

RESOLUTION NO. 2025-103

A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN COUNTY RECORDS FOR COUNTY ADMINISTRATIVE OFFICE

On Tuesday, May 20, 2025, on motion of Supervisor Baca, Jr., duly seconded by Supervisor Hagman and carried, the following resolution is adopted by the Board of Supervisors of San Bernardino County, State of California.

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 department 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 Supervisors; 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 SUPERVISORS OF SAN BERNARDINO COUNTY DOES RESOLVE AS FOLLOWS:

Section 1. The records of the County Administrative Office 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 County Administrative Office, without further action by the Board of Supervisors of San Bernardino County.

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 Supervisors, this resolution shall supersede any previous resolution pertaining to the adoption of Records Retention Schedule, destruction or disposition of the records of the County Administrative Office.

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 Supervisors of San Bernardino County, State of California, by the following vote:

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

NOES: SUPERVISORS: None

ABSENT: SUPERVISORS: Jesse Armendarez

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STATE OF CALIFORNIA)
) ss.
SAN BERNARDINO COUNTY)

I, **LYNNA MONELL**, Clerk of the Board of Supervisors of San Bernardino County, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Supervisors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of May 20, 2025. #108 CCM

LYNNA MONELL
Clerk of the Board of Supervisors

By _____
Deputy