



County of Sonoma

State of California

Date: April 2, 2019

Item Number: _____
Resolution Number: _____



4/5 Vote Required

Resolution of the Board of Supervisors of the County of Sonoma, State of California, Approving Revisions and Additions to the County's Records Retention Schedule

Whereas, the County of Sonoma has an obligation to maintain County records in accordance with government laws and regulations and accepted records management practices; and

Whereas, there are significant costs to maintaining records beyond their useful life as such records otherwise take up space in the County's offices or at the Records Management Center; and

Whereas, the purpose of a retention schedule is to establish a pattern for the orderly transfer, maintenance and destruction of records on a continuing basis; and

Whereas, Sections 26200 et seq. of the Government Code provide the relevant procedures for destroying County records; and

Whereas, pursuant to Section 26201 of the Government Code, the Board may authorize destruction or disposition of duplicative records, papers or documents the originals or permanent photographic reproductions of which are on file with any officer or department of the County; and

Whereas, pursuant to Section 26205.1(a) of the Government Code, the Board may delegate to County officers the authority to destroy any non-judicial public record, paper or document if the record, paper or document is photographed, micro photographed, microfilmed or otherwise reproduced in accordance with State law, including, but not limited to Section 12168.5 of the Government Code; and

Whereas, pursuant to Section 26205.1(b) of the Government Code the Board may delegate to County officers the authority to destroy any record not prepared or received pursuant to state statute and are not required by law to be filed and preserved without creating an alternate copy or the need for those records to be listed on a Board approved records retention schedule; and

Whereas, pursuant to Section 26202 of the Government Code the Board may, by a four-fifths vote, authorize the destruction of records prepared or received pursuant to State or federal statute where those records have been maintained for the required period of time and the Board has determined the retention of those records is no longer necessary or required for County purposes; and

Whereas, retention schedules are used by public entities across the State of California and are an appropriate mechanism for the Board to proactively make the determination under Section 26202 of the Government Code as to when various categories of records will no longer be necessary or required for County purposes and thereby improve the efficiency of records management; and

Whereas, there are some County records that are required by law to be filed and preserved that the Board may not authorize destruction of and it is necessary and appropriate to identify those records and how long they must be retained; and

Whereas, the County's retention schedules will be reviewed regularly by the appropriate departments and County Counsel's office and any necessary amendments will be brought before the Board.

Now, Therefore, Be It Resolved by the Board of Supervisors of the County of Sonoma as follows:

1. The foregoing recitals are true and correct.
2. County staff is authorized to destroy or dispose of duplicative records, papers or documents the originals or permanent photographic reproductions of which are on file with any officer or department of the County.
3. Staff is authorized to destroy any non-judicial public record, paper or document, including those records prepared or received pursuant to state or federal law, if the record, paper or document is photographed, microphotographed, microfilmed or otherwise reproduced in accordance with State law, including, but not limited to, Government Code section 12168.5.
4. Pursuant to Section 26205.1(b) of the Government Code the Board hereby delegated to County department heads and their designees the authority to destroy any record not prepared or received pursuant to state statute without creating an alternative copy.
5. The total time periods for retention set forth in the attached retention schedule for the County Administrator's Office and the Board of Supervisors' Office attached as "Exhibit A" is hereby adopted by the Board and shall replace any previously

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approved retention periods and schedules relating to the same records.

6. Department heads have the authority to determine the appropriate medium in which a record may be stored and may amend the time periods set forth for retention in any specific medium so long as they comply with State law and obtain Board approval for any revisions to the retention schedules.

7. The Board hereby determines that once records have been retained for the total period set forth under the approved records retention schedules, those records are no longer necessary or required for County purposes and may therefore be destroyed without further action by the Board.

Supervisors:

Gorin:

Zane:

Gore:

Hopkins:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.