

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION APPROVING A MODIFICATION TO THE SHERIFF'S RECORD RETENTION SCHEDULE

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, Government Code Section 26200 et seq. authorizes the Board of Supervisors to adopt a records retention schedule setting forth the duration that county records must be retained and authorizing the destruction or other disposition of any records at the conclusion of the record retention period specified in the schedule; and

WHEREAS, on February 6, 2007, the Board adopted a records retention schedule for the Sheriff's Office; and

WHEREAS, on July 12, 2016, the Board adopted modifications to the records retention scheduled for the Sheriff's Office; and

WHEREAS, upon reviewing the 2016 retention schedule, an error was discovered which incorrectly stated the number of years *In-Car Video Records – Not Evidence* was to be retained; and

WHEREAS, the retention schedule should state that *In-Car Video Records – Not Evidence* shall be retained for one (1) year; and

WHEREAS, the Board of Supervisors wishes to adopt the revised Sheriff's Office records retention schedule that has been presented to it for consideration.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Sheriff's revised records retention schedule which is attached hereto and incorporated by reference as Exhibit A to this resolution is hereby adopted and approved.

IT IS FURTHER DETERMINED AND ORDERED that the Sheriff or his/her designee is authorized to retain records pursuant to the schedule and thereafter to destroy or otherwise dispose of documents that exist beyond the records retention periods specified in Exhibit A.

IT IS FURTHER DETERMINED AND ORDERED that upon adoption by the Board of Supervisors, this resolution shall supersede any previous resolution pertaining to the adoption of records retention schedule and destruction or disposition of the records of the Sheriff's Office.

* * * * *