



# Monterey County

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1st Floor  
Salinas, CA 93901  
831.755.5066

## Board Order

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

Adopted Resolution 15-228 to:

- a. Approve the Records Retention Schedule for the Information Technology Department for the storage and/or destruction of County records in compliance with federal and state laws, county codes and policies; and
- b. Authorize the Director of Information Technology or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for the Information Technology Department.

PASSED AND ADOPTED on this 28th day of July 2015, 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 78 for the meeting on July 28, 2015.

Dated: August 5, 2015  
File ID: RES 15-074

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

By Denise Hancock  
Deputy

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

**Resolution No. 15-228**

- a. Approve the Records Retention Schedule )  
for the Information Technology Department )  
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 Director of the Information )  
Technology Department or designee to destroy )  
or cause the destruction of County records in )  
accordance with the approved Records Retention )  
Schedule of the Information Technology Department....)

WHEREAS, the Records Retention Schedule (hereafter "Schedule"), for the Information Technology Department attached hereto as Exhibit A and incorporated herein by reference, sets forth retention periods for the records of the Information Technology Department;

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 or disposition 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 or disposition of any record, paper or document which is more than two years old, which was prepared or received pursuant to state statute or county charter, and which is not expressly required by law to be filed and preserved if the board determines by four-fifths ( 4/5) vote that the retention of any such record, paper or document is no longer necessary or required for county purposes. Such records, papers or documents need not be photographed, reproduced or microfilmed prior to destruction and no copy thereof need be retained;

WHEREAS, California Government Code section 26205 provides that the Board of Supervisors may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

- (a) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, or reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document

and is produced in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.

(b) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and which does not permit additions, deletions, or changes to the original document images.

(c) The photographs, microphotographs, electronically recorded video images on magnetic surfaces, records in the electronic data processing system, records recorded on optical disk, or other reproductions on film or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files;

WHEREAS, California Government Code section 26205.1 provides that the Board of Supervisors may adopt a resolution authorizing a county officer having custody of non-judicial public records, documents, instruments, books, and papers to destroy such records if the records 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, 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;

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 management of records; saves office and storage space by allowing the destructions 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 the Information Technology Department records whose destruction is hereby authorized are records that meet one or more of the following criteria: are duplicates of original records kept by other agencies; are not records 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 the Information Technology Department; 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 does hereby:

- a. Approve the Records Retention Schedule for the Information Technology Department for the storage and/or destruction of County records as set forth by federal and state laws, county codes, and policies attached hereto as Exhibit A and incorporated herein by

- reference; and
- b. Authorize the Director of the Information Technology Department or his or her designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for the Information Technology Department.

**PASSED AND ADOPTED** upon motion of Supervisor Parker, seconded by Supervisor Phillips carried this 28<sup>th</sup> day of July 2015, 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 78 for the meeting on July 28, 2015.

Dated: August 5, 2015  
File Number: RES 15-074

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

By Denise Hancock  
Deputy

County of Monterey - Information Technology

Retention Schedule

Code	Category	Description	Retention Period	Justification	Disposition	Confidential or Sensitive record
<b>Applications</b>						
ITDA001	Software application program and system documentation	System description, design and implementation plan, operations reference guide and runsheets, user guide, program specifications, flowcharts, record, report and screen layouts, codes and formulas, compiled program listing, including executable code when source is not available from the software vendor	Until updated + 2 years	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	Depends on the business nature of the application
<b>Customer Service</b>						
ITDC001	Service requests	Records on requestor, dates, priorities of incident reports and work requests, including status updates, communications and agreements between ITD and the requestor or business owners on the schedule, quality of scope of expected outcomes, as well as who worked on the request and time worked/billed.	Request closure + 2 years	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	Depends on the business nature of the request.
ITDC002	Project Management documentation	Records created during the performance of Project Management Activities for IT related projects	Project completion + 5 years	CCP 337. 343	Shred if hardcopy; delete/purge if electronic.	Depends on the business nature of the project.
<b>Security</b>						
ITDS001	Security Incident Data	Data Collected during security incidents.	5 yrs.	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	Yes
ITDS002	Internet Access Records	Records of Employee Internet Usage	CY + 2 years	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	Yes
<b>Accounting</b>						
ITDA001	Budget / Methodology	Documentation to support rate structures used for billing / auditable by State	FY + 5 yrs	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	No
ITDA002	Customer Billing documentation	All billing documentation that supports data entered into Advantage, (the County system of record). This pertains to all information that originates and is maintained within internal ITD systems. Information is needed through Receivables.	After payment, + 5 yrs	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	No
ITDA003	Capital Improvement documentation	This covers both expenditure and revenue tracking for all ITD CIP, from budget / approval through to billing / allocation of costs to customers, external funding, and reconciliation.	FY + 5 yrs	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	No
<b>Cable Franchise</b>						

**County of Monterey - Information Technology**

**Retention Schedule**

<b>Code</b>	<b>Category</b>	<b>Description</b>	<b>Retention Period</b>	<b>Justification</b>	<b>Disposition</b>	<b>Confidential or Sensitive record</b>
ITDF001	Cable / Franchise Fee documents	All original agreements / correspondence as these provide support documentation for revenue received.	Expiration of Contract, + 5 yrs	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	Yes
<b>FCC License</b>						
ITDFC01	FCC License Files	Applications, renewals, correspondence, Current FCC License Audit Documents.	AS long as Installation is Licensed + 5 Years	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	No
TBD	Radio Related Agreements	Original and/or imaged Radio Frequency Cooperative User Agreements	Term of Agreement and 7 years after final payment	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	No
<b>Procurement</b>						
ITDP001	IT Equipment Leases	Lease Supplements For County Agencies	Term of Lease + 2 Years	GC§ 26907	Shred if hardcopy; delete/purge if electronic.	No
<b>Radio Shop</b>						
ITDR001	Radio Microwave Site Files	Permits and/or leases for radio and microwave installations	As long as installation is Licensed	CCP 337.15 GC§ 26907	Shred if hardcopy; delete/purge if electronic.	No
<b>Miscellaneous</b>						
ITDM001	Equipment Records	County Equipment Records (Warranty Info, Instructions Configuration Records, Repair/Upgrade History	Until Obsolete	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	No
ITDM002	Drawings	Infrastructure mapping relating to Network, Telecom, Site, and Microwave data. These not only relate to current usage, but also provide support documentation for billing - current and past due	Until Obsolete + 5 yrs	GC§ 26202	Shred if hardcopy; delete/purge if electronic.	Yes