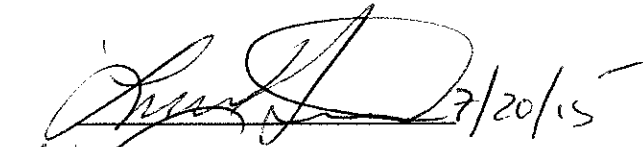



Monterey County Information Technology Department
Records Retention Schedule
Review & Signature Page

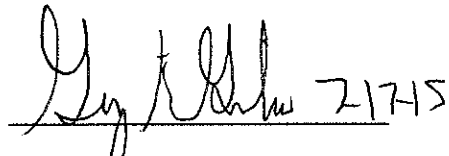
Section D.8. Records retention schedules – departmental schedules


Specific records retention schedules shall be developed and maintained by each County department. The departmental schedule must conform to this policy and be in the format in the sample schedule attached in Exhibit A. CAO shall cause forms and procedures to be provided for inventorying records and developing departmental retention schedules, and shall provide guidance and assistance to department personnel in their use upon request. All proposed or updated departmental records retention schedules and their accompanying signature pages shall be submitted on behalf of departments to the CAO for review prior to submittal by the department to the Board of Supervisors for approval. All records departmental retention schedules submitted to the Board of Supervisors shall be accompanied by a signature page signed by the head of the department, Risk Management, County Auditor-Controller, County Counsel, the County Archives manager, and the director of the RRC, or their respective designees. A Board approved departmental records retention schedule shall provide authority for the disposition of records commonly found only in that County department. Pursuant to Government Code §26205.1, no departmental records retention schedule shall be effective unless or until approved by the Board of Supervisors. Unless otherwise provided on such schedule, upon approval of a departmental records retention schedule, no further action by the Board of Supervisors shall be required for management performed in compliance with this Policy, including destruction.

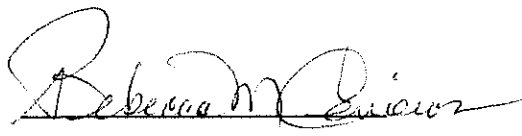
Records that are designated as privileged, confidential or sensitive shall be clearly designated as such when stored. This includes, but is not limited to probation, attorney-client privileged, medical, and trade secret records.


Risk Management / Date 7/20/15


County Archives Manager / Date 7/17/2015


Auditor-Controller / Date 7-17-15


Director, Records Retention Center


County Counsel / Date


Director of Information Technology 7-17-15