

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 12/12/2017 by the following vote:

**AYE:**  **John Gioia**  
**Candace Andersen**  
**Diane Burgis**  
**Karen Mitchoff**  
**Federal D. Glover**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2017/428**

**IN THE MATTER OF Approving Records Retention Schedule And Authorizing The Destruction Of Records OF CERTAIN RECORDS MAINTAINED BY THE CLERK OF THE BOARD**

**WHEREAS** in order to manage the volume of records generated and received, the Clerk of the Board must dispose of unnecessary records and documents that have no apparent historical significance or further administrative value, are not required to be maintained by state or federal law, and are no longer necessary for their purposes pursuant to Government Code sections 26201, 26202; 26205 and 26205.1; **WHEREAS** the Board of Supervisors may authorize the destruction of any such record under these statutes; **WHEREAS** a "Records Retention Schedule for the Clerk of the Board" (Attachment A of this Resolution) was developed based on a survey of Clerk of the Board records; **WHEREAS** a records retention schedule constitutes an active, continuing program for the disposal of records, and approval of a records retention schedule constitutes continuing approval for the Clerk of the Board to properly dispose of the records as indicated on the schedule; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Contra Costa approves Records Retention Schedule for the Clerk of the Board contained in Attachment A, which is incorporated by reference, and authorizes the destruction of records in accordance with the approved schedule.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**Contact: Jami Napier 925.335.1908**

**ATTESTED: December 12, 2017**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

**cc:**