

Website On-Line Records Retention

[Board Motions Affecting Retention]

#1. Approval to Retain Only Those Documents of the Past 7 yrs. on District's Website:

Motion by *Supv* Bokunic and second by *Supv* Kassel;

Approved 4-0

#2. Approval of Documents of the Past 7 yrs. that Can Not be Made ADA Screen-Readable Compliant Are to be Removed from District's Website:

Motion by *Supv* Berube and second by *Supv* Scarborough;

Approved 4-0

Motion #1 has no issues with immediate implementation; in fact, the website now complies with the stipulation.

Motion #2, on the other hand, has a sticky-wicket that must be addressed; specifically, the readability of "**Invoices**". Even under the best of circumstances (*i.e.*, with good quality scanned copies of receipts [**WHICH IS RARE**]), the use of Adobe Acrobat to directly "remediate" these types of multi-page records into "screen readable" form does not yield stellar results; no matter how much hand-manipulation and TLC it is applied.

Recommendation:

Invoices continue to be distributed to the Board for review as needed, but they are to be excluded from listing on the District's Website due to poor or non screen readability. Included in this exclusion are both "*Monthly Billing Invoices*" and "*Debit Purchase Receipts*". Both of these should, at all times, be separated from the Agenda Package and be assembled into one tabbed compilation (similar to the example posted this month [[DECEMBER 19, 2019](#)]).

David Farnsworth