

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date
/ /
Agenda Item No:

Department: Information Systems Department

(X) 4/5 Vote Required

Contact:
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Board Date:
8/11/2009

Deadline for Board Action:

AGENDA SHORT TITLE: Approve Records Retention Schedule

REQUESTED BOARD ACTION: Resolution approving records retention schedule and authorizing the destruction of records for General Services-Real Estate.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

ADD'L FUNDS REQUIRING BOARD APPROVAL

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 #87-007 1/6/1987

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

Background: Retention schedule has been prepared for General Services - Real Estate.

This County department has 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 schedule was 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 Schedule and authorizing destruction of records.

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

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: