

**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:
10/06/2009

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 Sheriff-Administration-Central Information Bureau; Sheriff-Special Services-Dispatch; and Common Accounting and Administrative Records Retention Schedule.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

Estimated Cost \$

Amount Budgeted \$

Other Avail Approp \$
(Explain below)

Additional Requested: \$

Explanation (if required):

ADD'L FUNDS REQUIRING BOARD APPROVAL

Contingencies \$
(Fund Name:)

Unanticipated Revenue \$
(Source:)

Other Transfer(s) \$
(Source:)

Add'l Funds Requested: \$

Prior Board Action(s): Resolution #88-2238 12/13/1988; #91-1325 8/6/1991; #02-1358 12/17/2002; #08-0705 8/19/2008; #86-2253 10/28/1986 ; #91-0563 4/21/1992; #95-0839 6/27/1995; #98-1595 12/15/1998; #000513 5/9/2000; #02-0195 8/27/2002; #04-0932 10/5/2004

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 Sheriff-Administration-Central Information Bureau; Sheriff-Special Services-Dispatch; and Common Accounting and Administrative Records Retention Schedule.

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 departments 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: