

RESOLUTION NO. .

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

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RESOLUTION APPROVING MODIFICATIONS 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, since adoption of that schedule, legal and technological developments have occurred that require modification of the retention schedule; and

WHEREAS, the Sheriff's Office, in consultation with a leading specialist in the area of California local government records retention, has prepared a revised retention schedule, attached hereto and incorporated by reference as Exhibit A to this resolution, which provides an inventory of records maintained by the Sheriff's Office, the retention period for each type of record, the media option, and applicable legal requirements; and

WHEREAS, the Sheriff's Office record retention schedule will protect useful and

vital records, identify historically valuable records, and assure the prompt and systematic disposal of records that are obsolete; 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.

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