

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

Resolution No.:

- a. Approving the Records Retention Schedule for the
County Administration Office for the storage and/or)
destruction of County records as set forth by Federal)
and State laws, County codes and policies; and)
- b. Authorizing the County Administrative Officer or)
designee to destroy or cause the destruction of County)
records in accordance with the approved Records)
Retention Schedule.....)

RECITALS

WHEREAS, the 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 County Administrative Office includes Administration, Finance, Budget & Analysis, Office of Community Engagement & Advocacy, and Intergovernmental & Legislative Affairs Divisions (hereafter “Schedule”), attached hereto as Exhibit A, sets forth retention periods for the records of the County Administrative Office; and,

WHEREAS, pursuant to California Government Code sections 26201, 26202, and 26205 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 County Administrative Office, 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;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Monterey as follows:

- a. The Records Retention Schedule for the County Administrative Office for the storage and/or destruction of County records, attached hereto as Exhibit A, is hereby approved.

- b. The County Administrative Officer or designee is authorized to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule.

PASSED AND ADOPTED upon motion of Supervisor _____, seconded by Supervisor _____ and carried this 10th day of December 2019, by the following vote, to wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors, 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 Minute Book. ___ for the meeting on _____.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors County of Monterey, State of California.

By _____
Deputy