

RESOLUTION NO. 25-2
RESOLUTION OF THE GOVERNANCE BOARD OF THE
INTEROPERABILITY NETWORK OF THE SOUTH BAY
JOINT POWERS AUTHORITY
AUTHORIZING THE DESTRUCTION OF OBSOLETE RECORDS

WHEREAS, the Interoperability Network of the South Bay Joint Powers Authority ("INSB JPA") is engaged in the regional and cooperative planning and coordination of governmental services to establish and sustain a wide-area interoperable land mobile radio ("LMR") network; and

WHEREAS, the retention of records and disposition of obsolete records is necessary to reduce liability to the INSB JPA; and

WHEREAS, California Government Code Section 34090 et seq. provides minimal time periods which must lapse before records may be disposed through document destruction process; and

WHEREAS, staff has recommended that certain obsolete records identified on Exhibit A are no longer required or necessary.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNANCE BOARD OF THE INSB JPA:

SECTION 1. The records identified in Exhibit A are hereby ordered destroyed pursuant to Resolution No. 25-2.

SECTION 2. The Secretary of the INSB JPA shall certify to the adoption of this Resolution.

Adopted this 19th day of August, 2025.



Chairperson

ATTEST:

STATE OF CALIFORNIA)
) SS
COUNTY OF LOS ANGELES)

I, Holly Honma, Secretary of the Interoperable Network of the South Bay Joint Powers Authority, certify the foregoing Resolution No. 25-2 was adopted by the Governance Board at a regular meeting held on the 19th day of August, 2025, and that same was adopted by the following vote:

Ayes:

Nays:

Absent:

Abstain:

Secretary

Exhibit A: List of Obsolete Records

EXHIBIT A

REQUEST FOR DESTRUCTION OF RECORDS

Box No.:	Description of Records:	Date of Records:	Retention Requirement:
1	Financial Documents (CA FTR & Comp Reports, audit reports, quotes & invoices)	2017-2022	5 years or Superseded
1	Agenda & Bylaws Documents (posting certifications, agendas)	2017-2022	5 years or Superseded
1	Insurance Policy Documents	2018-2021	Superseded
1	Training Materials & Documents (Brown Act, AB1234, NG911)	2016-2020	5 years
1	Committee Appointment Letters & Lists	2018-2022	Superseded
1	CA Form 700s (Board member filings)	2018-2022	Superseded
1	Project SOW Agreement (Prime Site extra copy)	2019	5 years
1	FCC Letters, Worksheets, & Lists	2018-2022	5 years or Superseded
1	Service Agreements	2022	Superseded
1	Cost Allocation Study Materials	2019	5 years

APPROVED



8/19/25

Executive Director

Date

The obsolete records described above were approved by the INSB Governance Board for destruction on:

Date: August 19, 2025

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I certify that the obsolete records above were destroyed by shredding per the INSB JPA's Bylaws and all applicable requirements of State and federal law.

Secretary

Date