

**RESOLUTION 2014-01**

**RESOLUTION AMENDING BPC (BOARD OF PORT COMMISSIONERS) POLICY NO. 371, RECORDS RETENTION POLICY**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

**WHEREAS**, on June 4, 2002, the Board of Port Commissioner (BPC) adopted BPC Policy No. 371 establishing a policy for identifying, receiving, retaining, storing, protecting, and disposing of District records; and

**WHEREAS**, the Office of the District Clerk has reviewed BPC Policy No. 371 to ensure that references and California Government Code Sections are current and still applicable; and

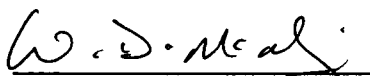
**WHEREAS**, the review indicates that a minor modification to the Policy is required to more accurately reflect retention authority; and

**WHEREAS**, the Policy is being revised to remove the reference to Administration Procedure #124-100 which is no longer the guiding document for e-mail retention.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Port Commissioners of the San Diego Unified Port District, as follows:

The Executive Director or his designated representative is hereby authorized and directed to amend BPC Policy No. 371 to remove the reference to Administrative Procedure #124-100 from section 2.2 of the Policy.

APPROVED AS TO FORM AND LEGALITY:  
PORT ATTORNEY

  
By: ~~Assistant~~ Deputy

2014-01

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 14<sup>th</sup> day of January 2014, by the following vote:

AYES: Bonelli, Castellanos, Malcolm, Merrifield, Moore, Nelson, and Valderrama

NAYS: None.

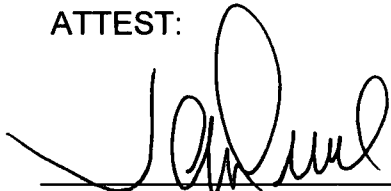
EXCUSED: None.

ABSENT: None.

ABSTAIN: None.

  
Robert E. Nelson, Chairman  
Board of Port Commissioners

ATTEST:

  
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Timothy A. Deuel  
District Clerk

(Seal)