

**COUNTY OF SONOMA  
AGENDA ITEM  
SUMMARY REPORT**

**Clerk of the Board Use Only**  
**Meeting Date**                      **Held Until**  
 /     /                                      /     /  
**Agenda Item No:**                      **Agenda Item No:**  
 \_\_\_\_\_                                      \_\_\_\_\_

**Department:** Information Systems Department

**4/5 Vote Required**

**Contact:**  
Joyce Sayed

**Phone:**  
(707) 565-5471

**Board Date:**  
6/2/2009

**Deadline for Board Action:**

**AGENDA SHORT TITLE:** Approve Records Retention Schedules

**REQUESTED BOARD ACTION:** Resolution approving records retention schedules and authorizing the destruction of records for Regional Parks and Transportation and Public Works-Airport.

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**EXPENDITURES**

**ADD'L FUNDS REQUIRING BOARD**

**Estimated Cost**                      \$

**Contingencies**                      \$  
(Fund Name:)

**Amount Budgeted**                      \$

**Unanticipated Revenue**                      \$  
(Source:)

**Other Avail Approp.**                      \$  
(Explain below)

**Other Transfer(s)**                      \$  
(Source:)

**Additional Requested:**                      \$

**Add'l Funds Requested:**                      \$

**Explanation (if required):**

**Prior Board Action(s):** Resolution # 90-2130 11/16/1990; # 96-1060 8/6/1996

**Alternatives - Results of Non-Approval:** Do not adopt retention schedules. Records which are no longer needed will continue accumulating, requiring more office space, more filing equipment, and slowing down records retrieval.

**Background:** Retention schedules have been prepared for Regional Parks and Transportation and Public Works-Airport.

These County departments have a significant volume of obsolete records which no longer provide administrative, fiscal, legal, research or historical value, yet consume office records storage space and filing equipment.

The retention schedules were developed to provide continuing authority to the department to both retain and destroy records. All retention periods have been thoroughly reviewed by the Records Manager, the Department Head, County Counsel, Auditor-Controller, and the County Historical Records Commission to ensure that administrative, legal, fiscal and archival requirements have been met.

**Attachments:** Resolution approving Records Retention Schedules and authorizing destruction of records.

**On File With Clerk:** Request for Approval of Records Retention Schedules; Records Retention Schedules

**CLERK OF THE BOARD USE ONLY**

**Board Action** (If other than "Requested")

**Vote:**