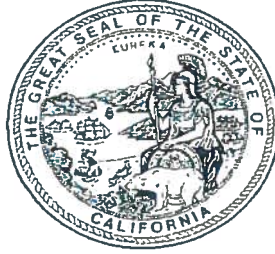
Appendix A - Records Retention Schedule for Auburn Area Recreation and Park District

Destruction of any record must be authorized by the legislative body (Gov. Code §§ 60200 – 60204)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Unemployment Insurance Records	Finance		IRC 3301-3311	4 years
Vouchers - Payments	Finance	Account postings with supporting documents	GC 34090 CCP 337	Until audited + 4 years
Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090	Until audited + 2 years
Workers Compensation Files	Administration	Work-injury claims (including denied claims); claim files, reports, etc.	CA Secy. State 8 CCR 10102 8 CCR 15400.2	Permanent

Legal Authority Abbreviations

<i>CCP</i>	Code of Civil Procedures	<i>GC</i>	Government Code (California)	<i>PC</i>	Penal Code (California)
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SECRETARY OF STATE
LOCAL GOVERNMENT
RECORDS MANAGEMENT GUIDELINES

SECRETARY OF STATE DEBRA BOWEN

ARCHIVES DIVISION
RECORDS MANAGEMENT

(916) 653-3834

FEBRUARY 2006

*Exhibit
B*

**LOCAL GOVERNMENT
RECORDS MANAGEMENT GUIDELINES**

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LOCAL GOVERNMENT RECORDS MANAGEMENT GUIDELINES

California Government Records Management Program

2-1000

Background

2-1010

In 1968 the Legislature passed the California Public Records Act (PRA) (Government Code, Section 6250 et seq.) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

In 1978 the Information Practices Act (IPA) (California Civil Code, Section 1798 et seq.) became effective to protect personal privacy rights for individuals. The IPA is modeled after the Federal Privacy Act of 1974 and supercedes portions of the PRA. It does not apply to local public agencies except under voluntary contractual agreements.

The State Records Management Act (Government Code, Section 14740-14774) requires the Director of the Department of General Services (DGS) to establish and administer the state's records management program. The program applies "... to the creation, utilization, maintenance, retention, preservation, and disposal of state records." DGS administers the program through the State Administrative Manual (SAM), Chapter 1600 and the California Acquisition Manual (CAM).

SAM and CAM require every state agency to establish Records Retention Schedules which, when approved, become the legal authority for the agency to dispose of official public records. Retention schedules are the key element in effective records management programs for both government and private industry. State agencies must revise and update their schedules every five years or whenever a change occurs that impacts the keeping or disposing of agency records. The Records Management Act, SAM and CAM do not apply to local public agencies.

Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program do not apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added Section 12233 to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records

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Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.”

These guidelines are an initial attempt to provide some standards and structure to the local government records management effort. Other attempts at standardization include the California City Clerks Association’s 1998 list of common local government records and recommended retention periods. The goal of the State Archives in compliance with GC 12236 is to consolidate information resources and provide local government with a single source for archival and records management support and guidance.

Authority

2-1020

- California Public Records Act (Government Code, Section 6250 et seq.)
- Government Code, Section 12236

Definitions

2-1030

- **Active Records** – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)
- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- **Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- **Local Government** – Government Code, Section 6252 states: “‘Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952.”

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- **Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)
- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- **Program Records** - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- **Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.
- **Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

Records Management

2-2000

Principles

2-2010

According to Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records". Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

These principles apply to all levels of government.

Inventory

2-2020

The first step in records management is a records inventory. Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agencies normal course of doing business.

The Records Inventory Worksheet, state form STD 70, is available to assist agencies in gathering information needed in a records management program. Regardless of the form used, the following information should be obtained during any inventory of agency records:

- Record Series - A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence".
- Media – Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.

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- Years covered – Determine the period of years covered by each record series. (Example: 1994-98).
- Activity Level - The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.
- Volume – Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

Appraisal and Scheduling

2-2030

After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them. The appraisal will:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that should be transferred to low cost storage.
- Identify vital and/or confidential records.
- Identify records with historic and/or research value.
- Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

Records with administrative value are created to help accomplish the functions for which an agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Fiscal records pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Some records will also have enduring value because they reflect significant historical events or document the history and development of an agency. Others contain accumulated data that can be useful for both scientific and genealogical research. At the local level historical societies and/or public libraries may be able to assess this potential value for the agency.

The final step in appraising records is determining their retention period. Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Most managers tend to keep records too long “just in case” and unwittingly extend the agency liability for as long as the records exist. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the office) are typically large files and kept for longer periods of time. Attachment A contains recommended retention periods for common administrative records maintained by several state agencies.

Questions to ask are how serious would it be if a particular record 5 or 10 years from now were unavailable? What are the chances of it being needed? Are the consequences serious enough to justify keeping a large volume of records for long periods of time at considerable cost? Is the information available anywhere else? What would it cost to reconstruct the record if necessary? Answering these questions will lead to a more realistic approach to the problem of determining how long records should be kept.

Establishing retention periods may also involve negotiation with the people who use the records. They should be encouraged to look realistically at their need for the records. Don't accept the answer that 'the records are used all the time and therefore must be kept permanently'. "Permanent" retention is very expensive, rarely necessary, and usually must be justified by a specific written requirement such as a statute, legal opinion, government code, etc. The State assumes "permanent" to mean 500 years! Will your records really have any value 500 years from now?

Once retention periods have been established for all records, a Records Retention Schedule can be developed. The schedule formalizes the retention and disposition of the agency's records and establishes the agency's "normal course of doing business".



Retention Schedules

2-2040

A properly prepared and approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules (AND EVIDENCE OF COMPLIANCE WITH THOSE SCHEDULES) will defend the agency's actions. However, to prove there was no adverse intent when records were destroyed, schedules must be specific and consistently used. Adverse intent (to keep records out of court) is both a civil and criminal offense.

The state uses two forms to create Records Retention Schedules: the Records Retention Schedule Approval Request, [SID Form 72 \(pdf\)](#); and the Records Retention Schedule, [SID Form 73 \(pdf\)](#). The Form 72 contains signature elements from the agency involved, the Records Manager, the approval authority, and an archival review. The Form 73 is the schedule itself and contains an agency description or mission statement plus the listing of all agency records. Both of these forms are for state agencies but could easily be adapted/modified for use by local government.

Use of these or similar forms help an agency ensure their schedule contains all the elements necessary to withstand legal scrutiny. The signatures of the program manager (record custodian) and agency Records Manager attest to the completeness and accuracy of the information on the schedule. The approval authority should be the government body having administrative authority over the agency. For local government this authority could be the County Board of Supervisors, County Administration, Mayor's Office, City Administrator or similar government functions. Archival review at the local level could be from a county or city historical society, historical museum, library, or similar organization.

In state government schedules are considered current for five years unless amended sooner due to a significant change in an agency's record keeping practices. A change of mission, added functions, new programs, etc. would all trigger an amendment to an existing schedule. Regardless of any amendments, a new schedule must be prepared and approved after five years to ensure the schedule accurately and completely reflects the agency's records holdings and disposition. Renewing schedules more frequently is always an option, and is required in some states. Local government agencies should adopt whatever cycle is most practical within their jurisdiction.

Physical location, complexity, and activity levels of records are some of the factors to consider when determining how many schedules are needed to support an agency's records management program. Small agencies housed in one facility with narrowly focused missions may only need one schedule for the entire agency. Larger, more complex agencies may need many schedules to efficiently and effectively document the varied records maintained by the agency. For example, County Health Services in a large populous county would probably require separate schedules for Children's Services, Mental Health, Health Promotion, Elder Care Services, etc. On the other



LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES

hand, a small county Health Services Agency might use a single schedule and list record series in groups under each different agency function.

Disposition of Records

2-2050

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule. A properly completed schedule provides an agency with the legal authority to dispose of records entrusted to its care. Disposition may include sending appropriate records to an archival facility, recycling unneeded records, and/or destroying unneeded confidential records. Remember, in the event of litigation the court will want to know what the agency does in the normal course of doing business. Your Records Retention Schedule spells out the normal course of business for how your agency handles and disposes of its records.

In general, most agencies keep records well beyond the record's administrative, fiscal, or legal value "just in case" the records may be desired for future purposes. That is one of the worst reasons to retain records because excess records over-burden staff, slow response times to public requests, and extend the agency's legal liability. A court can not demand an agency produce documents that have been destroyed in accordance with accepted and documented (your retention schedule) industry practices.

Summary

2-2060

Records Management's primary concern is the efficient, effective and economical management of information. The guiding principle of Records Management is to insure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records Management is more than retention schedules and the disposition of records; records management also encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. Records Management seeks to control and manage records through the entirety of their life cycle, from their creation to their final disposition.

In today's litigious society Records Management is more important than ever but unfortunately is still overlooked and under-funded at all levels of government. In court an astute attorney can discredit an agency in the eyes of a judge or jury by attacking the way the agency handles its records. The fact that the records may refute or support a particular position is obscured by the attack on how the agency accounts for and handles those records. The agency's legal position in the litigation may be influenced by how well or how poorly they comply with accepted records management practices.

A sound records management program doesn't cost – it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing

LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES

a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, bar code, and other related technologies cannot be adequately evaluated and cost justified without a good records management program. Other benefits of effective records management include:

- Space Savings
- Reduced expenditures for new filing equipment
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Control over creation of new records
- Identification of records with research value
- Identification of records with historical value

Acknowledgement

2-2070

The California State Archives would like to acknowledge the League of California Cities and the City Clerks Association of California for their major contribution to these guidelines. Attachment C represents several years of effort by the League and the Association to provide standard retention periods for record series common to most city jurisdictions. Attachment D – County Records Retention Guidelines has been permanently removed.

Please forward comments and/or corrections to these retention periods to the California State Archives.

For assistance in developing a Records Management Program or to comment on this web site please contact:

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Administrative Records - Typical Retention Periods

Type of Record	Years	Remarks
<u>Correspondence</u>		
Chron Files	2	
General/Public	3	
Controlled	2	
Reports	3	
Subject Files	3	
Reproduction/Printing Requests	2	
<u>Financial</u>		
		>4/7 = 4 yrs for state funds/7 for federal funds<
Expense Reports	4/7	Or until audited, whichever is first
Budgets	4/7	Or until audited, whichever is first
Billing/Accounting Reports	4/7	Or until audited, whichever is first
Budget Change Proposals	4/7	Or until audited, whichever is first
Budget Change Concepts	4/7	Or until audited, whichever is first
Audits	4/7	
Invoices	4/7	Or until audited, whichever is first
Fees/Receipts	4/7	Or until audited, whichever is first
Checks/Ledgers/Registers	4/7	Or until audited, whichever is first
Cal Stars Reports	Active+1	Active until new budget approved*
Cost Recovery - Federal	Active+7	Active until claim paid then 7 or until audited, whichever is first*
Cost Recovery - State	Active+4	Active until claim paid then 4 or until audited, whichever is first*
Grants	Active+2	Active until end of grant year*
<u>Equipment/Supplies/Space</u>		
Inventory	Active	Active until revised*
Purchase Request/Order	Active+4/7	Active until items received(4/7 if subject to audit)*
Service Orders/Authorizations	Active	Active until service performed*
Vendor Information	Active	Active until revised*
Building Maintenance/Leases	Active	Active until lease terminates*
Inspection Reports/Moves/Space	Active	Active until revised/revoked/superseded*
Equipment Maintenance	Active+2	Active until maintenance complete*
Hardware/Software Documentation	Active	Active until revised/revoked/superseded*
Vehicle Files	2	
<u>Personnel</u>		
Duty Statements	Active	Active until revised*

Employee Records	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, Confidential Destruction. (CD)*
Attendance	Active+1	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD.*
Travel	Active+1	Active until travel complete. PRA 6254, IPA 1798.40, CD.*
Training	3	PRA 6254, IPA 1798.40, CD.
Applications	2	PRA 6254, IPA 1798.40, GC 12946, CD.
Interview Documents	2	PRA 6254, IPA 1798.40, CD.
Affirmative Action	Active	Active until revised*
Merit Awards	3	PRA 6254, IPA 1798.40, CD.
Superior Accomplishments	3	PRA 6254, IPA 1798.40, CD.
Labor Relations	2	
Production/Assignment Logs	2	
Overtime Logs	2	PRA 6254, IPA 1798.40, CD.
Action Requests/Grievances	2	PRA 6254, IPA 1798.40, CD.
Toxic Exposure Reports	Active	Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD. Transfer Rpt with employee.*
Policy/Procedure/Organization		
Policies (All)	Active	Active until revised*
Procedures (All)	Active	Active until revised*
Compliance Requirements	Active	Active until revised*
Organization Charts	Active	Active until revised*
Mission Statements	Active	Active until revised*
Associations	Active	Active while membership is current*
Meetings/Minutes/Agendas	2	
Activity Reports	2	
Studies/Statistics	3	
Feasibility Studies	5	
Request for Proposals	3	
Delegation Orders	Active	Active until revised/superseded/Revoked*
Conferences/Committees	3	
Contracts	Active+4/7	Active until contract terminates/+4/7 if subject to audit*
Emergency Preparedness	Active	Active until revised*
Public Hearings	5	
Health/Safety	3	
Plans and Goals	Active	Active until revised/rescinded/superseded/Complete*
Records Management		
Records Retention Schedule	Active	Active until revised*
Records Transfer List (STD 71)	Active	Active until disposal of records*
Records Destruction Authorization	4	

Forms File	Active+1	Active until revised/rescinded/superseded*
Legislation/Regulations/Legal		
Bill Analysis	3	PRA 6254
Research Information	3	PRA 6254
Proposed Legislation/Regulations	4	PRA 6254
Legal Opinions	Active+1	Active until issues resolved*
Law Suits/Small Claims	Active+1	Active until litigation complete*
Enrolled Bill Report	4	PRA 6254
PRA/IPA Files	2	
Public Relations		
Clippings	2	
Press Releases	2	
Speeches	2	

* "Active" retention is for Perpetual Records that remain "active" until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.

The "Remarks" section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series. PRA refers to the California Public Records Act and IPA refers to the Information Practices Act. CD stands for Confidential Destruction.

Most administrative records are small in volume and the records retained for less than five years.

Program Records:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an "Active" period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

SAMPLE FORM

AUBURN AREA RECREATION AND PARK DISTRICT

To: District Administrator

From: Manager

Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

DATE OF RECORD	DESCRIPTION OF RECORD

APPROVED

Executive Assistant Date

District Administrator Date

The obsolete records described above were destroyed under my supervision using the following method:

___ Shredding ___ Burning ___ Other (specify method) _____

I certify that such destruction meets the requirements of the Records Retention Schedule of Auburn Area Recreation and Park District and all applicable requirements of State and federal law.

Executive Assistant Date of Records Destruction

*Exhibit
"C"*

Item 8.4 Cover sheet – Letter to CA State Parks re: ASRA

Auburn Area Recreation and Park District Board of Directors meeting November, 2015; Policy Committee December, 2015; Board of Directors Meeting December, 2015

The Issue

Shall the Auburn Area Recreation and Park District (ARD) send a letter to California State Parks regarding comments and thoughts on the forthcoming Auburn State Recreation Area (ASRA) General Plan?

Background

The Auburn State Recreation Area (ASRA) is comprised of forty miles of river canyon along the North and Middle Forks of the American River. California State Parks is collaborating with the U.S. Bureau of Reclamation (Reclamation) to prepare a joint General Plan/Resource Management Plan (GP/RMP) for ASRA. California State Parks manages ASRA through a Managing Partner Agreement (MPA) with Reclamation.

Why a General Plan/Resource Management Plan is important

The GP/RMP will define a long term vision for the park unit, provide guidelines for the protection and management of natural and cultural resources, determine management of many recreation activities which will occur here, and identify any additional facility improvements. An Environmental Impact Report/Environmental Impact Statement (EIR/EIS) will be prepared as part of this project, to describe potential GP/RMP environmental effects.

The GP/RMP is a programmatic document that will outline broad goals and guidelines for management of Auburn SRA and will provide the basis for developing future focused management plans, specific project plans, and other proposals which implement the GP/RMP goals. However, the GP/RMP will not define detailed methods, plans or designs for fulfilling these goals.

ARD borders much of ASRA, and many ASRA users utilize ARD parks as access points, most notably at Overlook Park. ARD is also in the process of finalizing plans for the proposed Auburn Bike Park. A component of the Bike Park is a trail reroute that will go through ASRA property.

Recommendation for the Board of Directors

Review and approve the letter to California State Parks.

The Policy Committee forwarded this item to the Board with a positive recommendation.

Fiscal Impact

Not applicable

Attachments

Letter from ARD to State Parks

ASRA General Plan/Resource Management Plan informational flyer

ASRA General Plan/Resource Management Plan Public Comment form

ARC Park handout



AUBURN AREA RECREATION AND PARK DISTRICT

December 18, 2015

Ms. Cheryl Essex, ASRA Project Lead
California Department of Parks and Recreation
One Capital Mall, Suite 410
Sacramento, CA 95814

Dear Ms. Essex,

The Auburn Area Recreation and Park District (ARD) appreciates the opportunity to comment on the forthcoming Auburn State Recreation Area (ASRA) General Plan/Resource Management Plan. As the local agency entrusted with providing parks and recreation for the 43,000 residents in our 100 square mile district, ARD encourages the expansion and improvement in all recreation areas surrounding our borders.

Specifically, ARD would like to comment on two items:

- 1) **Improvements to Overlook Park:** ARD is in the process of developing an Operations and Development Plan per our Management Agreement with the United States Bureau of Reclamation ("Reclamation"). As part of this plan, ARD is proposing to make improvements to Overlook Park, situated on the western edge of ASRA. Overlook Park provides a jumping off point for many ASRA users, as well as a gathering place for events and other activities. ARD would like to ensure the continued trail connectivity to Overlook Park, and hopes to add some new trails as part of other improvements that would include an observation area, information kiosk, public art displays and a small gathering area.

Related to these improvements, ARD supports the concept of a multi-use recreational (non-motorized) bridge across the North Fork of the American River at China Bar. The proposed improvements at Overlook Park could tie into, both functionally and artistically, to a bridge over the river.

- 2) **The creation of the Auburn Bike Park and improvements to a Bike Park bypass:** ARD is in the environmental review process associated with the creation of a proposed Bike Park off of Maidu Dr., just south of Overlook Park. This bike park will provide recreation opportunities for thousands of bike enthusiasts. As part of the mitigations being proposed, ARD has been working with State Park and Reclamation officials to provide a bypass around the bike park site. This

bypass would improve upon an existing road and trail situated on ASRA property. ARD would like to ensure that this proposed bypass be part of the ASRA General Plan.

ARD is excited to be part of the ASRA General Plan process and encourages collaboration between our two agencies. Together, we can provide improved recreational opportunities for the residents and visitors to our great area.

Please feel free to contact me with any questions, comments or thoughts. I can be reached at (530) 885-0611 ext. 102 or at kmuscott@auburnrec.com

Sincerely,

Kahl Muscott, District Administrator



AUBURN STATE RECREATION AREA

November 2015



PLANNING FOR THE FUTURE IS UNDERWAY!

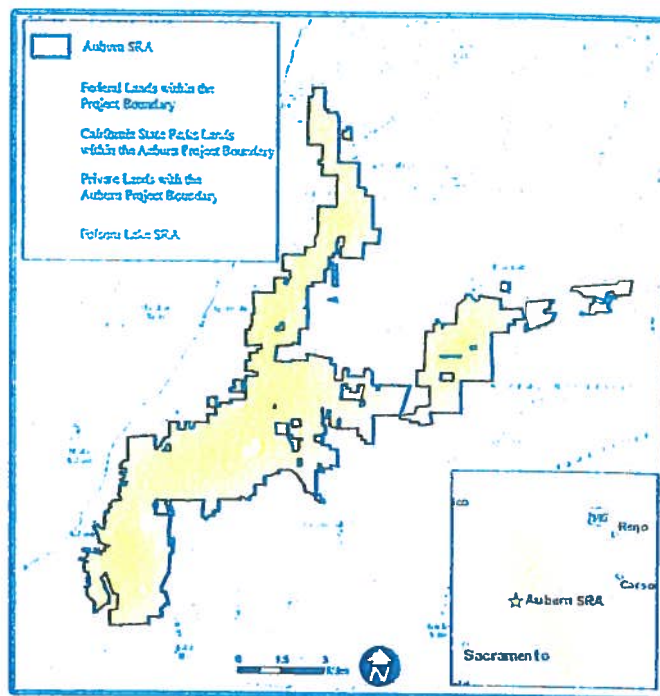
California State Parks and U.S. Bureau of Reclamation are collaborating to plan for the future of the Auburn State Recreation Area (SRA). Initiated in 2006, and later temporarily suspended awaiting a revised management agreement between State Parks and Reclamation, the planning process for Auburn SRA has resumed.

State Parks and Reclamation are preparing a joint General Plan/Resource Management Plan (GP/RMP) to meet both agencies' needs. The GP/RMP will define a long-term purpose and vision for Auburn SRA. It will also outline broad goals and guidelines for use, facility development, and operation of Auburn SRA. It will provide the basis for preparing future, focused management plans, specific project proposals, and other initiatives that implement the GP/RMP goals.

The GP/RMP will provide goals and guidelines for the protection of important natural and cultural resources in the SRA. It will guide approaches for the management of sensitive resource areas and balance their protection with recreation activities that occur in the SRA. An Environmental Impact Report/Environmental Impact Statement (EIR/EIS) will be prepared in tandem with the planning document to evaluate and help minimize the environmental effects of the GP/RMP.



State Parks' mission is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.



WHAT IS AUBURN SRA?

The Auburn SRA consists of lands set aside by the Federal government for the construction of Auburn Dam and Reservoir. Auburn SRA has been managed by State Parks through an agreement with Reclamation since 1977. The Auburn SRA includes over 33,000 acres of lands along over forty miles of river canyon on the North and Middle Forks of the American River. Auburn SRA is located south of Interstate 80 in both Placer and El Dorado counties.

Recreation uses include hiking, river access, boating, fishing, camping, mountain biking, gold panning, swimming, picnicking, rock climbing, horseback riding, and off-highway vehicle riding. Whitewater recreation is also very popular on both forks of the river with Class II, III, IV, and V rapids.

The mission of the **Bureau of Reclamation** is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.



HISTORY OF AUBURN SRA

In 1965, Congress authorized construction of the Auburn Dam and Reservoir. Lands were acquired to provide for the needs of water supply, hydropower generation, outdoor recreation, and fish and wildlife enhancement. After Reclamation acquired the dam and reservoir lands, State Parks entered into an agreement to manage the land as a State Recreation Area. In 1979, the first general plan was created to direct SRA management, assuming Auburn Dam would be completed.

About the time the 1979 plan was completed, construction of the Auburn Dam was halted because of complications, including seismic and cost concerns. With the indefinite delay in dam construction, Reclamation and State Parks prepared an Interim RMP in 1992 that provided guidance for SRA management with the assumption that the river canyons would eventually be inundated by a reservoir. A new GP/RMP is necessary to replace the Interim RMP and provide a long-term and comprehensive framework for the management of the existing river and canyons in Auburn SRA. It is still possible that Congress could authorize dam and reservoir construction in the future. If so, State Parks and Reclamation would amend the GP/RMP to reflect a long-term plan that includes the dam and reservoir.

There have been other major changes in the 23 years since the Interim RMP was prepared that necessitate preparation of a new plan. Population in the area around Auburn SRA and recreation use of the SRA have increased. In 1992, there were approximately 250,000 visitors to Auburn SRA; today, nearly 1 million people visit Auburn SRA each year. Other changes include the closure of the Auburn Dam Diversion Tunnel, restoration of the de-watered section of river, and the development of interim management guidelines for the Mammoth Bar OHV area. The new GP/RMP will address these and many other changes which have occurred in the area.

WHAT ARE GENERAL PLANS AND RESOURCE MANAGEMENT PLANS?

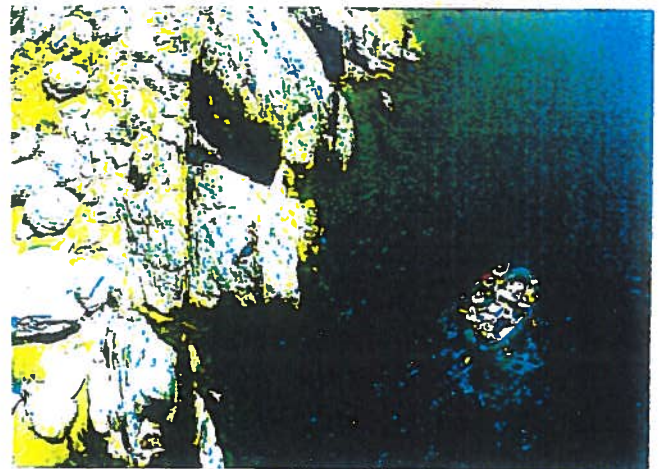
State Parks and Reclamation intend to create a combined Auburn SRA GP/RMP that meets the planning needs of both agencies. This effort will also include an EIR/EIS that will evaluate the environmental effects of the GP/RMP.

A General Plan (GP) is State Parks' primary management document for a park unit. It provides programmatic, long-term direction through a framework of broad goals and guidelines for natural and cultural resource stewardship, recreation use and management, interpretation, public safety, and other program areas.

The GP includes both park-wide and area-specific direction. A GP does not, however, define the specific methodologies, timelines, or project designs to implement the goals and guidelines. This more detailed planning would occur in subsequent management plans and project-specific plans.

A Resource Management Plan (RMP) is the planning document that guides Reclamation's management decisions, activities, and actions affecting the resources under its jurisdiction. The RMP establishes goals and objectives for the management area, identifies desired future conditions, defines land uses, and provides direction that seeks to balance recreation uses and facilities with the protection of natural and cultural resources.

This planning process will develop a single, joint document that fulfills both of these similar purposes.





KEY ISSUES FOR SRA PLANNING

State Parks and Reclamation invite and encourage your input about key issues to be studied and addressed during the planning process.

What planning issues do you think are important to study? Please read “Ways to Get Involved” for information on how to provide your input.

Natural and Cultural Resources: The GP/RMP will include goals and guidelines for the protection of wildlife, fisheries, sensitive habitats, Native American sites, and historic resources. What natural and cultural resources do you value the most? What resources and areas would you suggest should have the highest priority for protection?

Recreation Opportunities: The management and enjoyment of Auburn SRA’s many recreation opportunities will be an important topic in the GP/RMP. What recreation experiences do you value the most in this park? What, if anything, is missing in regional outdoor recreation opportunities? How can recreation opportunities be improved?

Operations and Facilities: The maintenance and operation of existing roads, parking, campgrounds, utilities, and other facilities will be addressed in the GP/RMP. The GP/RMP will also determine whether upgraded or additional facilities are appropriate. What facility changes, improvements, or additions would you like, or not like, to see?

LEARNING ABOUT THE SRA

Developing a GP/RMP begins with a thorough investigation of the park to understand the existing natural and cultural resources and the recreation uses of the area. By the time the investigation is complete, planners, scientists, and resource specialists will have compiled information about the natural, cultural, aesthetic, and recreational resources of the area, including archaeological and historical resources, native vegetation and wildlife, special-status species, invasive species, geologic features, and hydrology.

This study also includes an assessment of the existing recreation demands, activities, trends, and use patterns within the SRA. Recreation uses and opportunities within Auburn SRA are evaluated in the contexts of their local, regional, and state values.

This resource and recreation information will be used in the development of a long-term vision, the exploration of GP/RMP alternatives, and the selection of a preferred plan concept for the Auburn SRA.



WAYS TO GET INVOLVED

There are several easy ways for you to participate:

Get on the mailing list: Throughout the planning and environmental review process, we will email updates and newsletters informing you of ongoing work, alternatives being considered in the GP/RMP, and plan progress. If you did not receive this newsletter by email, please email a note to plan.general@parks.ca.gov and ask to be added to the mailing list.

Visit our website: Information about the planning process is available online at:

www.parks.ca.gov/PlanASRA.

Attend the public workshops: We will host three public workshops during the development of the GP/RMP. The purpose of the first public workshop is to seek input on planning issues and information to help us prepare the GP/RMP. The date, time, and place are:

Thursday, November 12, 2015

6:00 to 8:00 p.m.

Skyridge Elementary School

800 Perkins Way

Auburn, CA 95603

During this workshop, we will seek public input to help us capture important planning issues and prepare plan alternatives to bring back to the second workshop. An introductory presentation will be given at 6:10 p.m. followed by an open house with information stations. Staff will be present to discuss your ideas, concerns, and suggestions for the SRA. At future workshops, we will conduct environmental scoping, review conceptual planning alternatives, and present the preferred alternative plan.

Our schedule shows approximate dates of future input opportunities.

PUBLIC INPUT PROCESS

November 12, 2015, 6 - 8 pm

1st Public Workshop

Skyridge Elementary School

800 Perkins Way, Auburn, CA

Learn about the plan and let us know what is important to you.

Spring 2016

2nd Public Workshop (Scoping)

Provide input on plan alternatives.

Fall 2016

3rd Public Workshop

Provide your feedback on the proposed plan.

Spring 2017

Public Review Period

Provide comments on the draft environmental review document.

Send us your comments:

- ❑ Download a comment form at www.parks.ca.gov/PlanASRA.
- ❑ Mail us a letter (see address below).
- ❑ Send an email to plan.general@parks.ca.gov.

AUBURN STATE RECREATION AREA

Contact:

ASRA GP/RMPlan
c/o Cheryl Essex, California State Parks
One Capitol Mall, Suite 410
Sacramento, CA 95814
or call (530) 885-4527



AUBURN STATE RECREATION AREA

General Plan/Resource Management Plan and
Environmental Impact Report/Environmental Impact Statement



Mid-Pacific Region
Sacramento, CA



California Department
of Parks and Recreation

PUBLIC COMMENTS

Please submit comments today, email to plan.general@parks.ca.gov or mail before December 1, 2015.

Your email address _____

The Planning Process: How can the Planning Team best capture diverse opinions, including from youth?

Valuable Resources: What natural and cultural resources do you value the most?

What resources and areas would you suggest should have the highest priority for preservation?

Recreation Opportunities: What recreation experiences do you value the most in this park?

What, if anything, is missing in regional outdoor recreation opportunities?

AUBURN STATE RECREATION AREA

General Plan/Resource Management Plan and
Environmental Impact Report/Environmental Impact Statement



Mid-Pacific Region
Sacramento, CA



California Department
of Parks and Recreation

Facilities: What types of uses or improvements
would you suggest for various park areas?

Do you have suggestions for park projects that could bring in additional revenue to support needed staffing?

Other comments: How can the park best provide for the health, inspiration and education of Californians
while preserving its valuable resources for future generations?

Your Name: _____

Address: _____

Place
Stamp
Here

Cheryl Essex, ASRA Project Lead
California Department of Parks and Recreation
One Capitol Mall Suite 410
Sacramento CA 95814

ARC American River Confluence Park park

Let's make the connection! ARD overlook to China Bar Bridge to Cool

- * Boost local economic opportunities.
 - * Improve trail connectivity from Auburn to Cool and Georgetown Divide trails and communities.
 - * Provide convenient river trail crossing for organized and competitive athletic events.
 - * Diversify use of a "naturally" recovering industrial area currently under-used in the Auburn SRA.
 - * Decrease recreational pressure from the over-used, congested Confluence Area.
 - * Design trailing and historical interpretive panels for education.
- Improve accessible river recreation, including fishing, kayaking, rafting, canoeing, and paddleboarding. Create the beautiful big "backyard" and Overlook downtown Auburn deserves.

For more information on Protect American River Canyons go to www.PARC-Auburn.org

Email comments on the Auburn SRA to: www.parks.ca.gov/PLANASRA



SECTION: 8.0

**ITEM: 8.5 PLACER COUNTY LOCAL AGENCY FORMATION
COMMISSION-(LAFCO) ALTERNATE SPECIAL
DISTRICT REPRESENTATIVE VOTING BALLOT**

DESCRIPTION:

INFORMATION: SEE ATTACHMENT

**STAFF
RECOMMENDATION: REVIEW INFORMATION, VOTE FOR
REPRESENTATIVE**

PLACER LAFCO ALTERNATE SPECIAL DISTRICT VOTING BALLOT
PLEASE VOTE FOR ONE:

_____ Neil Cochran, Foresthill Public Utility District

_____ Susan Daniels, North Tahoe Public Utilities District

_____ Alex Harvey, Placer Hills Fire Protection District

_____ Mike Lynch, Auburn Recreation District

Ballots due back to Placer LAFCO by January 11, 2016

Neil Cochran
5344 Crestline Dr., Foresthill, CA 95631
Director – Foresthill Public Utility District (FPUD)

Candidate: LAFCO Alternate Special District Representative

Member FPUD Board since 2013, and member of Planning Committee. Prior to 2013, was chairman of FPUD volunteer Information Technology (IT) committee for two years.

Born in Kansas City, KS, Married with two children. Six years military experience in Kansas National Guard.

Work and Leadership Experience

District Sales Manager – Addressograph Corporation Chicago – 20 Years
Territory Manager – Wang Laboratories Boston – 3 Years
Technical Manager – Xerox Corporation New York – 15 Years
Assignments at the above organizations required extensive nationwide travel and offered increasing levels of responsibility

Retired to Foresthill in 2001

Foresthill Leadership and Public Service Experience

Reporter/Correspondent *Foresthill Messenger* since 2001
Past President Foresthill Lions Club
Past Director Foresthill Chamber of Commerce
Volunteer US Forest Service
Volunteer Foresthill Fire Safe Council
Publicity Director Foresthill Heritage Celebration
Pro Bono Computer and Software Support for local residents and organizations

Foresthill Public Utility District Experience

Member of FPUD Board of Directors since 2013
Member of FPUD Planning Committee
Researched and wrote three successful Grant Applications to PCWA 2013-2015
Attends all Mountain Counties Water Resources Association meetings
Familiar with Dam and Treatment Plant Operations and Communications Systems
Familiar with Budget, Audits, Master Plan, IT Plan, Finance Committee,
Planning Committee, Rate Studies & California Proposition 218,
Familiar with a currently pending Water Rights Application before the California
Water Resources Control Board
Familiar with the California CEQA Process
Completed Special FPUD Brown Act Workshop 2013
Completed mandatory training sessions on Ethics and Workplace Harassment

Candidate Statement: *“I would be honored to serve the Placer County LAFCO as an alternate representative of the FPUD Special District and the small rural communities of the County.”*



November 30, 2015

Placer County LAFCO
ATTN: Kris Berry, Executive Officer
110 Maple Street
Auburn, CA 95603

RE: Sue Daniels, Biography for Special District Representative Nominee

My name is Susan Daniels, and I usually go by Sue. I was raised in Placer County, specifically the Tahoe area, and have lived here full time since 1958. I was elected as a director for the North Tahoe Public Utility District in 2006, and am currently serving as vice president for the District's Board of Directors.

I have seen many changes and I know of much of the background and history of the area. I worked as a forest manager, ski area employee at Squaw, Alpine and spent 12 years working for Northstar. I have been a Realtor for over 25 years serving on the area Tahoe Sierra Board of Realtors and MLS as board member and board president.

Naturally, in my work I talk to more people than the average person is able to, and I gain broad perspective of lifestyles, preferences, balance and values that puts me in a special position to evaluate the most beneficial solutions to any proposal.

I feel it is important to have more representation in the Tahoe and Martis Valley portion of the county and I would be most excited to add my perspective, experience and knowledge to the decisions made by our LAFCO.

Thank you,

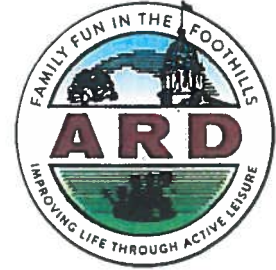
Sue Daniels

To: LAFCO Special Districts

From: Mike Lynch
Candidate for the Special Districts Alternate Representative

Date: November 30, 2015

Subject: Background of Mike Lynch for LAFCO representative



As a candidate for the vacant Special Districts Alternate Representative (nominated by the Auburn Area Recreation and Park District), I wanted to provide you with information about my background and experience related to this position.

First, I have lived in Placer County, near Auburn, since 1977. I am married and my spouse of 42 years, Patricia, is a retired county public health nurse.

I currently serve on the Board of Directors for the Auburn Area Recreation and Park District, the Placer County Visitors Bureau, the Placer County Historical Foundation and the California State Park Rangers Association.

I retired in September of 2014, after a 40 year career with California State Parks. During my state park career, I served as a ranger, supervision ranger and park superintendent. My last assignment was as Superintendent in charge of the Auburn State Recreation Area (ASRA).

As the ASRA Superintendent, I worked regularly with a wide variety of jurisdictions over the years including Placer County, El Dorado County, City of Auburn, US Bureau of Reclamation, US Forest Service and the US Bureau of Land Management. Additionally as superintendent, I worked with many agencies and Districts including the Auburn Area Recreation and Park District, Placer County Water Agency, Foresthill Fire Protection District, Placer County Fire, CalFire, Placer County Sheriff's Department, and various state agencies including CalTrans and CHP.

In my job as superintendent and as member of various boards, I am very familiar with budgets, financial reports, environment reports and requirements, legal requirements and guidelines regarding agencies and governing entities, and working with the public and public input.

Some of my other background and experience includes serving as a volunteer firefighter, a part-time community college instructor, a registered parliamentarian, an author of six books, and an Eagle Scout.

To help me better understand LAFCO and the Commission work, I reviewed all the information on the last two LAFCO meetings and discussed the role and function of LAFCO with two former and one current commissioner. Too, I met with Kris Berry who provided me with information on the role and operation of LAFCO and on the issues the Commission is currently addressing.

Considering my background and my understanding of LAFCO, I feel very confident that I can make a well balanced, informed and positive contribution to LAFCO as the alternate special districts representative.

Please contact me if you have any questions.

Yours,

M.G. "Mike" Lynch
530-305-1166 - lynch3212@gmail.com
P.O. Box 3212, Bowman, CA 95604-3212



Discussion Item 9.1 Cover sheet – Basic Concept Plan for the 24 Acres

Acquisition and Development Committee December, 2015; Board of Directors meeting, December, 2015

The Issue

A discussion of a basic concept plan for the 24 acre property.

Background

The Auburn Area Recreation and Park District (ARD) purchased 24 acres of land adjacent to Regional Park in September of 2004. The property was purchased from the Placer Union High School District.

In 2008, ARD entered into an agreement with Western Care Construction Company, Inc. (WCCC) wherein WCCC would build a +/- .75 mile natural surface trail on the 24 acres in exchange for ARD allowing the enhancements of the wetlands on the property. This wetlands enhancement was part of the mitigations needed for WCCC to develop the 92 acre property directly south of the 24 acres. As of the writing of this report, WCCC has yet to break ground on the 92 acres.

In 2010 and again in 2011, ARD applied for a grant from the Statewide Park Program, also known as the Prop 84 grant. This was a competitive grant, with grant funds being awarded to agencies that had the greatest economic and physical needs. ARD's application requested \$2.9 million to develop the 24 acres at Regional Park. Ultimately, ARD was not chosen as a recipient for either of the two grants.

Currently the 24 property is only used by ARD during the running of the Great Obstacle Race, an obstacle course race that uses all sections of Regional Park.

The 24 acre property has much potential. It is located near our largest park and has decent access from Hwy. 49.

The biggest hurdle in developing the 24 acres are the costs. The roughly estimated costs to develop the property as drawn up conceptually for the 2010/2011 grants was \$2.9 million.

Other hurdles include, but are not limited to:

- Funding for the additional staff needed to maintain a developed park
- Auburn airport overflight zone restrictions
- Concerns of neighbors in the Deer Ridge development
- The loss of many trees that development would require

A basic concept plan has been put together. The A&D Committee and staff would like input from the ARD Board on this plan. The next steps will be to engage a professional consultant to put together a more specific concept plan based on property characteristics and community input.

Recommendation

Review and provide input on the attached conceptual plan for the 24 acres. This input will be used as the A&D Committee and a professional consultant work on a more developed conceptual plan.

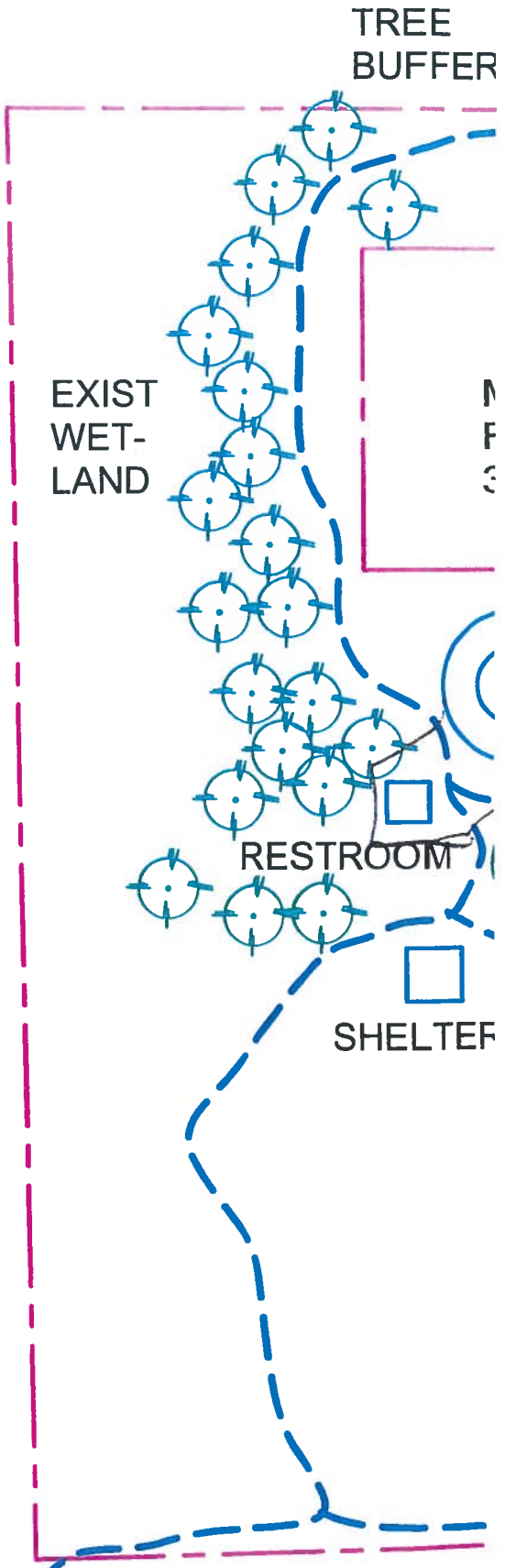
The A&D Committee forwarded this item to the Board for their input.

Fiscal Impact

The estimates of costs to develop and maintain the 24 acres is highly dependent on the features that are added to the property. At this point, a \$3 million figure is being used.

Attachments

24 Acre site conceptual development plan *Note: this highly conceptualized design is only meant to represent possible facilities/features that could be incorporated on the property. Any and all designs/facilities/features would need to go through proper CEQA review and Board approval, as well as input from the community.*



Fine day for a swing



PHOTOS BY TRICIA CASPERS-ROSS • AUBURN JOURNAL

Playing in the park

Hadley Miller gets a push in the swing from her nanny Maggie McIntosh and her sister, Tori Miller, at Auburn Recreation Park on Thursday. At right, Aliyah Gallegos, center, plays baking in the sand box with the help of her friends and siblings, from left, Julian Gallegos and Cash Avery.



Auburn Journal 11-20-15

Contech earn ARD basketball title

In a hard-fought title bout, former Placer High School and Nevada Union standouts Seth Lynn, Lucas Rogers and Ryan Lund led the Contech Engineered Solutions basketball team to a win over the perennial power Chiller Bees in the Auburn Recreation District Men's 5x5 championship.

The ARD men's league is organized and led by Auburn Parks and Rec Sports Coordinator Jerry Fisher. This season consisted of six teams, each representing players from across the Auburn community who were brought together from various backgrounds by a passion for basketball, teamship and competition. Each team participated in a 10-game regular season with the top two teams squaring off in a single game playoff.

For more information about the league or additional programs offered through



COURTESY

ARD Men's Recreational Division Champions Contech Engineered Solutions, LLC., from left to right, are Keith Wickwire (Colfax), Kyle Rose (Oklahoma), Ryan McReynolds (Placer), Ryan Lund (Nevada Union), Chris Barr (Indiana), Lucas Rogers (Placer), Max Baldwin (Wisconsin), Seth Lynn (Placer). Not pictured are Josh Cornell (Colfax) and Justin Hanrahan (Colfax).

ARD, visit the Auburn Area Recreation and Parks district online at www.auburnrec.com. To learn more about Contech visit www.ContechES.com.

~ Staff report

ARD REPORT

MEN'S "E" SOFTBALL	W	L
Parkside Church	4	1
Ale House Bombers	4	2
5 O'Clock Somewhere	4	2
Rabid Squirrels	3	2
NDN'S	2	3
Century Bulbs	1	4
Secure Record Mgmt	0	5

NOV. 19 RESULTS

Rabid Squirrels 18, Secure Record Management 6
Parkside Church 15, Ale House Bombers 8
Congratulations to Parkside Church, 2015 Fall Champions

MEN'S "E/F" 5X5 HOOPS

	W	L
Contech	9	2
Chiller Bees	9	2
Elevation Zone	5	5
Tony's Champions	5	5
Dunking Donuts	3	7
Air Ballers	0	10

NOV. 19 RESULTS

Contech 51, Chiller Bees 41
Congratulations to Contech, 2015 Fall Champions

OUTSTANDING PLAYERS OF THE WEEK

AJ Lutz, Ale House Bombers: 4 for 4
Johnny Williams, Ale House Bombers: 4 for 4
Jordan Shipley, Rabid Squirrels: 4 for 4

Auburn Journal
11-25-15

Thursday Nov 26 2015 | 2 comments

0

Recreation Ramblings

From Auburn's beauty to a great staff, I am grateful

By: Kahl Muscott / Guest Columnist



As I write this column, Thanksgiving is directly in front of me. Food, family, and, for me, the tradition of watching my hopeless Detroit Lions play another Thanksgiving morning game. I thought I would let everyone know what I am thankful for.

I am thankful for beauty that is Auburn and the surrounding area. My office overlooks the American River Canyon, just up from China Bar. It is breathtaking, and I marvel at it every day (come by my office and get a quick look.)

I am thankful for the beauty in ARD's parks and facilities. I imagine that the (literally) continuous raking of leaves at our parks is a tiresome task for our staff. However the fall colors that our parks offer this time of year are beyond picturesque. Of course the blinding green of our trees in the summer is not too shabby either.

I am thankful for a dedicated board of directors. They do not always agree on items, and nor should they. They each bring a different perspective to items put before them, an attribute that is critical to the success of an organization.

When it comes time to discuss and vote on an item, they will actively deliberate and debate. Whatever the outcome, the public should never doubt that they have the best interest of our program and parks users in mind when they make a decision.

I am thankful for our hardworking staff. ARD has strong crew, many of them having been here for several years. Their effort and diligence is what keeps our parks, events and programs running as well as they do.

The Youth Services Department saw its 2015 camp numbers climb to heights not seen since before the recession. The Recreation and Aquatics departments continue to do amazing things with a small staff. The Customer Service, Accounting and Administrative department provided key support for these efforts.

Needless to say, none of this happens without the sometimes back-breaking efforts of the ARD Facilities and Grounds Department. That was never more apparent than the 2015 "event season," as it is referred to here at ARD.

Beginning in June and running through October, ARD runs or hosts several mid-size to large events that require creativity, flexibility and a lot of sweat and energy, often at very early or very late hours.

ARD staff stepped up big-time in 2015, producing the best results in our history of events; we profited over \$20,500 from our festivities, with the proceeds going to a variety of causes, including the Auburn Bike Park, the ARD Youth Assistance Scholarship Fund and park upkeep and maintenance.

Finally, I am thankful to the public who help make our parks, programs and events possible. This goes well beyond property taxes received by ARD. More specifically, I am thankful for the fact that ARD received more than \$22,000 in sponsorships in 2015, both cash and in-kind.

I am thankful for the hundreds of volunteer hours put in by coaches, park users and clubs. I am thankful for donations of more than \$6,000 to the Youth Assistance Fund in 2015. Most importantly, I am thankful for the priceless donation of the smiles seen on the faces when I have the opportunity to walk in a park, visit the pool or checkout a practice.

Bocce ball courts update: The new bocce ball courts at Recreation Park are now open (yeah!). I had the opportunity to roll a few balls last week. Wow, what a fun game! We will be holding a Grand Opening Celebration on Dec. 5 at 10 a.m. Shade structures will be erected over the next few weeks (weather dependent). Watch for bocce leagues and tournaments in the early spring.

Calendar of upcoming programs, meetings and events:

Dec. 5: Bocce ball courts Grand Opening Celebration at Recreation Park

Dec. 17: ARD board of directors meeting at CVCC

Dec. 24/25: Offices closed

For more information, please visit auburnrec.com

Kahl Muscott is administrator of the Auburn Area Recreation and Park District.

Keywords:

Kahl Muscott Auburn Recreation District thanksgiving

CONTRIBUTE TO THIS STORY



SIGN UP FOR OUR EMAIL NEWSLETTER

2 Comments

Sort by **Top**



Add a comment...



Scott Holbrook · CEO/Janitor at Scott's Econo Lube N' Tune & Brakes

ARD Rocks - best public agency staff ANYWHERE - and there is some serious competition in this area! I am thankful for all at ARD, Kahl has built a great team - lots of fun to be had at our Parks and at ARD Programs, check out www.auburnrec.com - from Musical Events to Knitting something for everyone, now featuring Pickleball and Bocce Ball! Now back to work.... and that reminds me, need to discuss the relocation of ARD offices

Like · Reply · 1 · Nov 27, 2015 9:02am



Aine Sherman · Momager at Bluebird Corner Productions

Awesome!

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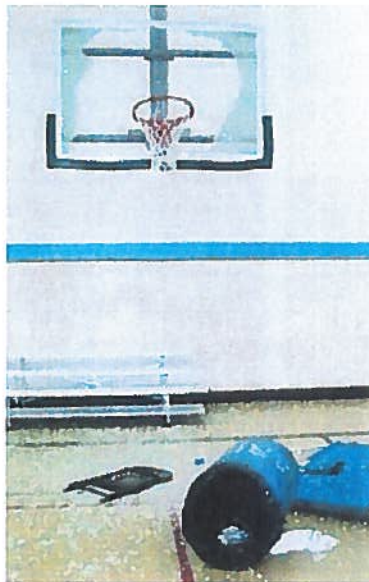
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Backboard-shattering vandals hit North Auburn gymnasium

Reward of at least \$100 for information leading to conviction

By: Gus Thomson of the Auburn Journal



The Regional Park gymnasium in North Auburn suffered more than \$3,000 in damage in an overnight attack by vandals.

Scott Holbrook, Auburn Recreation District chairman, said Friday that he'll be personally putting up \$100 in reward money in an attempt to collar the perpetrators of the crime.

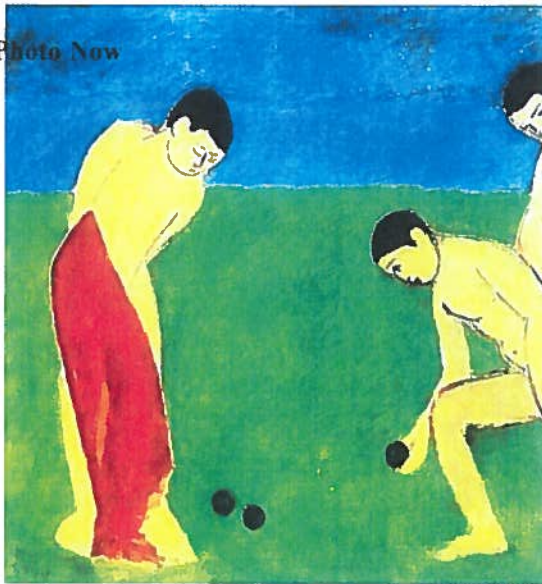
In addition, anyone with information can contact the Crime Stoppers hot line and may be eligible for a cash reward through that crime-reporting system, he said. The number for reporting is 800-923-8191.

Monday Nov 30 2015 | comments

10 Things you may not know about bocce

By: Tricia Caspers-Ross, Reporter

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Bocce, an ancient game, has a new home in Auburn. Here are a few things to know and share about bocce:

1. Though they may be used now, the grand opening of the new bocce ball courts at Recreation Park will be held at 10 a.m., Saturday, Dec. 5. The courts, which cost about \$149,000, will be available for drop-in play most days and weekends. Bocce balls may be borrowed from the customer service desk during regular business hours.
2. Bocce is a game in which competitors throw a ball down a long court where the goal is to be the closest to the pallino or jack (another ball).
3. Bocce is considered the oldest-known sport in world history.
4. Egyptians played a form of bocce with polished rocks in 5,000 B.C.E.
5. The word bocce is derived from the Vulgar Latin word "bottia" which may mean ball or

boss, depending on whom you ask.

6. The game found its way into popularity with the Greeks who introduced it to the Romans. It quickly became popular in Europe and accepted into Italian hearts.
7. Bocce was once outlawed in France and in Venice. It was also condemned by the Catholic Church for its associated gambling.
8. Modern artist Henri Matisse painted "Il Gioco Delle Bocce" which depicts three men playing bocce in the nude.
9. There are two types of bocce: Volo and Raffa. A Volo court is about 90 feet long, and the game is played with bronze balls and a wooden pallino, while a Raffa court is closer to 86 feet, and the game is played with plastic balls and a plastic pallino. Regulation courts are made of dirt, clay, cement or asphalt, while non-regulation courts are made of grass or synthetic material.
0. The 2016 U.S. Bocce Championships will be held June 25 through July 2 in Livermore.

Reach reporter Tricia Caspers-Ross at triciar@goldcountrymedia.com

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