

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: Clerk-Recorder-Assessor-ROV	DIVISION: All	
SECTION:	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>Deborah Lindley</i>	TITLE Records & Information Mgr.	DATE May 10, 2021
PRINT/TYPE NAME Deborah Lindley		
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>Deva Proto</i>	TITLE CRA-ROV	DATE May 10, 2021
PRINT/TYPE NAME Deva Proto		
3. COUNTY COUNSEL REVIEW		
As County Counsel, I have reviewed the retention periods assigned to records on the attached schedule(s). I 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>Linda Schiltgen</i>	TITLE Deputy County Counsel	DATE Mar 18, 2021
PRINT/TYPE NAME Linda Schiltgen		
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 ACTTC	DATE May 10, 2021
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>Joyce Sayed</i> Joyce Sayed (Feb 8, 2021 16:30 PST)	TITLE HRC Chair	DATE Feb 8, 2021
PRINT/TYPE NAME Joyce Sayed		
6. BOARD OF SUPERVISORS APPROVAL		
THE ATTACHED RECORDS RETENTION SCHEDULE(S) IS/ARE APPROVED PER		
RESOLUTION NUMBER: _____ DATE: _____		