



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: RES 24-045

March 26, 2024

Introduced: 3/6/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Approve the Records Retention Schedule for the Monterey County Sheriff's Office for the storage and/or destruction of County records as set forth by federal and state laws, county codes, and policies; and
- b. Authorize the Sheriff or his or her designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for the Monterey County Sheriff's Office.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Adopt a Resolution to:

- a. Approve the Records Retention Schedule for the Monterey County Sheriff's Office for the storage and/or destruction of County records as set forth by federal and state laws, county codes, and policies; and
- b. Authorize the Sheriff or his or her designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for the Monterey County Sheriff's Office.

SUMMARY/DISCUSSION:

A retention schedule is a list of all categories of records produced or maintained by a department or agency, and the required and approved actions to be taken regarding those records, including establishing the length of time a record must be retained to fulfill its administrative, fiscal and/or legal function.

On July 1, 2014, the Board of Supervisors adopted the Cross Departmental Records Retention Schedule and a County-wide policy. The policy requires each department to adopt its own retention schedule and, once the departmental retention schedule is approved, the department may destroy records pursuant to that policy without further Board of Supervisor action. The Sheriff's Office is in need of such a policy and the ability to destroy records in accordance with this policy.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel has reviewed and approved the retention schedule as to form.

FINANCING:

Costs associated with this project are included in the FY2023-24 Adopted Budget, and there will be no ongoing costs in future year budgets. There will be no increase in the General Fund Contribution resulting from this Board Action.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Mark a check to the related Board of Supervisors Strategic Initiatives

Economic Development

Administration

Health & Human Services

Infrastructure

Public Safety

Prepared by: Ivan Rodriguez, Commander, Ext. #3707

Reviewed by: Eddie Anderson, Chief Deputy, Ext. # 3754

Approved by: Keith Boyd, Undersheriff, Ext. # 3859 *(MM) 112 3/13/24*

Attachments:

Board Report

Attachment A_Draft Resolution

Attachment B_Draft Sheriff's Office Records Retention Schedule