

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

Resolution No.:
**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 _____, seconded by Supervisor _____ and carried this ____ day of _____ by the following vote, to wit:

AYES:

NOES:

ABSENT:

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the Monterey County Water Resources Agency, 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:

GAIL T. BORKOWSKI, Clerk of the Board of Supervisors
County of Monterey, State of California.

By _____
Deputy