

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: Health Services	DIVISION: All	
SECTION: All	SCHEDULE NO: 4	
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
PRINT/TYPE NAME Jonathan Kajeckas		
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 <i>Nolan R. Sullivan</i>	TITLE Director of Health Services	DATE 07/17/2025
PRINT/TYPE NAME Nolan Sullivan		
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
PRINT/TYPE NAME Robert Pittman		
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
PRINT/TYPE NAME Erick Roeser		
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 20, 2025 07:25 PDT)	TITLE Chair, Sonoma County Historical Records Commission	DATE 07/20/2025
PRINT/TYPE NAME Robert Chase		
6. BOARD OF SUPERVISORS APPROVAL		
THE ATTACHED RECORDS RETENTION SCHEDULE(S) IS/ARE APPROVED PER		
RESOLUTION NUMBER: _____ DATE: _____		

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Final Audit Report

2025-07-21

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

2025-07-20 - 2:25:26 PM GMT- IP address: 73.70.70.195

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✔ Agreement completed.

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