



Monterey County

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

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

Adopted Resolution No. 14-369 to:

- a. Approve the Records Retention Schedule for the Emergency Communications Department (ECD) 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 ECD or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for ECD.

PASSED AND ADOPTED on this 16th day of December 2014, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, 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 77 for the meeting on December 16, 2014.

Dated: December 23, 2014
File Number: RES 14-114

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. 14-369

Resolution of the Monterey County Board of Supervisors to:)
 a. Approve the Records Retention Schedule for the Emergency Communications 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 Emergency Communications Department or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule of the Emergency Communications Department.....)

RECITALS

WHEREAS, the Records Retention Schedule (hereafter "Schedule"), for the Emergency Communications Department attached hereto as Exhibit A and incorporated herein by reference, sets forth retention periods for the records of the Emergency Communications 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, 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, micro-photographed, 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 Emergency Communications 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 Emergency Communications 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.

PASSED AND ADOPTED upon motion of Supervisor Salinas, seconded by Supervisor Armenta and carried this 16th day of December 2014, by the following vote, to wit:

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

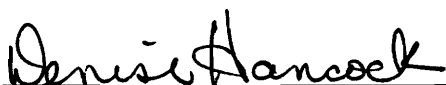
NOES: None

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 77 for the meeting on December 16, 2014.

Dated: December 23, 2014
File Number: RES 14-114

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

By 
Deputy

COUNTY OF MONTEREY - RECORDS MANAGEMENT
EMERGENCY COMMUNICATIONS DEPARTMENT
RECORDS RETENTION SCHEDULE

| Record Series Code | Category of Record | Description | Retention Period | | | Justification | Disposition | Confidential or Sensitive Material |
|---------------------|--|--|------------------|-----|-------------|--|---------------------------------|---|
| | | | Office | RRC | Electronic | | | |
| ADMINISTRATION | | | | | | | | |
| A001 | Public Records Act Requests | Log of Public Records Act Request | CY + 1 YEAR | | CY + 1 YEAR | § GC 6253.4(a) Monterey County Municipal Code 2.69.010 | shred / delete | Information identified for litigation retained until litigation resolved |
| A002 | Public Records Act Requests | Public Records Requests & Correspondence | CY + 1 YEAR | | CY + 1 YEAR | § GC 6250 | shred / delete | Information identified for litigation retained until litigation resolved |
| A003 | Electronic imaging from security cameras | Surveillance images from building site location | | | 14 days | § GC 26202.6 | Files overwritten every 14 days | |
| A004 | Meeting Agendas & Minutes | Includes meeting agendas, minutes & recordings for interagency /intragency & departmental meetings. | CY + 1 YEAR | | CY + 1 YEAR | § GC 26202 | shred / delete | |
| DISPATCH OPERATIONS | | | | | | | | |
| D001 | Computer Aided Dispatch files | Record created by dispatch on each call for service showing date and time call received, nature of call and details of action taken in response to call and map files. | CY+2 | | CY+2 | § GC 26202, § GC 6254(a) | shred / delete | Destroy after CY+2 unless involved with investigation then keep until resolved. |
| D002 | Audio Files Telephone & Radio Communications | Audio files containing 911 and non emergency telephone & radio communications. | CY+1 | | 731 Days | § GC 26202.6; § GC 6204.2(d); § GC; 6205; § GC 6206 | Data overwritten at 731 days | Destroy after 731 Days unless involved with investigation then keep until resolved. |

COUNTY OF MONTEREY - RECORDS MANAGEMENT
EMERGENCY COMMUNICATIONS DEPARTMENT
RECORDS RETENTION SCHEDULE

| | | | | | | | | |
|------|--|--|--|---|--|--|----------------|--|
| D003 | Citizen Complaints/Records of Complaints | Citizen Complaints/Records of Complaints | CY + 1 YEAR | | CY + 1 YEAR | § GC 6254(f) | shred / delete | Destroy after CY+ 1 YEAR Unless involved in litigation then retain until resolved. |
| D004 | Departmental Reports | Departmental Reports | CY+2 | | CY+2 | § GC 26202 | shred / delete | |
| D005 | Agency Requests & Responses | External agency requests not covered under PRA | 90 days unless involved with investigation | | 90 days unless involved with investigation | § GC 26202 | shred / delete | Destroy after 90 days unless involved with investigation then keep until resolved. |
| D006 | Employee Schedule, Adjustments & Deployment | Employee Schedule, Adjustments & Deployment | CY+3 | | CY+3 | § GC 26202 | shred / delete | |
| D007 | External Agency On-Call Lists | Schedule of on-call personnel for external agencies with 24/7 response to public safety calls for service | Until Superseded | | | § GC 26202 | shred / delete | |
| D008 | Tow Logs-Rotation Schedule | Scheduled rotation of various tow company providers within dispatch operations. | CY + 1 YEAR | | CY + 1 YEAR | § GC 26202 | shred / delete | |
| D009 | CLETS Training Records (Less than full access) | California Law Enforcement Telecommunications System - Employee Training Records & Log of Training Records | For the duration of employment of the individual | P | | § GC 2.5; § PC 502; § PC 11105,13300; § PC11141-11143 & 13302-13304; § CVC 1808.41; § PC 11142 & 13303 | | P |

COUNTY OF MONTEREY - RECORDS MANAGEMENT
EMERGENCY COMMUNICATIONS DEPARTMENT
RECORDS RETENTION SCHEDULE

| | | | | | | | | |
|------|--|---|-------------|--|--|--------------------------|--|--|
| D010 | Residual media storage for data management | Physical media, such as magnetic tapes used for temporary data storage. | CY +2 Years | | | § GC 26202, § GC 6254(a) | | Destroy after CY+ 1 YEAR Unless involved in litigation then retain until resolved. |
|------|--|---|-------------|--|--|--------------------------|--|--|