

RESOLUTION NO. 2018-0737

**APPROVE THE ENVIRONMENTAL MANAGEMENT DEPARTMENT
PROGRAM RECORDS REPOSITORY RETENTION/DESTRUCTION
POLICY**

WHEREAS, California Government Code section 26202 provides authority for the Board of Supervisors to authorize the destruction or disposition of any record, paper, or document which is more than two years old, which is not expressly required by law to be filed and preserved, and which the Board of Supervisors determines is no longer necessary or required to be retained for County purposes; and

WHEREAS, the Environmental Management Department (EMD) has developed a retention policy to ensure the proper retention of documents and records;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors does hereby approve the EMD Program Records Repository Retention/Destruction Policy, and pursuant to California Government Code section 26202, the Director of EMD be and is hereby authorized to create and update record retention schedules as needed and to destroy or otherwise dispose of all documents in accordance with the EMD Program Records Repository Retention/Destruction Policy.

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On a motion by Supervisor Serna, seconded by Supervisor Kennedy, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 30th day of September, 2018, by the following vote, to wit:

AYES: Supervisors Frost, Kennedy, Nottoli, Serna, Peters

NOES: None

ABSENT: None

ABSTAIN: None

RECUSAL: None

(PER POLITICAL REFORM ACT (§ 18702.5.))



ATTEST: *Florence Evans*
Clerk, Board of Supervisors

Susan Peters

Chair of the Board of Supervisors
of Sacramento County, California

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chair of the Board of Supervisors, County of Sacramento on 10.30.18

By: *J. Nottoli*
Deputy Clerk, Board of Supervisors

FILED
BOARD OF SUPERVISORS

OCT 30 2018
Florence Evans
CLERK OF THE BOARD