

COUNTY OF SONOMA
REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

The Board of Supervisors is requested to approve the attached records retention schedule(s); approval constitutes continuing authority for the proper disposal of the records listed.		
DEPARTMENT: Agricultural Preservation and Open Space District	DIVISION: All	
SECTION: All	SCHEDULE NO: 3	
1. COUNTY RECORDS MANAGEMENT REVIEW		
The Records Manager of the County of Sonoma has reviewed the attached schedule(s) for compliance with countywide standards and policies and conformance with accepted records management practices.		
SIGNATURE <i>Jonathan Kajeckas</i>	TITLE Records Manager	DATE 07/16/2025
Jonathan Kajeckas PRINT/TITLE NAME		
2. DEPARTMENTAL REVIEW		
I have reviewed the attached records retention schedule(s) which has/have been prepared after careful examination of all records with regard to operating, administrative, legal, fiscal, or historical value, as well as to application of appropriate county, state and federal rules, ordinances, regulations and/or statutes governing records retention.		
DEPARTMENT HEAD SIGNATURE Misti Arias (Jul 16, 2025 15:26 PDT)	TITLE General Manager	DATE 07/16/2025
Misti Arias PRINT/TITLE NAME		
3. COUNTY COUNSEL REVIEW		
As County Counsel, I have reviewed the retention periods assigned to records on the attached schedule(s). hereby certify that I am the lawful head, or that I am authorized to act for the head, of the Office of County Counsel in matters pertaining to records disposal.		
SIGNATURE <i>Robert Pittman</i>	TITLE County Counsel	DATE 07/16/2025
Robert Pittman PRINT/TITLE NAME		
4. AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR REVIEW		
As County Auditor-Controller/Treasurer-Tax Collector, I have reviewed the retention periods assigned to records on the attached schedule(s) to determine their conformance with audit requirements.		
SIGNATURE <i>Erick Roeser</i>	TITLE Auditor-Controller-Treasurer-Tax-Collector	DATE 07/21/2025
Erick Roeser PRINT/TITLE NAME		
5. ARCHIVAL REVIEW		
As Chairperson of the Sonoma County Historical Records Commission, I have reviewed the schedule(s) and have identified those items, which, in my judgment, have archival, historical or research value.		
SIGNATURE <i>Robert Chase</i> Robert Chase (Jul 16, 2025 18:12 PDT)	TITLE Chair, Sonoma County Historical Records Commission	DATE 07/16/2025
Robert Chase PRINT/TITLE NAME		
6. BOARD OF SUPERVISORS APPROVAL		
THE ATTACHED RECORDS RETENTION SCHEDULE(S) IS/ARE APPROVED PER		
RESOLUTION NUMBER: _____ DATE: _____		

County of Sonoma Request For Approval of District Records Retention Schedule

Final Audit Report

2025-07-21

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Signer chaserobert@gmail.com entered name at signing as Robert Chase

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✔ Agreement completed.

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