

**BOARD OF DIRECTORS**

Francisco G. Santos, Chairman  
Nathan T. Taimanglo, Vice Chairman  
Isa Marie C. Koki, Board Secretary  
Dorothy P. Harris, Member



**Resolution No. 2021-06**

**RELATIVE TO ADOPTING AND IMPLEMENTING BOARD POLICY ON RECORDS MANAGEMENT AT THE PORT AUTHORITY OF GUAM**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PORT AUTHORITY OF GUAM:**

**WHEREAS**, *I Liheslaturan Guahån*, through its enactment of PL 6-64, established the “Records Management Act” relating to the establishment of continuing programs for the efficient and economical management of government records. *See* 5 GCA §§ 20601, *et seq.*; *see also* 2 GAR §§ 10101, *et seq.*; and

**WHEREAS**, Title 5 GCA § 20602(a) defines “Records” as “document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristic, made or received pursuant to law or in connection with the transaction of official business; and

**WHEREAS**, Title 5 GCA § 20602(b) defines “Agency” as “any department, office, commission, board or other [unit] of the government of Guam; and

**WHEREAS**, Title 5 GCA § 20605 defines the duties of the Agency Head as follows: “(a) Establish and maintain an active, continuing program for the economical and efficient management of the records of the agency; (b) Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency designed to furnish information to protect the legal and financial rights of the government and of persons affected by the agency’s activities; (c) Submit to the Director, in accordance with the standards established by him, schedules proposing the length of time each government record warrants retention for administrative, legal or fiscal purposes after it has been received by the agency. The head of each agency also shall submit lists of government records in his custody that are not needed in the transaction of current business and that do not have sufficient administrative, legal or fiscal value to warrant their further keeping for disposal in conformity with the requirements of § 20608 . . . ; [and] Cooperate with the Director in the conduct of surveys made by him pursuant to the provision of this article.” *See* 5 GCA §§ 20605(a) to (d); and

**WHEREAS**, since the “Records Management Act” was signed into effect on February 26, 1962, the Department of Administration subsequently established “Rules and Regulations” for the purpose of carrying out the Act; and

**WHEREAS**, on April 18, 1980, *I Magah’låhi Guahån*, established and promulgated the “Records Management Handbook” to advise all departments and agencies within the Government of Guam of the schedules, instructions, procedures, maintenance, and authority of all government agency files therein; and

**WHEREAS**, the Port Authority of Guam (“PAG”), through the adoption of this board resolution establishes an updated Records Management Policy in conformance with the “Records Management Act” and aligned with the Department of Administration’s “Rules and Regulations” as outlined in the “Records Management Handbook”; and

**WHEREAS**, in addition to the procedures outlined in the “Records Management Handbook”, the PAG establishes herein an updated records retention and disposal schedule in accordance with all procedures, controls, applicable laws, rules and regulations, and in accordance with Title 5 GCA § 20608; and

**WHEREAS**, the PAG further establishes an updated records policy whereby all “Records” as defined by Title 5 GCA § 20602(a) henceforth shall be electronically copied and digitally filed and retained in accordance with the PAG’s Official Records Retention/Disposal Schedule attached hereto, and all original and physical “Records” which have been electronically scanned shall remain physically filed at the PAG and shall not leave or be released from PAG property without written approval by the General Manager; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors, hereby approves the adoption and implementation of the attached Official Records Retention/Disposal Schedule and Policy of the PAG; and be it further

**RESOLVED**, that the Board of Directors hereby affirms that all PAG “Records” as defined by Title 5 GCA § 20602(a) henceforth shall be electronically copied and digitally filed and retained, and all original and physical “Records” which have been electronically scanned shall remain physically filed and securely stored at the PAG, and shall not leave or be released from PAG property without written approval by the General Manager; and be it further

**RESOLVED**, the Chairman certify to, and the Secretary attest to, the adoption hereof.

**PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS THIS 27<sup>th</sup> DAY OF MAY, 2021.**

**FRANCISCO G. SANTOS  
CHAIRMAN, BOARD OF DIRECTORS  
PORT AUTHORITY OF GUAM**

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Date: 2021.05.28 09:01:38 +10'00'

**ISA MARIE C. KOKI  
SECRETARY, BOARD OF DIRECTORS  
PORT AUTHORITY OF GUAM**

