

SILICON VALLEY CLEAN ENERGY AUTHORITY

RESOLUTION No. 2023-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SILICON VALLEY CLEAN ENERGY AUTHORITY APPROVING
SVCE'S AMENDED FILES AND RECORDS MANAGEMENT POLICY
AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO MAKE
FUTURE UPDATES TO THE POLICY AND RECORDS RETENTION
PERIODS IN CONSULTATION WITH GENERAL COUNSEL**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the Silicon Valley Clean Energy Authority ("SVCE"); and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines specifying retention periods for various government records; and

WHEREAS, the Board of Directors of SVCE desire to amend SVCE's Files and Records Management Policy and adopt an updated records retention schedule to ensure efficient and effective maintenance of its various documents and records.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SILICON VALLEY CLEAN ENERGY AUTHORITY, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The records of SVCE, as set forth in the Records Retention Periods, attached hereto as "Exhibit A", are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Chief Executive Officer or their designee and with the consent in writing of the General Counsel, without further action by the Board of Directors of SVCE.

SECTION 2. With the consent of the Chief Executive Officer or their designee and the General Counsel, updates are hereby authorized to be made to the Files and Records Management Policy and Records Retention Periods without further action by the Board of Directors.

SECTION 3. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

SECTION 4. This resolution shall become effective immediately upon its passage and adoption.

ADOPTED AND APPROVED this 12th day of April 2023, by the following vote:

JURISDICTION	NAME	AYE	NO	ABSTAIN	ABSENT
City of Campbell	Director Scozzola				✓
City of Cupertino	Director Mohan	✓			
City of Gilroy	Director Hilton	✓			
City of Los Altos	Director Meadows	✓			
Town of Los Altos Hills	Director Tyson	✓			
Town of Los Gatos	Director Rennie	✓			
City of Milpitas	Director Chua	✓			
City of Monte Sereno	Director Mekechuk	✓			
City of Morgan Hill	Alternate Director Carothers	✓			
City of Mountain View	Director Abe-Koga	✓			
County of Santa Clara	Director Lee	✓			
City of Saratoga	Director Walia	✓			
City of Sunnyvale	Alternate Director Srinivasan	✓			

DocuSigned by:

George Tyson

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Chair**ATTEST:**

DocuSigned by:

Andrea Pizano

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Andrea Pizano, Board Clerk