

RESOLUTION NO. 2025-45

**A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING
DESTRUCTION OF CERTAIN COUNTY RECORDS FOR IN-HOME SUPPORTIVE SERVICES
PUBLIC AUTHORITY**

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 In-Home Supportive Services Public Authority.

WHEREAS, the maintenance of records and a Records Retention Schedule results in the effective and efficient operation of the government of San Bernardino County; 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 In-Home Supportive Services Public Authority 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 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 IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY DOES RESOLVE AS FOLLOWS:

Section 1. The records of the In-Home Supportive Services Public Authority of San Bernardino County, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, 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 In-Home Supportive Services Public Authority (IHSS), without further action by the Board of Directors.

Section 2. The term “records” as used herein are any, and all, information, in any tangible or electronic form, that has been produced or received by the County for the purpose of conducting County business.

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 In-Home Supportive Services Public Authority.

Section 4. The Clerk of the Board of Supervisors 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 In-Home Supportive Services Public Authority, State of California, 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)
) ss.
SAN BERNARDINO COUNTY)

I, **LYNNA MONELL**, Secretary of the Board of Directors of In-Home Supportive Services Public Authority, 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

By _____
Deputy