

RESOLUTION NO. 2025-44

A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN COUNTY RECORDS FOR INLAND COUNTIES EMERGENCY MEDICAL AGENCY

On Tuesday, January 14, 2025, on motion of Director Hagman, duly seconded by Director Baca, Jr. and carried, the following resolution is adopted by the Board of Directors of the Inland Counties Emergency Medical Agency.

WHEREAS, the maintenance of records and a Records Retention Schedule results in the effective and efficient operation of the Inland Counties Emergency Medical Agency; and

WHEREAS, a Records Retention Schedule identifies the legal and policy requirements for the retention of various county records and thereby indicates when a record may be destroyed; and

WHEREAS, the agency shall review its legal and policy requirements specified within its Records Retention Schedule every two years and to the extent necessary submit a new or revised Records Retention Schedule for review and approval by the Board of Directors; and

WHEREAS, Section 6500 et seq. of the Government Code of the State of California authorizes the creation of a public agency by counties pursuant to a joint powers authority agreement which agency shall possess the common power specified in the agreement of those counties; and

WHEREAS, the Inland Counties Emergency Medical Agency is an agency created pursuant to a joint powers authority agreement in which the San Bernardino County Board of Supervisors serves as the Inland Counties Emergency Medical Agency governing body Board of Directors; and

WHEREAS, Section 26202 et seq. of the Government Code of the State of California provides a procedure whereby any County record which has served its purpose and is no longer required may be destroyed.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE INLAND COUNTIES EMERGENCY MEDICAL AGENCY DOES RESOLVE AS FOLLOWS:

Section 1. The records of the Inland Counties Emergency Medical Agency of San Bernardino County, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, and as set forth in the San Bernardino County County-Wide Records Retention Schedule adopted by the County Board of Supervisors, are hereby authorized to be destroyed as provided by Section 26202 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the review and consent of the Inland Counties Emergency Medical Agency, without further action by the Board of Directors of the Inland Counties Emergency Medical Agency.

Section 2. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

Section 3. Upon adoption by the Board of Directors, this resolution shall supersede any previous resolution pertaining to the adoption of Records Retention Schedule, destruction or disposition of the records of the Inland Counties Emergency Medical Agency.

Section 4. The Secretary of the Board of Directors shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 5. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Board of Directors of Inland Counties Emergency Medical Agency, by the following vote:

AYES: DIRECTORS: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

NOES: DIRECTORS: None.

ABSENT: DIRECTORS: None.

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STATE OF CALIFORNIA)
)
SAN BERNARDINO COUNTY) ss.

I, **LYNNA MONELL**, Secretary of the Board of Directors of the Inland Counties Emergency Medical Agency, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Directors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of January 14, 2025. #75 MBA

LYNNA MONELL
Secretary of the Board of Directors
of Inland Counties Emergency Medical Agency

By _____
Deputy