



# 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