



## Legislation Details (With Board Report)

**File #:** 13-0119      **Name:** RMA BLDG SVC RETENTION SCHEDULE  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 1/15/2013      **In control:** Board of Supervisors  
**On agenda:** 2/5/2013      **Final action:** 2/5/2013  
**Title:** Adopt a Resolution for Implementation of a Records Retention Schedule for Resource Management Agency (RMA) Building Services for the storage and/or destruction of County records as set forth by federal and state laws, county codes, and policies.  
**Sponsors:** Michael Rodriguez  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Resolution RMA Building Svcs Retention Schedule.pdf, 2. Exhibit A-RMA Building Services Retention Schedule.pdf, 3. Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
2/5/2013	1	Board of Supervisors	approved	Pass

Adopt a Resolution for Implementation of a Records Retention Schedule for Resource Management Agency (RMA) Building Services for the storage and/or destruction of County records as set forth by federal and state laws, county codes, and policies.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:  
 Adopt a Resolution for Implementation of a Records Retention Schedule for Resource Management Agency (RMA) Building Services for the storage and/or destruction of County records as set forth by federal and state laws, county codes, and policies.

### SUMMARY:

A Board approved records retention schedule for RMA-Building Services will provide authorization for the storage and preservation of records and the prompt destruction of records once the designated retention period has expired.

### DISCUSSION:

Land use records are produced each year in several County departments, one of which is RMA-Building Services. Most of these records are created as part of the permit process and include such items as permit applications, reports and construction drawings. Currently, RMA-Building Services records occupy over ten thousand cubic feet in the County's Records Retention Center, as well as valuable work space in the Government Center.

The timely scanning, shredding and recycling of these materials would reduce storage costs and improve the efficient management of RMA-Building Services records.

RMA-Building Services has created a Records Retention Schedule reflecting state laws, as well as county codes and policies and is recommending the Board to approve the proposed Records Retention Schedule by

adoption of the Resolution. In accordance with the State of California Government Code (CGC) Section 26205.1, approval of retention schedules by the Board of Supervisors is required for implementation.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the proposed records retention schedule.

FINANCING:

There is no immediate impact to the General Fund, however future impacts may be realized in the form of cost savings for document storage and retrieval.

Prepared by: Karen Riley-Olms, Management Analyst II (WOOC), x5132

Approved by: Michael Rodriguez, Building Official, x5613

Benny J. Young, Resource Management Agency

Attachments:

Resolution, Exhibit A: Retention Schedule