



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legislation Details

File #:	RES 19-169	Name:	CAO Records Retention Scheduled - Dec 2019
Type:	BoS Resolution	Status:	Passed - County Administrative Office
File created:	11/25/2019	In control:	Board of Supervisors
On agenda:	12/10/2019	Final action:	12/10/2019

Title: Adopt a Resolution to:
a. Approve the County Administration Office's Records Retention Schedule for the storage, retention and/or destruction of County Records, as set forth by Federal and State laws, County codes, and policies; and
b. Authorize the County Administrative Officer or designee to dispose of County records in accordance with the approved Records Retention Schedule for the County Administration Office.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A - CAO records retention Board Resolution - 2019, 3. Attachment B - CAO Retention Schedule - 2019, 4. Attachment C - County Cross Dept Records Retention Schedule - 2015, 5. Attachment D - Monterey County Records Management Policy, 6. Completed Board Order and Resolution Item No. 73

Date	Ver.	Action By	Action	Result
12/10/2019	1	Board of Supervisors	adopted - county administrative office	Pass