

LA Law Library Board of Trustees

Tuesday, May 24, 2011, Regular Board Meeting

# AGENDA

## *BOARD OF LAW LIBRARY TRUSTEES of the LOS ANGELES COUNTY LAW LIBRARY*

### REGULAR BOARD MEETING

*Tuesday, May 24, 2011  
12:15 P.M.*

*M. L. LILLIE BUILDING  
TRAINING CENTER  
301 WEST FIRST STREET  
LOS ANGELES, CALIFORNIA 90012-3140*

### ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

### AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

### REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called.



**CALL TO ORDER**

**1.0 PUBLIC COMMENT**

**2.0 CONSENT CALENDAR**

All items on the Consent Calendar are voted on with a single resolution. Any Board member or other person attending the meeting may request an item be removed from the Consent Calendar and placed on the Regular Calendar for discussion and any action which the Board deems to be appropriate.

- Minutes of the April 26, 2011, Regular Board Meeting
- Draft Financials: FY11, July-April, 2011
- List of Checks and Warrants: April, 2011

**3.0 PRESIDENT'S REPORT**

**4.0 ACTION ITEMS**

- Resolution regarding Records Retention Schedule

**5.0 EXECUTIVE DIRECTOR'S REPORT**

- Board Update
- Staff Update
- Outreach Update
- Executive Director Report, April 26, 2011

**6.0 EXECUTIVE DIRECTOR'S DISCUSSION**

Public Comment during Board of Trustee meetings.

**7.0 CLOSED SESSION**

- Closed Session. Conference with labor negotiator (G.C. 54957.6) Labor Negotiator: Benjamin Goldman. Employee Organization: SEIU Local 721.
- Reconvene Open Session. Announcement of action taken in Closed Session, if needed.

**8.0 AGENDA BUILDING**

Items not on the posted agenda may be presented by a Trustee and, if requested, may be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

**9.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees will be held on Tuesday, June 28, 2011.

POSTED \_\_\_\_\_ **FRIDAY, MAY 20, 2011** @ \_\_\_\_\_ **12:00 P.M.** \_\_\_\_\_

POSTED BY \_\_\_\_\_ **EUSTORGIO BARAJAS** \_\_\_\_\_



## CONSENT CALENDAR

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF LAW LIBRARY TRUSTEES OF  
LOS ANGELES COUNTY**

**A California Independent Public Agency Under  
Business & Professions Code Section 6300 et sq.**

**April 26, 2011**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, April 26, 2011 at 12:15 p.m., at the Los Angeles County Law Library headquarters at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

**ROLL CALL/QUORUM**

**Trustees Present:**

Susan Steinhauser, Esquire  
Judge Mark Juhas  
Judge Luis Lavin  
Judge Jan Plum  
Judge Reva Goetz

**Trustees Absent:**

Judge Ann Jones  
Kenneth Klein, Esquire

**Staff Present:**

Marcia J Koslov, Executive Director

**Also Present:**

Sandra J Levin, Colantuono & Levin, P.C.

President Steinhauser determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director Marcia Koslov recorded the Minutes.

**1.0 PUBLIC COMMENT**

Mr. Lee Paradise commented on President Steinhauser's tenure and her reappointment. He also commented on the Library's hours and on the Building Envelope Repair and Exterior Restoration project.

## **2.0 CONSENT CALENDAR**

President Steinhauser requested a motion to adopt the Consent Calendar. Upon motion by Trustee Plum and seconded by Trustee Lavin, the Consent Calendar was unanimously approved, 5-0.

*President Steinhauser moved Item 6.0, the Executive Director's Discussion, to the next item of business.*

## **3.0 PRESIDENT'S REPORT**

There was no President's report.

## **4.0 ACTION ITEMS**

4.1 Resolution regarding Presentation of Claims.

Sandi Levin presented a "Resolution of the Los Angeles County Law Library Board of Trustees Adopting Procedure for Presentment of Claims policy for Presentation of Claims." Following discussion, Trustee Lavin moved to adopt item 4.1 and Trustee Plum seconded the motion. The Resolution of the Los Angeles County Law Library Board of Trustees Adopting Procedure for Presentment of Claims was unanimously approved, 5-0. The Board directed staff to provide a standard form for presentment of claims.

4.2 Discussion regarding SB 221 and correspondence in potential support or opposition.

Executive Director, Marcia Koslov, the hearing to approve the Bill was cancelled. Board directed staff will continue to monitor SB 221.

## **5.0 EXECUTIVE DIRECTOR'S REPORT**

The Executive Director's Report was tabled for the next Board Meeting.

## **6.0 EXECUTIVE DIRECTOR'S DISCUSSION**

6.0 Mildred L Lillie Main Library Building: Building Envelope Repair and Exterior Restoration.

President Steinhauser gave a brief introduction of the project for the new Board members. Executive Director, Marcia Koslov, introduced Jaye Nelson, Senior Director, Richard Ortega, Director, Facility Services and Jeff Fyfe, CLEO Construction Management, who presented the bids proposals.

CLEO Construction Management was hired to assist the Board in their review of the initial bid documents and complete the re-bid process. Jeff Fyffe led the two design firms, Alana+Buick+Bers and Troller Mayer Associates, in a redraft of the bid documents. Following explanation of the process and full discussion of the base bid and the alternates, both additive and deductive, President Steinhauser moved that the Board adopt the staff recommendation to award the contract to Swinerton Builders, who at a total bid price of \$4,746,600 (including a base bid and additives and deductives) is the lowest responsive responsible bidder. The motion was seconded by Trustee Plum and was unanimously approved, 5-0.

Staff requested, and Board agreed, to allow additional preparation time for a Board discussion of the recommended additives and deductives.

**7.0 AGENDA BUILDING**

There were no items for Agenda Building.

**8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:20 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, May 24, 2011.

---

Marcia J Koslov, Executive Director and Secretary  
Los Angeles County Law Library Board of Trustees

**LOS ANGELES COUNTY LAW LIBRARY**  
**STATEMENT OF FINANCIAL POSITION**  
**As of April 30, 2011**  
**D - R - A - F - T**

**Assets**

Assets in L. A. County and State Treasurers' Custody

Cash in L. A. County Treasurer - General Fund	\$	4,895,209.03
Cash in L. A. County Treasurer - Deposit Fund		222,063.00
Cash in Bank of America - Revolving Account		48,944.56
Cash in Bank of America - Payroll Account		27,049.60
Cash in Local Agency Investment Fund		10,304,445.01
Petty Cash		718.00
Operating Cash		15,498,429.20

Current Assets:

Accounts Receivable		49,259.52
Other Receivable		1,607,057.81
Other Current Assets		292,553.46

Other Assets:

Books & Other Library Collections	\$	38,753,727.66
Current Month Acquisitions		131,274.51
		38,885,002.17

Less: Accumulated Depreciation	(23,350,680.61)	15,534,321.56
--------------------------------	-----------------	---------------

Building Construction	4,216,987.41	
Interior Building Improvement	1,293,931.32	
Furniture & Equipment	2,010,429.27	
Computer Hardware & Software	550,088.03	
	8,071,436.03	

Less: Accumulated Depreciation	(6,705,996.27)	1,365,439.76
--------------------------------	----------------	--------------

Construction In Progress - Interior		0.00
Construction In Progress - Exterior		519,147.84
Building Site (Land)		580,333.00

<b>Total Assets</b>	\$	<b>35,446,542.15</b>
---------------------	----	----------------------

**Liabilities and Fund Balance**

Current Liabilities

Accounts Payable	\$	238,946.65
Accrued Expense		440,557.76

Noncurrent Liabilities

Borrowers' Deposits		228,355.00
---------------------	--	------------

<b>Total Liabilities</b>		<b>907,859.41</b>
--------------------------	--	-------------------

Fund Balance

Unappropriated		32,928,292.54
YTD Net Income		1,610,390.20

<b>Total Liabilities and Fund Balance</b>	\$	<b>35,446,542.15</b>
---	----	----------------------



LOS ANGELES COUNTY LAW LIBRARY  
STATEMENT OF INCOME AND EXPENDITURE

FY 2010/2011

D - R - A - F - T

EXPENDITURE	BUDGET	1ST & 2ND QUARTER		3RD QUARTER		APRIL 2011		YTD TOTAL					
		YTD Budget	YTD Actual	YTD Variance	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance	
Salaries	3,237,609	1,689,559	1,403,595	265,964	734,953	659,925	75,028	234,726	11,137	2,650,375	2,298,247	352,129	
Social Security	203,785	102,392	80,026	22,366	47,320	39,434	7,886	15,964	1,965	165,675	133,459	32,217	
Medicare	49,144	25,492	19,735	5,758	11,038	9,223	1,816	3,274	450	40,254	32,231	8,023	
Retirement	35,000	35,000	33,228	1,772	0	0	0	0	0	35,000	33,228	1,772	
Health Insurance	500,000	206,928	266,749	(59,821)	145,215	139,756	5,459	49,471	1,974	401,614	454,003	(52,389)	
Disability Insurance	9,500	4,814	4,012	802	2,353	2,136	217	754	(2)	7,922	6,904	1,017	
Dental Insurance	63,615	31,786	26,570	5,216	16,018	13,878	2,141	5,165	645	52,970	44,968	8,002	
Life Insurance	2,500	1,326	799	527	610	449	161	195	43	2,131	1,399	732	
Workers Compensation Insurance	30,000	15,000	17,647	(2,647)	7,500	2,998	4,502	2,500	(9,564)	25,000	32,710	(7,710)	
Unemployment Insurance	35,000	17,500	14,230	3,270	8,750	6,523	2,227	2,917	0	29,167	20,753	8,414	
Vision Insurance	10,000	5,104	4,604	499	2,443	2,414	29	836	41	8,382	7,813	569	
Accrued Sick Expense													
Accrued Vacation Expense													
<b>Total - Personnel</b>	<b>4,176,153</b>	<b>2,114,901</b>	<b>1,871,196</b>	<b>243,705</b>	<b>976,201</b>	<b>876,735</b>	<b>99,466</b>	<b>327,389</b>	<b>317,784</b>	<b>9,605</b>	<b>3,418,491</b>	<b>3,065,715</b>	<b>352,775</b>
American Continuations	2,200,000	1,231,377	918,952	312,426	496,723	1,020,652	(523,929)	109,530	32,171	77,358	1,837,630	1,971,775	(134,145)
American New Orders	150,000	58,659	87,134	(28,475)	28,561	27,278	1,283	17,280	9,473	7,807	104,500	123,884	(19,384)
Branch Continuations	350,000	220,700	94,081	126,619	48,963	168,274	(119,311)	30,214	12,240	17,974	299,877	274,595	25,282
Branch New Orders	20,000	5,195	14,897	(9,702)	3,092	637	2,456	3,692	0	3,692	11,979	15,533	(3,554)
Commonwealth Continuations	375,000	173,463	173,366	97	107,654	143,178	(35,524)	26,513	30,586	(4,073)	307,630	347,129	(39,499)
Commonwealth New Orders	7,500	3,679	1,530	2,149	1,420	2,329	(909)	296	0	296	5,396	3,860	1,536
Foreign Continuations	225,000	101,136	88,356	12,780	67,249	85,078	(17,829)	21,237	27,107	(5,870)	189,622	200,541	(10,919)
Foreign New Orders	25,000	10,191	10,370	(179)	8,238	14,627	(6,388)	1,033	1,055	(22)	19,462	26,051	(6,589)
International Continuations	150,000	77,672	70,802	6,870	36,746	37,842	(1,097)	9,193	10,838	(1,645)	123,611	119,482	4,129
International New Orders	15,000	5,623	5,695	(71)	4,685	4,524	161	368	1,044	(677)	10,676	11,264	(587)
General/Librarianship Continuations	55,000	29,663	41,838	(12,174)	14,950	14,111	839	3,171	6,760	(3,569)	47,784	62,708	(14,924)
General/Librarianship New Orders	2,000	695	631	65	732	320	412	147	0	147	1,573	951	623
<b>Total - Library Materials</b>	<b>3,574,500</b>	<b>1,918,055</b>	<b>1,507,649</b>	<b>410,406</b>	<b>819,012</b>	<b>1,518,849</b>	<b>(699,836)</b>	<b>222,674</b>	<b>131,275</b>	<b>91,399</b>	<b>2,959,741</b>	<b>3,157,772</b>	<b>(198,032)</b>
Library Materials Transferred to Assets			(1,507,649)			(1,518,849)			(131,275)			(3,157,772)	
<b>Balance</b>	<b>0</b>		<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>			<b>0</b>	

LOS ANGELES COUNTY LAW LIBRARY  
STATEMENT OF INCOME AND EXPENDITURE

FY 2010/2011

D - R - A - F - T

EXPENDITURE	BUDGET		1ST & 2ND QUARTER		3RD QUARTER		APRIL 2011		YTD TOTAL			
	YTD Budget	YTD Actual	YTD Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
Building / Cleaning Supplies	20,000	12,571	(2,571)	5,000	5,484	(484)	1,667	13,425	(11,758)	16,667	31,479	(14,813)
Building Maintenance	25,000	9,945	2,555	6,250	11,384	(5,134)	2,083	2,350	(267)	20,833	23,678	(2,845)
Building Services	27,500	6,870	6,880	2,500	8,763	(1,888)	2,292	2,284	8	22,917	17,917	4,999
Interior Improvements / Alterations	10,000	16,977	(1,977)	2,500	3,555	(1,055)	833	777	57	8,333	21,309	(12,976)
Electric & Water	110,000	59,961	1,202	23,055	32,096	(9,040)	8,228	8,452	(224)	91,245	99,307	(8,062)
Elevator Maintenance	15,000	7,435	65	3,750	3,479	271	1,250	1,160	90	12,500	12,074	426
Heating & Cooling	30,000	16,366	319	4,059	3,959	101	1,677	1,945	(268)	22,421	22,269	152
Insurance	280,000	142,066	7,839	73,581	65,934	7,647	14,761	21,659	(6,899)	230,407	221,819	8,588
Janitorial Services	90,000	43,337	1,663	22,500	21,880	620	7,500	7,653	(153)	75,000	72,871	2,129
Landscaping	15,000	7,200	300	3,750	5,310	(1,560)	1,250	1,200	50	12,500	13,710	(1,210)
Security	185,000	93,062	3,298	44,155	37,640	6,515	15,287	20,609	(5,321)	155,802	151,311	4,492
<b>Total - Building Occupancy</b>	<b>807,500</b>	<b>416,322</b>	<b>9,573</b>	<b>195,475</b>	<b>199,482</b>	<b>(4,007)</b>	<b>56,828</b>	<b>81,513</b>	<b>(24,685)</b>	<b>668,625</b>	<b>687,744</b>	<b>(19,119)</b>
Bank Charges / Other Fees	5,000	2,991	(491)	1,250	1,363	(113)	417	436	(19)	4,167	4,789	(622)
Bibliographical Services	450,000	276,632	(51,632)	112,500	128,073	(15,573)	112,500	43,585	68,915	450,000	448,290	1,710
Binding	50,000	16,713	10,363	11,889	368	11,521	4,943	0	4,943	43,908	17,081	26,827
Computer Services / Licensing	24,100	13,673	(1,623)	6,025	11,688	(5,663)	2,008	1,734	274	20,083	27,095	(7,012)
Continued Education	20,000	10,000	(9,376)	5,000	11,874	(6,874)	1,667	5,367	(3,700)	16,667	66,618	(49,951)
Copy Center	30,000	7,669	7,331	7,500	14,563	(7,063)	2,500	1,533	967	25,000	23,765	1,235
Electronics / Computer Hardware	15,000	10,169	(2,669)	3,750	13,205	(9,455)	1,250	3,553	(2,303)	12,500	26,927	(14,427)
Furniture / Appliances	7,500	8,261	(4,511)	1,875	4,508	(2,633)	625	3,297	(2,672)	6,250	16,066	(9,816)
Integrated Library System	40,000	22,570	(2,570)	20,000	9,763	10,237	0	3,525	(3,525)	40,000	35,858	4,142
Membership (Staff)	13,000	2,205	(13,635)	6,563	6,470	93	422	117	305	9,189	22,427	(13,238)
Office / Library Supplies	20,000	7,967	(9,779)	4,973	6,839	(1,866)	1,763	1,482	281	14,703	26,067	(11,364)
Other / Misc.	5,000	0	2,500	1,250	0	1,250	417	11	405	4,167	11	4,155
Outreach / Marketing	45,000	13,754	8,746	11,250	1,453	9,797	3,750	6,405	(2,655)	37,500	21,612	15,888
Postage / UPS / FedEx	18,000	10,030	(1,650)	4,753	4,201	552	725	2,841	(2,116)	13,858	17,072	(3,214)
Printing / Reproduction	9,000	2,245	2,255	2,250	1,927	323	750	985	(205)	7,500	5,128	2,372
Prior Year Voided Checks / Adj	0	0	0	0	0	0	0	0	0	0	0	0
Reimbursed Expenses	16,000	14,527	(6,527)	4,000	7,536	(3,536)	1,333	768	565	13,333	22,832	(9,498)
Staff Meetings / Activities	15,500	15,331	(7,581)	3,875	1,965	1,910	1,292	702	590	12,917	17,998	(5,081)
Telecommunications	30,000	16,593	2,421	6,647	7,162	(515)	2,684	2,349	335	25,923	23,682	2,241
Transportation Reimbursement	10,000	5,849	(849)	0	0	0	0	288	(288)	5,000	6,137	(1,137)
Vending	3,600	1,800	(1,305)	900	1,186	(286)	300	0	300	3,000	4,291	(1,291)
<b>Total - Supplies &amp; Services</b>	<b>826,700</b>	<b>410,070</b>	<b>(110,583)</b>	<b>216,249</b>	<b>234,145</b>	<b>(17,895)</b>	<b>139,345</b>	<b>78,948</b>	<b>60,397</b>	<b>765,664</b>	<b>833,746</b>	<b>(68,081)</b>

LOS ANGELES COUNTY LAW LIBRARY  
STATEMENT OF INCOME AND EXPENDITURE

FY 2010/2011

D - R - A - F - T

EXPENDITURE	1ST & 2ND QUARTER			3RD QUARTER			APRIL 2011			YTD TOTAL			
	BUDGET	YTD Budget	YTD Actual	YTD Variance	Cumulative Qtrly Budget	Cumulative Qtrly Actual	Cumulative Qtrly Variance	Budget	Actual	Variance	YTD Budget	YTD Actual	YTD Variance
		8,500	14,500	2,480							(6,000)	4,250	0
Accounting	17,000	10,000	8,132	7,521	5,000	2,925	2,075	5,000	3,000	2,000	20,000	8,405	11,596
Consulting Services	20,000	50,000	8,132	41,868	25,000	22,235	2,765	25,000	35,303	(10,303)	100,000	65,670	34,330
Legal	100,000	8,500	5,862	2,638	4,250	4,791	(541)	4,250	1,362	2,888	17,000	12,015	4,985
Payroll / HR Services	17,000	7,500	473	7,028	3,750	475	3,275	3,750	427	3,323	15,000	1,375	13,625
Recruitment Costs	15,000	20,000	32,237	(12,237)	10,000	29,900	(19,900)	10,000	13,754	(3,754)	40,000	75,891	(35,891)
Temporary Services	40,000												
<b>Total - Professional Services</b>	209,000	104,500	63,883	40,817	52,250	60,326	(8,076)	52,250	53,846	(1,596)	209,000	177,855	31,145
Depreciation - Library Materials	2,916,000	1,458,000	1,419,100	38,900	729,000	684,221	44,779	243,000	236,798	6,202	2,430,000	2,340,119	89,881
Depreciation - Fixed Assets	275,000	137,500	122,992	14,508	68,750	57,772	10,978	22,917	20,041	2,876	229,167	200,805	28,362
<b>Total - Depreciation Expense</b>	3,191,000	1,595,500	1,542,093	53,407	797,750	741,992	55,758	265,917	256,838	9,078	2,659,167	2,540,924	118,243
<b>TOTAL EXPENSES</b>	9,210,353	4,641,293	4,404,374	236,919	2,237,925	2,112,680	125,245	841,729	788,929	52,799	7,720,947	7,305,984	414,963
<b>TOTAL INCOME</b>	10,969,316	5,585,451	5,523,358	(62,093)	2,573,092	2,490,609	(82,483)	913,620	902,407	(11,213)	9,072,163	8,916,374	(155,789)
<b>TOTAL EXPENSES</b>	9,210,353	4,641,293	4,404,374	236,919	2,237,925	2,112,680	125,245	841,729	788,929	52,799	7,720,947	7,305,984	414,963
<b>NET INCOME/(LOSS)</b>	1,758,963	944,158	1,118,984	174,826	335,166	377,928	42,762	71,892	113,478	41,586	1,351,216	1,610,390	259,174
Furniture / Appliances	12,500	6,250	4,936	1,314	3,125	0	3,125	3,125	0	3,125	12,500	4,936	7,564
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronics / Computer Hardware	216,200	108,100	49,827	58,273	54,050	13,379	40,671	54,050	13,345	40,705	216,200	76,552	139,648
Exterior Building Repairs/ Improvements	101,000	50,500	95,173	(44,673)	25,250	4,500	20,750	25,250	104,981	(79,731)	101,000	204,653	(103,653)
Interior Improvements / Alterations	53,000	26,500	0	26,500	13,250	0	13,250	13,250	13,250	13,250	53,000	0	53,000
Computer Software													
<b>Total - Capitalized Expenditures</b>	382,700	191,350	149,936	41,414	95,675	17,879	77,796	95,675	118,326	(22,651)	382,700	286,141	96,559

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2011 - April 30, 2011 (CHECKS)

Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 5	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	79.20	020606
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	270.81	020607
	ATLANTIC LAW BOOK COMPANY	BOOKS	115.00	020608
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	125.66	020609
	BERNAN ASSOCIATES	BOOKS	81.00	020610
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	497.35	020611
	CALIFORNIA HOTEL & LODGING ASSOCIAT	BOOKS	338.20	020612
	CARSWELL COMPANY LTD	BOOKS	25.00	020613
	CASALINI LIBRI	BOOKS	408.31	020614
	CALIFORNIA STATE BAR COURT REPORTER	BOOKS	150.00	020615
	CONTESTED DIVORCE HELP	BOOKS	35.77	020616
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,184.42	020617
	CONTINUING LEGAL EDUCATION IN COLOR	BOOKS	104.98	020618
	COUTTS LIBRARY SERVICES	BOOKS	7,229.63	020619
	DAILY JOURNAL CORPORATION	BOOKS	1,128.63	020620
	DA INFORMATION SERVICES PTY LTD	BOOKS	102.62	020621
	EBSCO INFORMATION SERVICES	BOOKS	15.73	020622
	EXPORTLIVRE	BOOKS	58.91	020623
	GAUNT	BOOKS	169.64	020624
	JAMES PUBLISHING INC	BOOKS	105.76	020625
	JURIS PUBLISHING INC	BOOKS	208.50	020626
	KNOWLES PUBLISHING INC	BOOKS	259.16	020627
	LEXISNEXIS BUTTERWORTHS	BOOKS	364.00	020628
	LRP PUBLICATIONS	BOOKS	194.50	020629
	NOLO COM	BOOKS	363.85	020630
	PRACTISING LAW INSTITUTE	BOOKS	295.68	020631
	REFERENCEUSA ONESOURCE	BOOKS	4,000.00	020632
	SOUTH COAST AIR QUALITY MANAGEMENT	BOOKS	130.92	020633
	THOMPSON PUBLISHING GROUP	BOOKS	628.50	020634
	LAW OFFICES OF NORTON TOOBY	BOOKS	278.39	020635
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	223.75	020636
	THOMSON REUTERS	BOOKS	9,128.33	020637
	JOHN WILEY & SONS INC	BOOKS	195.25	020638
WILLIAM S HEIN & CO	BOOKS	8,766.84	020639	
YBP LIBRARY SERVICES	BOOKS	132.64	020640	
April 7	ADT SECURITY SERVICES	BLDG IMPROV	87.80	020641
	ADVANCED INFORMATION	TEMP SVCS	840.00	020642
	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	5,771.56	020643
	BANC OF AMERICA LEASING	COPY CTR - LA	252.92	020644
	REGENTS OF UC	CONT EDU	15.00	020645
	COLANTUONO LEVIN & ROZELL	LEGAL	5,303.95	020646
	COVAD COMMUNICATIONS	TELECOM	610.58	020647
	D & M COMMUNICATION INC	CIP-INTERIOR	1,700.00	020648

61,741.72

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2011 - April 30, 2011 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 8	EX LIBRIS, (USA) INC.	ILS	9,762.98	020649
	FEDEX	POSTAGE	81.81	020650
	TAKE MY PICTURE INC	BOARD EXP	300.00	020651
	OFFICE DEPOT	SUPPLIES	681.85	020652
	CALPERS L T CARE PROGRAM	LT CARE	51.69	020653
	YOH SERVICES LLC	TEMP SVCS	1,521.00	020654
	AMERICAN LAW INSTITUTE	BOOKS	92.45	020655
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	50.78	020656
	BUREAU OF LEBANESE & ARAB DOCUMENTA	BOOKS	300.00	020657
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	939.67	020658
	CARSWELL COMPANY LTD	BOOKS	315.74	020659
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	7,363.47	020660
	COMMONWEALTH OF THE NORTHERN MARIAN	BOOKS	160.00	020661
	COUTTS LIBRARY SERVICES	BOOKS	862.28	020662
	ESTEVA PEDRO GARCIA MORENO	BOOKS	1,215.64	020663
	GAUNT	BOOKS	249.69	020664
	JAMES PUBLISHING INC	BOOKS	189.84	020665
	JURIS PUBLISHING INC	BOOKS	488.50	020666
	JURISNET LLC	BOOKS	293.50	020667
	April 12	LEXISNEXIS BUTTERWORTHS	BOOKS	5,646.03
ESPINOSA MARTIN DE JESUS SANCHEZ ME		BOOKS	350.00	020669
P L D PUBLISHERS		BOOKS	171.00	020670
PRACTISING LAW INSTITUTE		BOOKS	134.26	020671
THOMSON REUTERS		BOOKS	6,568.66	020672
WILLIAM S HEIN & CO		BOOKS	80.00	020673
BENTLEY CIRCLE, LTD ** VOIDED *****		OUTREACH	0.00	020674
INSTANT JUNGLE INTERNATIONAL		OUTREACH	2,288.29	020675
PETTY CASH FUND		PETTY CASH	275.23	020676
STRIKEOUT STUDIO		OUTREACH	885.00	020677
STUDIO 116		OUTREACH	642.50	020678
ADVANCED INFORMATION		TEMP SVCS	1,344.00	020679
AT&T		TELECOM	385.52	020680
BANDWIDTH.COM, INC.		TELECOM	353.47	020681
STATE BOARD OF EQUALIZATION		USE TAX	3,965.00	020682
CDW GOVERNMENT, INC.		OFFICE SUPPL	175.31	020683
CLEAN SOURCE, INC.		BLDG SUPPL	1,520.32	020684
FEDEX		POSTAGE	19.46	020685
GAYLORD BROS.		BIBLIO SVCS	110.10	020686
GOURMET COFFEE SERVICE		STAFF	872.48	020687
KONICA MINOLTA BUSINESS	COPY CTR-NWK	766.96	020688	
L A DEPT WATER & POWER	WATER/SEWAGE	8,463.05	020689	
OFFICE DEPOT	COMP HARD	186.36	020690	
PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	020691	

112,297.03

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2011 - April 30, 2011 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 15	RITA PANG	MILEAGE	16.40	020692
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	7,293.43	020693
	SCHINDLER ELEVATOR CORP.	ELEVATOR MAINT	3,478.92	020694
	UNITED PARCEL SERVICE	POSTAGE	148.98	020695
	YOH SERVICES LLC	TEMP SVCS	1,560.00	020696
	ZIPFIX PRODUCTS	LIBRARY SUPPL	226.53	020697
	TAKE MY PICTURE INC	OUTREACH	500.00	020698
	AMERICAN BAR ASSOCIATION	BOOKS	62.52	020699
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	865.00	020700
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	916.64	020701
	CASALINI LIBRI	BOOKS	33.87	020702
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	926.76	020703
	COUTTS LIBRARY SERVICES	BOOKS	447.56	020704
	THOMSON GALE	BOOKS	1,046.59	020705
	GAUNT	BOOKS	644.98	020706
	JAMES PUBLISHING INC	BOOKS	1,259.79	020707
	JURIS PUBLISHING INC	BOOKS	284.00	020708
	KANSAS JUDICIAL COUNCIL	BOOKS	55.00	020709
	RETTA LIBROS LIDERLAF S A	BOOKS	106.63	020710
	April 18	LAWPRESS CORPORATION	BOOKS	204.92
LAWYERS & JUDGES PUBLISHING COMPANY		BOOKS	87.12	020712
LEXISNEXIS BUTTERWORTHS		BOOKS	3,864.27	020713
NATIONAL BUSINESS INSTITUTE		BOOKS	109.17	020714
OXFORD UNIVERSITY PRESS		BOOKS	241.93	020715
PAN PACIFICA		BOOKS	159.00	020716
PHYSICIANS DISABILITY SERVICES INC		BOOKS	24.70	020717
PRACTISING LAW INSTITUTE		BOOKS	143.32	020718
CITY OF THOUSAND OAKS		BOOKS	66.62	020719
THOMSON REUTERS TAX & ACCOUNTING		BOOKS	232.00	020720
THOMSON REUTERS		BOOKS	6,721.54	020721
WILLIAM S HEIN & CO		BOOKS	5,337.14	020722
YBP LIBRARY SERVICES		BOOKS	293.98	020723
ADVANCED INFORMATION		TEMP SVCS	1,294.80	020724
EUSTORGIO BARAJAS ** VOIDED *****		OUTREACH	0.00	020725
BRIDGES FILTER SERVICE, INC		BLDG MAINT	700.60	020726
CDW GOVERNMENT, INC.		COMP HARD	1,761.18	020727
CONSOLIDATED DISPOSAL SVC		BLDG SVCS	515.94	020728
DELL BUSINESS CREDIT	COMP HARD	298.30	020729	
DEPT. OF INDUSTRIAL RELATIONS	WORKERS COMP	2,000.00	020730	
GAYLORD BROS.	LIBRARY SUPPL	39.95	020731	
GRAINGER	BLDG SUPPL	911.12	020732	
COUNTY OF LOS ANGELES	HEAT/COOL	1,504.53	020733	
MARCELINO JUAREZ	OUTREACH	250.00	020734	

159,089.34

LOS ANGELES COUNTY LAW LIBRARY

April 1, 2011 - April 30, 2011 (CHECKS)

Account No.: 108000

Page 4

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	MICHELE LUCERO	OUTREACH	172.98	020735
	OFFICE DEPOT	SUPPLIES	1,134.41	020736
	PAN AMERICAN PEST CONTROL CO. ** VOIDED *****	BLDG SVCS	0.00	020737
	CALPERS L T CARE PROGRAM	LT CARE	51.69	020738
	SLA CONNECTING PEOPLE & INFORMATION	MEMBERSHIP	217.00	020739
	TEAMONE EMPLOYMENT SPECIALISTS, LLC	TEMP SVCS	194.50	020740
	TEWKSBURY ASSOCIATES, INC.	FURNITURE	2,591.78	020741
	TRI-COUNTY FIRE EQUIPMENT CO.	BLDG MAINT	998.95	020742
	UNITED PARCEL SERVICE	POSTAGE	100.89	020743
	VALLEY WIDE AIR	BLDG MAINT	445.00	020744
	XO COMMUNICATIONS LLC	TELECOM	495.45	020745
April 20	OPTIONS FOR GROWTH	CONT EDU	4,007.50	020746
	JENNY K CHOW	REFUND	125.00	020747
	ADRIENNE NASH NEWSOM	REFUND	125.00	020748
April 22	AMERICAN BAR ASSOCIATION	BOOKS	2,089.14	020749
	GE MONEY BANK AMAZON	BOOKS	24.32	020750
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,385.16	020751
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	641.39	020752
	BUREAU OF NATIONAL AFFAIRS BOOKS	BOOKS	355.37	020753
	BOOK HOUSE INC	BOOKS	315.70	020754
	BUILDERS BOOK INC BOOKSTORE	BOOKS	200.48	020755
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	130.91	020756
	CARSWELL COMPANY LTD	BOOKS	341.50	020757
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,158.14	020759
	COUTTS LIBRARY SERVICES	BOOKS	3,555.66	020760
	THOMSON GALE	BOOKS	2,676.26	020761
	GAUNT	BOOKS	336.14	020762
	OTTO HARRASSOWITZ	BOOKS	1,609.06	020763
	E ITURRIAGA Y CIA S A C	BOOKS	117.00	020764
	JAMES PUBLISHING INC	BOOKS	346.31	020765
	JURIS PUBLISHING INC	BOOKS	119.50	020766
	LAW JOURNAL PRESS	BOOKS	3,864.48	020767
	LAW PUBLISHERS	BOOKS	530.00	020768
	LAW REPORTS INTERNATIONAL	BOOKS	330.00	020769
	MATERIALES ACADEMICOS DE CONSULTA H	BOOKS	52.95	020770
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	82.50	020771
	NATIONAL BUSINESS INSTITUTE	BOOKS	218.34	020772
	NIBONDH & COMPANY LIMITED	BOOKS	420.00	020773
	NATIONAL UNDERWRITER COMPANY	BOOKS	199.03	020774
	PAN PACIFICA	BOOKS	277.00	020775
	PRACTISING LAW INSTITUTE	BOOKS	200.93	020776
	STATE BAR OF TEXAS	BOOKS	89.00	020777
	THOMSON REUTERS	BOOKS	7,480.89	020778

201,853.12

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2011 - April 30, 2011 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 26	LANGER'S RESTAURANT	BOARD EXP	129.45	020779
	ADVANCED INFORMATION	TEMP SVCS	1,700.40	020780
	JAMES ARNALL	CONSULTING	3,000.00	020781
	AT&T MOBILITY	TELECOM	241.36	020782
	CANON BUSINESS SOLUTIONS, INC.	COMP SVCS	2,555.40	020783
	GUARDIAN	DENTAL / VISION	6,718.57	020784
	INFINISOURCE INC	PAYROLL / HR	88.00	020785
	COUNTY OF LOS ANGELES	BLDG MAINT	2,829.99	020786
	KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	020787
	KROLL	RECRUITMENT	267.15	020788
	NORTON ELECTRIC WHOLESALE	CIP - INTERIOR	1,106.28	020789
	OFFICE DEPOT	OFFICE SUPPL	32.10	020790
	PACER SERVICE CENTER	DOC DEL	41.36	020791
	PETTY CASH FUND	PETTY CASH	284.72	020792
	PITNEY BOWES	POSTAGE	274.00	020793
	SUN LIFE FINANCIAL	LIFE/DISABILITY	1,061.01	020794
	RALPH STAHLBERG	OUTREACH	44.02	020795
	TEAMONE EMPLOYMENT SPECIALISTS, LLC	TEMP SVCS	486.25	020796
	TROLLER MAYER ASSOCIATES, INC	CIP - EXTERIOR	3,142.50	020797
	VERIZON	TELECOM	38.67	020798
	YOH SERVICES LLC	TEMP SVCS	1,560.00	020799

227,344.90

**LOS ANGELES COUNTY LAW LIBRARY**  
**April 1, 2011 - April 30, 2011 (WARRANTS)**  
**Account No.: 102000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 11	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	108,657.82	TS00137750
	PERS	HEALTH INS	53,504.06	TS00137750
	THOMSON REUTERS	BOOKS	74,111.59	TS00137750
April 13	AMERICAN EXPRESS	BUSINESS CARD	20,003.40	TS00138323
	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	75,461.54	TS00138323
	MARY MARTIN BOOKSELLERS	BOOKS	13,200.00	TS00138323
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	23,496.88	TS00138323
April 22	EMPLOYERS INSURANCE GROUP	WORKERS COMP	13,234.83	TS00138857
	OTTO HARRASSOWITZ	BOOKS	15,904.77	TS00138857
	LOS ANGELES COUNTY LAW LIBRARY	REIMBURSEMENT	166,073.30	TS00138857
	LIBRARY ASSOCIATES COMPANIES	BIBLIO SVCS	21,710.05	TS00138857
April 28	PERS	HEALTH INS	59,156.95	TS00139184

644,515.19

## ACTION ITEMS

MEMORANDUM

DATE: May 20, 2011  
TO: Board of Law Library Trustees  
FROM: Marcia J Koslov  
RE: Board Policies

In review of LA Law Library general operations, Board General Counsel, Sandra Levin, Colantuono & Levin, has advised that the Board establish a policy for a **Records Retention Schedule**. Attached are:

- (1) Resolution for Adopting the 2006 California Secretary of State Local Government Records Management Guidelines
- (2) Secretary of State, Local Government Records Management Guidelines



**A RESOLUTION OF THE LOS ANGELES COUNTY LAW LIBRARY BOARD  
OF TRUSTEES ADOPTING THE 2006 CALIFORNIA SECRETARY OF  
STATE LOCAL GOVERNMENT RECORDS MANAGEMENT GUIDELINES  
AS THE RECORDS RETENTION SCHEDULE FOR  
THE LOS ANGELES COUNTY LAW LIBRARY**

**WHEREAS**, the Law Library has an obligation to create and maintain documents in accordance with government laws and regulations and accepted records management practices;

**WHEREAS**, the purpose of the retention schedule is to establish a pattern for the orderly transfer or destruction of records on a continuing basis;

**WHEREAS**, the Secretary of State of the State of California established the Local Government Records Management Guidelines, updated in 2006, for the purpose of establishing guidelines for local government records retention and providing archival support to local agencies;

**WHEREAS**, adoption of the 2006 California Secretary of State Local Government Records Managements Guidelines will ensure that the Law Library's records retention schedule complies with State law and facilitates better maintenance and disposal of records;

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees:

Section 1. The 2006 California Secretary of State Local Government Records Management Guidelines, attached hereto as Exhibit A, shall serve as the Law Library's Records Retention Schedule unless or until amended or repealed.

Section 2. That the actual destruction of records pursuant to the Law Library's Records Retention Schedule shall require the approval of the Executive Director and the General Counsel.

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011.

Attest:

\_\_\_\_\_  
President

\_\_\_\_\_  
Executive Director





**SECRETARY OF STATE**

**LOCAL GOVERNMENT**

**RECORDS MANAGEMENT GUIDELINES**

**SECRETARY OF STATE DEBRA BOWEN**

**ARCHIVES DIVISION**  
**RECORDS MANAGEMENT**

(916) 653-3834

FEBRUARY 2006

**LOCAL GOVERNMENT  
RECORDS MANAGEMENT GUIDELINES**

**TABLE OF CONTENTS**

**CALIFORNIA GOVERNMENT RECORDS MANAGEMENT PROGRAM.....2-1000**

**BACKGROUND.....2-1010**

**AUTHORITY.....2-1020**

**DEFINITIONS.....2-1030**

**RECORDS MANAGEMENT.....2-2000**

**PRINCIPLES.....2-2010**

**INVENTORY.....2-2020**

**APPRAISAL AND SCHEDULING.....2-2030**

**RETENTION SCHEDULES.....2-2040**

**DISPOSITION OF RECORDS.....2-2050**

**SUMMARY.....2-2060**

**ACKNOWLEDGEMENT.....2-2070**

**ADMINISTRATIVE RECORDS – TYPICAL RETENTION PERIODS.....ATTCH A**

**RECORDS MANAGEMENT AND ARCHIVES RESOURCES .....ATTCH B**

**CITY RECORDS RETENTION GUIDELINES.....ATTCH C**

**COUNTY RECORDS RETENTION GUIDELINES.....ATTCH D**

# 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 12236](#) to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records

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](#).”

## LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES

- **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.

## **LOCAL GOVERNMENT – RECORDS MANAGEMENT GUIDELINES**

- 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, [STD Form 72 \(pdf\)](#); and the Records Retention Schedule, [STD 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

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

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:

*Laren Metzger  
Deputy State Archivist  
Secretary of State  
Archives Division  
1020 O Street  
Sacramento, CA 95814  
(916) 653-3834, Fax (916) 653-7134  
[lmetzer@sos.ca.gov](mailto:lmetzer@sos.ca.gov)*

**Administrative Records - Typical Retention Periods**

Type of Record	Years	Remarks
<b><u>Correspondence</u></b>		
Chron Files	2	
General/Public	3	
Controlled	2	
Reports	3	
Subject Files	3	
Reproduction/Printing Requests	2	
<b><u>Financial</u></b>		
		>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*
<b><u>Equipment/Supplies/Space</u></b>		
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/rescinded/superseded*
Equipment Maintenance	Active+2	Active until maintenance complete*
Hardware/Software Documentation	Active	Active until revised/rescinded/superseded*
Vehicle Files	2	
<b><u>Personnel</u></b>		
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.*
<b><u>Policy/Procedure/Organization</u></b>		
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*
<b><u>Records Management</u></b>		
Records Retention Schedule	Active	Active until revised*
Records Transfer List (STD 71)	Active	Active until disposal of records*
Records Destruction Authorization	4	

## EXECUTIVE DIRECTOR'S REPORT

**EXECUTIVE DIRECTOR'S REPORT****May 24, 2011****Board Update**

- **LAPL Partnership.** A partnership agreement between the City of Los Angeles Public Library and the Los Angeles County Law Library, dated April 26, 2011, was received. Staff of both the LA Law Library and LAPL worked to move the materials into the Van Nuys branch on April 28 & 29, 2011. Malinda Muller, Director and Linda Taylor, Senior Librarian, Programs & Partnerships, Michele Lucero, Director, Communications and I participated in an Open House at Van Nuys as part of the Law Week celebration. Malinda and Linda have returned to Van Nuys to provide in-service training for the LAPL staff on the legal collection as well as the online databases available through the partnership.
- **SB 221 - Senate Bill 221** is progressing through the legislature. The Committee on Rules recommended "do pass" as amended. It was withdrawn from Committee and ordered to third reading. Senator Simitian, while sympathetic to the potential loss of revenue to law libraries does not want to jeopardize his bill by singling out one recipient of filing fee revenue for special consideration. There is support for this bill from California Apartment Association, Consumer Attorneys of California and Judicial Council. There is opposition to this bill from Association of California Insurance Companies, Civil Justice Association of California and Personal Insurance Federation of California.

**Staff Update**

- **Richard Ortega, Director, Facility Services,** announced his resignation from the Library, effective Friday, May 27, 2011. Richard began his work at the Law Library in July, 2007 as Director of Business Services. Over the years, his responsibilities focused on upgrading the facility, security systems, and extending services to users through the Members Program, circulation, document delivery, copiers and messengering. He played a key role in many of our special events, particularly the Friends Gala and LA Lawyer's Philharmonic concerts.
- The quarterly All-Staff meeting held April 27, 2011 focused on continuing the conversation about collaboration and featured the two newest units of the Law Library. Michele Lucero, Director, Communications discussed both internal and external communication activities as well as future directions including the use of social media. Malinda Muller, Director, Programs & Partnerships, and the P&P team discussed both current and potential programs, services and partnerships. Both conversations stressed the need for collaboration and support between all library units.



- Meiling Li, Director, Technology Services, attended the Ex Libris Technical Seminar and 2011 ELUNA Conference (Ex Libris Users of North America Conference) on May 8-13, 2011. During the pre-conference technical seminar, Meiling received hands-on training on Voyager; topics included configuration and fine-tuning of the online catalog's new web interface; and advanced Voyager reporting techniques. At the ELUNA conference Ex Libris provided company and product updates; the users group presented many informative sessions on how libraries are utilizing Voyager, as well as other Ex Libris products, such as Primo, SFX, and Rosetta. A preview of Ex Libris' next-generation system, Alma, was revealed, along with the roadmap of Voyager's future development.
- Janine Liebert attended the American Bar Association's Equal Justice Conference, May 18-21, 2011. EJC brings together all components of the legal community to discuss issues as they relate to the delivery of legal services to the poor and low-income individuals in need of legal assistance. Janine presented a program entitled "Helping Self-Represented Litigants in the Federal Courts: Pro Bono Opportunities and Innovative Partnerships." She was awarded the Marcia J Koslov Scholarship through the American Association of Law Libraries in order to attend.

#### Outreach / Training Update

- On April 28, 2011, Simone Chong, Los Angeles County Department of Consumer Affairs taught a Small Claims class directed at providing basic information on small claims including how to file, where to file, and how to collect a judgment. Eight persons attended.
- Law Week (May 2- 7, 2011) Activities:
  - The 3rd Annual Concert by the LA Lawyers Philharmonic Orchestra was performed in the main library reading room. More than 150 attendees contributed professional clothing to "Clothes the Deal" as their ticket to the concert.
  - Malinda Muller and Ralph Stahlberg held a training session on free legal websites at LA County Public Library (LACPL) Norwalk Regional Library.
  - The LA Public Library (LAPL), Van Nuys Branch and the LA Law Library sponsored a "grand opening" to celebrate the partnership between the two libraries. In addition to featuring an introduction to the law collection for the staff, the LA Law Library offered public classes on Loislaw, an online legal database.
  - Two classes were conducted on the databases, ReferenceUSA. 6 attorneys attended the CLE session; 7 persons attended the general session.
  - LA Law Library, as well as LAPL, and LACPL hosted JusticeCorps representatives who provided information on self-help center services available to the public.



- Janine Liebert taught a 'Finding Forms' class on May 14. This course offered information on how to locate various legal forms within the Library collection.
- LegalTech West Coast 2011, the largest technology trade show for legal professionals, took place on May 17-18 at the Westin Bonaventure. The LA Law Library had a booth in the exhibit hall to introduce attendees to library services and programs. Approximately 500 attendees visited the booth including attorneys, litigation support staff, paralegals, librarians and the public.
- The third and final series of the 'Master Techniques for ADR Advocates' taught by Reginald Holmes was held on May 18, 2011 with 16 attorneys in attendance. This was the first program presented as a "series" by an outside speaker and reached more than 30 attorneys.



AMENDED IN SENATE MAY 19, 2011

AMENDED IN SENATE MAY 17, 2011

AMENDED IN SENATE MAY 2, 2011

**SENATE BILL**

**No. 221**

---

---

**Introduced by Senator Simitian**

February 9, 2011

---

---

An act to amend and repeal Section 116.221 of, and to add and repeal Section 116.224 of, the Code of Civil Procedure, relating to small claims court.

LEGISLATIVE COUNSEL'S DIGEST

SB 221, as amended, Simitian. Small claims court: jurisdiction.

Existing law specifies that the jurisdiction of the small claims court includes various actions in which the demand does not exceed \$7,500, with specified exceptions.

This bill would increase the jurisdiction of the small claims court by increasing that amount to \$10,000, except as specified. The bill would also make a technical change by deleting a duplicate code section that contains identical provisions.

Vote: majority. Appropriation: no. Fiscal committee: no.  
State-mandated local program: no.

*The people of the State of California do enact as follows:*

1 SECTION 1. Section 116.221 of the Code of Civil Procedure,  
2 as added by Section 2 of Chapter 600 of the Statutes of 2005, is  
3 amended to read:

1 116.221. In addition to the jurisdiction conferred by Section  
2 116.220, the small claims court has jurisdiction in an action brought  
3 by a natural person, if the amount of the demand does not exceed  
4 ten thousand dollars (\$10,000), except for actions specified in  
5 Section 116.224, or otherwise prohibited by subdivision (c) of  
6 Section 116.220 or subdivision (a) of Section 116.231.

7 SEC. 2. Section 116.221 of the Code of Civil Procedure, as  
8 added by Section 2 of Chapter 618 of the Statutes of 2005, is  
9 repealed.

10 SEC. 3. Section 116.224 is added to the Code of Civil  
11 Procedure, to read:

12 116.224. (a) Notwithstanding Section 116.221, the small claims  
13 court has jurisdiction in an action brought by a natural person for  
14 damages for bodily injuries resulting from an automobile accident  
15 if the amount of the demand does not exceed seven thousand five  
16 hundred dollars (\$7,500).

17 (b) This section shall apply only if a defendant is covered by  
18 an automobile insurance policy that includes a duty to defend.

19 (c) This section shall remain in effect only until January 1, ~~2014~~  
20 2015, and as of that date is repealed, unless a later enacted statute,  
21 that is enacted before January 1, ~~2014~~ 2015, deletes or extends  
22 that date.

## EXECUTIVE DIRECTOR'S DISCUSSION

## MEMORANDUM

DATE: May 20, 2011

TO: Board of Law Library Trustees

FROM: Marcia J Koslov

RE: Public Comments

In late April, you received copies of two letters from Lee Paradise that raised concerns about our policies for public comment and the process of Board appointments. You also received my May 2, 2011 response to Mr. Paradise on the issue of public comments. That response was prepared with the assistance of General Counsel, Sandra Levin. Below please find the general public comment rules from the Board of Supervisors, the Los Angeles City Council, and the Board of Library Commissioners, City of Los Angeles.

As to the issue raised concerning Susan Steinhauser's reappointment, Susan's reappointment was approved by the Board of Supervisors at their meeting on May 17, 2011. Susan Steinhauser's reappointment to the Board of Trustees was a nomination by Mayor Antonovich. Although Susan's reappointment was delayed due to a miscommunication, in two separate conversations with the Executive Office of the Board of Supervisors, it was confirmed that all appointees serve until reappointed or replaced.

#### **Public Comment Rules**

Los Angeles County Board of Supervisors: Public Input at Board of Supervisors Meetings. The meetings of the Board of Supervisors are open to the public. A member of the public requesting to address the Board on an agenda item will be allowed a total of three (3) minutes per meeting, and a request to address the Board must be submitted in person to the Executive Officer of the Board prior to the item being called. The Board may limit the public input on any item, based on the number of people requesting to speak and the business of the Board.

- The Board of Supervisors meets every Tuesday.

Los Angeles City Council: Public Notice, Attendance and Comment. The Council shall provide an opportunity in open meetings for the public to address the Council on each Agenda item for a cumulative total of up to five (5) minutes for each item. The Presiding Officer may grant or deny speakers additional time, subject to reversal by a majority of the Council....



A member of the public wishing to speak on more than one agenda item at a single meeting shall limit his or her remarks to a total of five minutes per meeting.

- The Los Angeles City Council meets Tuesday, Wednesday and Friday of each week.

Board of Library Commissioners City of Los Angeles: Agenda Item 3. Public Comments on Matters within the Board's Jurisdiction. In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during public comment portion of the meeting shall be referred by the by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.

- The Board of Library Commissioners meets every other Thursday.

LA Law Library: A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called.

- The Board of Trustees meets once each month.

