



Monterey County Board of Supervisors

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1st Floor
Salinas, CA 93901
831.755.5066

Board Order

Resolution No.: 16-265

Upon motion of Supervisor Phillips, seconded by Supervisor Salinas and carried by those members present, the Board of Supervisors hereby:

Adopted Resolution No.: 16-265 to:

- a. Approve the Clerk of the Board's Records Retention Schedule for the storage, retention and/or destruction of County Records, as set forth by federal and state laws, county codes, and policies; and
- b. Authorize the Clerk of the Board or designee to dispose of County records in accordance with the approved Records Retention Schedule for the Clerk of the Board.

PASSED AND ADOPTED on this 4th day of October 2016, by the following vote, to wit:

AYES: Supervisors Armenta, Phillips, Salinas, Parker and Potter

NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 79 for the meeting on October 4, 2016.

Dated: October 14, 2016
File ID: 16-928

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By

A handwritten signature in black ink, appearing to read "Gail Borkowski", is written over a horizontal line.

Deputy

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No.: 16-265

Resolution of the Monterey County Board of Supervisors to:

- a. Approve the Records Retention Schedule)
for the Clerk of the Board 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 Clerk of the Board or)
designee to destroy or cause the destruction of)
County records in accordance with the)
approved Records Retention Schedule of the)
Clerk of the Board.....)

RECITALS

WHEREAS, Monterey County Board of Supervisors approved and adopted the County of Monterey Records Management Policy on July 1, 2014 which included a cross departmental records retention schedule; and

WHEREAS, the Records Retention Schedule for the Clerk of the Board Department (hereafter "Schedule"), attached hereto as Exhibit A, sets forth retention periods for the records of the Clerk of the Board; and

WHEREAS, pursuant to California Government Code sections 26201, 26202, and 26205 provide that the Board of Supervisors may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or permanent photographic reproduction of which is in the files of any officer or department of the County; and

WHEREAS, when records destruction requests are submitted by the Clerk of the Board, such requests will include:

- (1) An index of all records to be destroyed;
- (2) A citation to the specific records retention schedule and the specific item on that schedule providing authority for the destruction;
- (3) The departmental and County Counsel certifications described above; and either
- (4) Certification that the records were reformatted to required standards, and the reformatted copies are intended to serve as the copy of record(if applicable); or
- (5) An attached copy of the board minute order authorizing destruction.

DECISION

NOW, THEREFORE, BE IT RESOLVED THAT, the Monterey County Board of Supervisors does hereby:

- a. Approve the Records Retention Schedule for the Clerk of the Board 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 Clerk of the Board or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule of the Clerk of the Board.

PASSED AND ADOPTED upon motion of Supervisor Phillips, seconded by Supervisor Salinas carried this 4th day of October 2016, by the following vote, to wit:

AYES: Supervisors Armenta, Phillips, Salinas, Parker and Potter

NOES: None

ABSENT: None

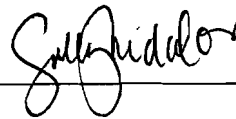
I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 79 for the meeting on October 4, 2016.

Dated: October 14, 2016

File Number: 16-928

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By



Deputy

**Clerk of the Board
Records Retention Schedule**

<u>Program</u>	<u>Category of Record</u>	<u>Description</u>	<u>Retention Period</u>	<u>Justification</u>	<u>Disposition</u>
Correspondence & Electronic Records	Correspondence related to Board of Supervisors Agenda items	Correspondence received by the COB for the Board of Supervisors (includes correspondence for specific Agenda items)	Permanent (Correspondence received related to an Agenda item is permanently retained with the Agenda packet, with the referenced agenda item)	Government Code §25104	Permanent – Records Retention Center
	General Correspondence (not associated with an Agenda item, including external, hard copy emails)	Correspondence or documents received by the COB for the Board of Supervisors	Current year + 2 years	Government Code §26202	Shred/Delete
	Correspondence Logs	Logs maintaining record of correspondence received	Current year + 2 years	Government Code §26202	Shred/Delete

This records retention schedule supplements the cross-departmental schedule adopted by the Board of Supervisors in July, 2014.

**Clerk of the Board
Records Retention Schedule**

<u>Program</u>	<u>Category of Record</u>	<u>Description</u>	<u>Retention Period</u>	<u>Justification</u>	<u>Disposition</u>
Board of Supervisors (BOS)	Original Agenda packet (including post meeting Board Orders)	Original Board Reports and attachments related to the Board of Supervisors meeting Agenda, as well as post meeting Board Orders, Resolutions (2008 forward), Ordinances, Agreements, public comment submitted after the agenda has been published, speaker cards and documents submitted during public comment	Permanent	Government Code §25104	Permanent – Records Retention Center
	COB Agenda packet	Copies of Board Reports and attachments related to the Board of Supervisors meeting Agenda (reflects the original packet provided to the Board prior to the meeting date)	Permanent	Government Code §25104	Permanent – Records Retention Center
	Minute Books	The official record of actions taken by the Board during Board meetings from 1850s – current year	Permanent	Government Code §25104	Permanent – Records Retention Center
	Resolution Files	Files containing original Resolutions from 1968-2007 adopted by BOS (Resolutions after 2008 kept with original agenda packet)	Permanent	Government Code §25104	Permanent – Records Retention Center
	Ordinance Files	Files containing all County Ordinances adopted by BOS	Permanent	Government Code §25104	Permanent – Records Retention Center
	Audio recordings of the BOS meetings: Formats: CD, cassette tapes	Audio recordings of the BOS meetings	10 years	Government Code §26206.7	Shred/Delete

This records retention schedule supplements the cross-departmental schedule adopted by the Board of Supervisors in July, 2014.

**Clerk of the Board
Records Retention Schedule**

<u>Program</u>	<u>Category of Record</u>	<u>Description</u>	<u>Retention Period</u>	<u>Justification</u>	<u>Disposition</u>
Board of Supervisors continued...	Video recordings of the BOS meetings: Formats: DVD	Video recordings of the BOS meetings June 2008-current (video recordings are stored on the Cloud with Granicus)	10 years	Government Code §26206.7	Shred/Delete
Assessment Appeals Board	Correspondence for AAB	Correspondence received (not related to a filed application)	Current year + 2 years	Government Code §26201	Shred/Delete
	Applications for changed assessment, including Stipulations and Withdrawals	Applications submitted by the public for changed assessment	5 years after final action (as long as there is not pending litigation on a file)	Government Code §25105.5	Shred/Delete
	Minutes	The official record of the actions taken by the AAB Board during a meeting	Permanent	Revenue & Tax Code §1611	Permanent – Records Retention Center
	Agendas	The Agenda matters for the AAB Board to take action on	Permanent	Government Code §25105.5	Permanent – Records Retention Center
	Audio Recordings	Audio recordings of the AAB meetings	10 years	Government Code §25105.5; §26206.7; Revenue & Tax Code §1611	Shred/Delete
	Video Recordings 2008- present (no video prior to 2008)	Video recordings of the AAB meetings	10 years	Government Code §25105.5; §26206.7; Revenue & Tax Code §1611	Shred/Delete

This records retention schedule supplements the cross-departmental schedule adopted by the Board of Supervisors in July, 2014.

**Clerk of the Board
Records Retention Schedule**

<u>Program</u>	<u>Category of Record</u>	<u>Description</u>	<u>Retention Period</u>	<u>Justification</u>	<u>Disposition</u>
Boards, Committees and Commissions (BCCs) and Special Districts	Letters	Letters to Appointee confirming appointment to the BCC (kept in the BCC file folder)	Retain for the term of the appointment + 2 years	Government Code §26202	Shred/Delete
	Oaths of Office	Confirmation that the Appointee has completed an Oath of Office	Retain for the term of the appointment + 2 years	Government Code §26202	Shred/Delete
	Notification to Clerk of Appointment (unredacted version)	Notice to the COB regarding an appointment for a BCC	Retain for the term of the appointment + 2 years	Government Code §26202	Shred/Delete
Fair Political Practices Commission (FPPC)	Conflict of Interest Codes (hard copy and electronic)	Approved by BOS as the code reviewing body for the Departments, BCCs, Special Districts and School Districts	Permanent or until a new version is provided	FPPC Regulation §18730	Shred/delete
	Form 700	Statement of Economic Interest filed according to approved Conflict of Interest Codes	7 years	Government Code §81009	Shred/delete
Claims Against the County	Claims against the County – Closed Claims (hard copy claims)	Claims filed against the County – copy routed to County Counsel	Current year + 5 years	Government Code §25105.5	Shred/delete
	Claim Log (electronic)	Record of Claims Against the County received by the COB	Current year + 5 years	Government Code §25105.5	Shred/delete
Public Records Requests	Public Records Act (PRA)	Public Records Act Requests	Current year of final response + 2 years	Government Code §26202	Shred/delete
General Forms and Applications	Dance Permits	Permits approved by the BOS to conduct public dances in the unincorporated territory of Monterey County	Current year + 2 years	Government Code §26202	Shred/delete
	Bingo Permits	Permits approved by the BOS to conduct public bingo games in the unincorporated territory of Monterey County	Current year + 2 years	Government Code §26202	Shred/delete

This records retention schedule supplements the cross-departmental schedule adopted by the Board of Supervisors in July, 2014.

**Clerk of the Board
Records Retention Schedule**

<u>Program</u>	<u>Category of Record</u>	<u>Description</u>	<u>Retention Period</u>	<u>Justification</u>	<u>Disposition</u>
General Forms and Applications continued...	Bid Sheets	Sheet used to score bides during a bid opening	Current year + 2 years	Government Code §26202	Shred/delete
	Bid sign-in sheet	sign-in sheet reflecting who attended the bid opening	Current year + 2 years	Government Code §26202	Shred/delete
	Land Appeals	Original application, correspondence, copies of envelopes mailed out, affidavit of mailing, proof of publication (invoice)	5 years after final action	Government Code §26202	Shred/delete
	Williamson Act contracts	Original application for agricultural preserve or farmland security zone including correspondence, contract, Board Report produced by Planning, Recorded Contract	Permanent or 5 years after expiration or cancellation	Government Code §51248; 51283.4	Permanent – Records Retention Center or Shred/delete
Records Management	Retention Schedules	Record retention schedules	Permanent/updated as necessary	Government Code §25104	Permanent – Records Retention Center
	Records Transfer List (electronic and hard copy)	Record of what files are retained in records retention	Permanent	Government Code §25104	Permanent – Records Retention Center
	Records Destruction Authorization	Authorization to destroy records	Permanent	Government Code §25104	Permanent – Records Retention Center
	Certificate of Destruction	Certificate of disposition	Permanently retained at County Archives	Government Code §25104	County Archives

This records retention schedule supplements the cross-departmental schedule adopted by the Board of Supervisors in July, 2014.