

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

**Resolution No.**

Approving the Records Retention )  
schedule for Resource Management )  
Agency-Building Services and )  
authorizing Resource Management )  
Agency-Building Services to destroy )  
records in accordance with the )  
Schedule..... )

WHEREAS, the Records Retention Schedule for Resource Management Agency (RMA)-Building Services for Records (hereafter "Schedule"), attached hereto as Exhibit A and incorporated herein by reference, sets forth retention periods for the records of RMA-Building Services;

WHEREAS, California Government Code section 26201 provides 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;

WHEREAS, California Government Code section 26202 provides that the Board of Supervisors may authorize the destruction of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter;

WHEREAS, California Government Code section 26202 provides that the Board of Supervisors may authorize the destruction of any record, paper, or document which is more than two years old, which was prepared or received pursuant to a state statute or county charter, and which is not expressly required by law to be filed and preserved, if the Board of Supervisors determines by a four-fifths (4/5) vote that such record, paper, or document is no longer necessary or required for county purposes;

WHEREAS, California Government Code section 26205.1 provides that the Board of Supervisors may adopt a resolution authorizing a county officer having custody of nonjudicial public records, documents, instruments, books, and papers to destroy such records if the records were prepared or received other than pursuant to a state statute or county charter and are not expressly required by law to be filed and preserved;

WHEREAS, certain categories of records of RMA-Building Services may be subject to

specific retention requirements, such as retention of building plans and specifications for certain structures (Health and Safety Code §19850-19853).

WHEREAS, as recognized by the California Secretary of State's Local Government Records Management Guidelines, certain materials are not subject to the state records retention statutes and may be discarded or destroyed as soon as they are no longer needed, such as: unofficial duplicates of documents made solely for convenience or reference; rough notes, calculations, or drafts used to prepare or analyze other documents; working drafts of documents; and library materials intended solely for reference;

WHEREAS, the retention periods set forth in the Schedule meet or exceed the retention periods required by state law;

WHEREAS, the Schedule is beneficial and serves the public welfare because it: establishes uniform standards for the management of records; saves office and file space by moving to electronic storage records not required for the day-to-day operations of the office; promotes efficient access to records by systematizing retention, storage, and disposition; saves storage space and reduces storage costs by allowing the destruction of records that are no longer necessary or required for county purposes; and protects and preserves records of legal, historical, research, and informational value for future reference; and

WHEREAS, the Board of Supervisors finds that RMA-Building Services records whose destruction is hereby authorized are records which are more than two years old and also meet one or more of the following criteria: are duplicates of original records kept by other agencies; are records not prepared or received pursuant to state law; are records for which any statutorily-required minimum retention period has been satisfied; are records not expressly required by law to be filed and preserved by RMA-Building Services; or are records that, if prepared or received pursuant to a state statute, are not expressly required by law to be filed and preserved and will no longer be necessary or required for county purposes after the retention period prescribed in the Schedule.

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

1. Find that the recitals set forth above are true and correct.
2. Approve the Records Retention Schedule for RMA-Building Services for Records attached hereto as Exhibit A and incorporated herein by reference.
3. Authorize the storage of the records of the RMA-Building Services at such storage facilities as the County utilizes.

4. Authorize the Chief Building Official of RMA-Building Services or his or her designee to destroy or cause the destruction of records in accordance with the approved Schedule.

5. Authorize the Chief Building Official of RMA-Building Services or his or her designee to destroy or cause the destruction of any duplicate record, paper, or document, the original of which or a permanent reproduction of which is in the files of another officer or department of the County.

PASSED AND ADOPTED upon motion of Supervisor \_\_\_\_\_, seconded by \_\_\_\_\_, and carried this \_\_\_\_ day of \_\_\_\_\_ 2013, by the following vote, to wit:

AYES:

NOES:

ABSENT:

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 \_\_\_\_\_ for the meeting on \_\_\_\_\_.