

RESOLUTION NO. 2025-107

**A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING
DESTRUCTION OF CERTAIN RECORDS FOR INLAND EMPIRE PUBLIC FACILITIES
CORPORATION**

On Tuesday, May 20, 2025, on motion of Director Baca, Jr., duly seconded by Director Hagman and carried, the following resolution is adopted by the Board of Directors of the Inland Empire Public Facilities Corporation, State of California.

WHEREAS, the maintenance of records and a Records Retention Schedule results in the effective and efficient operation of the government of the Inland Empire Public Facilities Corporation (District); and

WHEREAS, a Records Retention Schedule identifies the legal and policy requirements for the retention of various District records and thereby indicates when a record may be destroyed; and

WHEREAS, the District shall review its legal and policy requirements specified within its Records Retention Schedule every two years and to the extent necessary submit a new or revised Records Retention Schedule for review and approval by the Board of Directors; and

WHEREAS, Section 26202 et seq. of the Government Code of the State of California provides a procedure whereby any District record which has served its purpose and is no longer required may be destroyed;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF INLAND EMPIRE PUBLIC FACILITIES CORPORATION DOES RESOLVE AS FOLLOWS:

Section 1. The records of the District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 26202 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the review and consent of the District, without further action by the Board of Directors of the District.

Section 2. The term "records" as used herein are any, and all, information, in any tangible or electronic form, that has been produced or received by the District for the purpose of conducting District business.

Section 3. Upon adoption by the Board of Directors, this resolution shall supersede any previous resolution pertaining to the adoption of Records Retention Schedule, destruction or disposition of the records of the District.

Section 4. The Secretary of the Board of Directors shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 5. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Board of Directors of Inland Empire Public Facilities Corporation, State of California, by the following vote:

AYES: DIRECTORS: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman,
Joe Baca, Jr.

NOES: DIRECTORS: None

ABSENT: DIRECTORS: Jesse Armendarez

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STATE OF CALIFORNIA)
) ss.
SAN BERNARDINO COUNTY)

I, **LYNNA MONELL**, Secretary of the Board of Directors of Inland Empire Public Facilities Corporation, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Directors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of May 20, 2025. #108 CCM

LYNNA MONELL
Secretary

By _____

Deputy

