

Memorandum

To : The Conservancy
The Advisory Committee

Date: February 27, 2012

From : 
Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Director

Subject: **Agenda Item 12(e): Consideration of resolution adopting a historical records retention policy, and directing the Executive Director to preserve certain historical records of the Conservancy beyond the period of the Department of General Services retention policy, and authorizing him to preserve written and oral historical records that he may generate or may be generated, and to furthermore authorize the publication of materials, at his sole and exclusive discretion, from any member of the Santa Monica Mountains Comprehensive Planning Commission, the Citizen's Advisory Committee thereof, or the Santa Monica Mountains Conservancy or the Advisory Committee thereof, and provided that such persons have given authorization thereof, and providing that no copyright infringement is made, and authorizing expenditures from the Santa Monica Mountains Conservancy Fund for educational interpretation purposes.**

Staff Recommendation: That the Conservancy adopt the attached resolution adopting a historical records retention policy, and directing the Executive Director to preserve certain historical records of the Conservancy beyond the period of the Department of General Services retention policy, and authorizing him to preserve written and oral historical records that he may generate or may be generated, and to furthermore authorize the publication of materials, at his sole and exclusive discretion, from any member of the Santa Monica Mountains Comprehensive Planning Commission, the Citizen's Advisory Committee thereof, or the Santa Monica Mountains Conservancy or the Advisory Committee thereof, and provided that such persons have given authorization thereof, and providing that no copyright infringement is made, and authorizing expenditures from the Santa Monica Mountains Conservancy Fund for educational interpretation purposes.

This staff report will be delivered orally at the meeting.