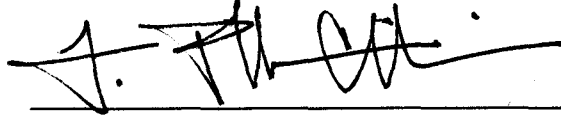


**BEFORE THE
PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
RESOLUTION NO. 04-05
RELATIVE TO THE APPROVAL OF
AN AMENDMENT TO THE
PDSC RECORDS RETENTION SCHEDULE
INVOLVING THE RETENTION PERIOD OF
CLIENT FILES**

- WHEREAS,** On June 13, 1995 the Board of Trustees of the Public Defender Service Corporation adopted Resolution Number PDSC 95-04 reflecting a Records Retention Schedule in order to provide for the preservation and/or disposition of PDSC records in a manner consistent with Government of Guam records retention policies and procedures; and
- WHEREAS,** Authorization to dispose of PDSC Client Files (Reproduction on Microfilm Completed) after seven (7) years was designated; and
- WHEREAS,** The Corporation's previous archiving method of microfilming has proven obsolete and is no longer an acceptable method of archiving clients' records, while budgetary constraints have prevented the acquisition of updated equipment; and
- WHEREAS,** Storage space for these records has become extremely limited, forcing the PDSC to place boxes of files in areas which are hazardous to the operations of the organization; and
- WHEREAS,** Duplicates of these documents are also on file with the courts of Guam, thereby providing another source of records retention for PDSC clients; and
- WHEREAS,** It has become impractical, unfeasible and hazardous for the PDSC to continue to retain these records; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its meeting of April 5, 2005, authorized the amendment of the PDSC Records Retention Schedule to reflect the retention period for all closed client files, archived or not, at ten (10) years from the opening dates; and be it further
- RESOLVED,** The PDSC Executive Director, or her designee, shall develop standard operating procedures specifically describing the archiving methods to be used by the Corporation, and is also authorized to dispose of these records in a safe and orderly fashion, provided that prior notice to PDSC clients is published in a newspaper of general circulation, giving them an opportunity to take

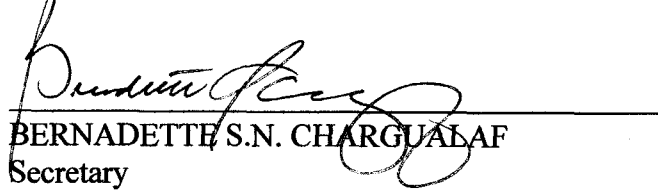
possession of their respective files, with an assurance that the confidentiality of clients' records is preserved and well-guarded at all times.

DULY AND REGULARLY ADOPTED this 5th day of April, 2005.



Chief Justice F. PHILIP CARBULLIDO
Chairman

ATTEST:



BERNADETTE S.N. CHARGUALAF
Secretary