RESOLUTION NO # 23-07-854

A RESOLUTION OF THE BOARD OF DIRECTORS OF MOJAVE AIR AND SPACE PORT AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS

Whereas, Mojave Air and Space Port (the "District") may authorize the destruction of public records no longer required to be kept by law or for District business;

Whereas, the District staff has gathered a number of records that have reached or exceeded the legally required retention period for such records and which are no longer needed by the District; and

Whereas, Chief Executive Officer of the District has requested that these public records be authorized for destruction as allowed by law;

Now, therefore, be it resolved by the Board of Directors of Mojave Air and Space Port as follows:

- 1. The records, documents, books, and/or paper that are generally described in Exhibit 1, attached hereto and incorporated herein by reference, have reached or exceeded the legally required retention periods and are no longer required to be retained by the District.
- 2. In accordance with the requirements of the Government Code, the Board of Directors authorizes the Chief Executive Officer to destroy those records identified in Exhibit 1.
- 3. The District's legal counsel's signature on this Resolution constitutes written consent for the destruction of the records described in Exhibit 1.

PASSED, APPROVED AND ADOPTED on July 19, 2023.

Diane Barney, President

ATTEST:

Jimmy R. Balentine, Secretary

APPROVED:

Scott Navé

Scott C. Nave (Aug 1, 2013 19:06 GMT+

General Counsel

EXHIBIT A

Box Number	Box Name	Keep Until	Keep Forever	Classification
280	Contracts CXD prior to 2016	7/1/2021	keep rolever	ADMINISTRATION
281	Termed ee's 2011-16	7/1/2021		ADMINISTRATION
284	Lease contracts Prior to 2015	7/1/2022		ADMINISTRATION
305	AP A 2016-17	7/1/2020		FINANCE
307	AP S-Z 2016-17	7/1/2021		
308	Location agreement 98-99 07-16	7/1/2021	106(min)	FINANCE
327	ADMIN LOCATION/EVENT AGREE 13-17			ADMINISTRATION
329	AR January - February 2018	1/1/2022		ADMINISTRATION
330	AR March - April 2018	7/1/2022		FINANCE
331	AR May - June 2018	7/1/2022		FINANCE
332		7/1/2022		FINANCE
333	AR August - September 2016	7/1/2021	1000000000000 (v. 141-	FINANCE
334	AR October - November 2016	7/1/2021		FINANCE
335	AR December - January 2017	7/1/2021		FINANCE
	AR February - March 2017	7/1/2021		FINANCE
336	AR April - May 2017	7/1/2021		FINANCE
337	EMPLOYEE TRAINING LOGS & BOOKLETS FY 2003 - 2018	7/1/2023		Administration
338	RECORDS EQUIP/HAZMAT/PROJECTS-FY76-2012	7/1/2022	- Carlo Innana and Carl	PUBLIC WORKS
339	AR June 2017	7/1/2021		FINANCE
340	AR July - August 2017	7/1/2021		FINANCE
341	AR Setember - October 2017	7/1/2021		FINANCE
342	AR November - December 2017	7/1/2021	ALCO CONTRACTOR OF THE PARTY OF	FINANCE
343	80ARD - AGENDAS FY 2018 & 2019	7/31/2021		ADMINISTRATION
344	BOARD - AGENDAS FY 2017	7/31/2019		ADMINISTRATION
362	AP FUEL TAX CALENDAR YEAR 2017	2022		FINANCE
363	AP FUEL/ GIFT SHOP SALES & USE TAX 2018	2022		FINANCE
366	AR July - August 2018	7/1/2023	*	FINANCE
367	AR September - October 2018	7/1/2023		FINANCE
368	AR November - December 2018	7/1/2023		FINANCE
369	AR January - February 2019	7/1/2023		FINANCE
370	AR March - April 2019	7/1/2023		FINANCE
371	AR May - June 2019	7/1/2023		FINANCE
380	Gift Shop Receipts/Employee Time cards Prior to 2013	2019		FINANCE