

BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA
RESOLUTION NO. _____

A RESOLUTION ESTABLISHING A CONTINUOUS RECORDS RETENTION
AND DESTRUCTION SCHEDULE FOR THE LAKE COUNTY SHERIFF'S
OFFICE

WHEREAS, the County of Lake has an obligation to maintain County records as required by the applicable state and federal laws and regulations; and

WHEREAS, over time, these records require more and more storage space, and many of the records have neither continuing nor historical significance; and

WHEREAS, the purpose of a records retention and destruction schedule is to implement an orderly and controlled means of maintaining and destroying records on a continuing basis; and

WHEREAS, Government Code section 26202 provides that the Board of Supervisors may authorize the destruction or disposition of any record, paper, or document which is more than two years old which was prepared or received in any manner other than pursuant to State statute or a county charter; and

WHEREAS, Government Code section 26202 further provides that the Board of Supervisors may, by a four-fifths vote, authorize the destruction of records prepared or received pursuant to state or federal statute where those records have been maintained for the required period of time and the Board has determined the retention of those records is no longer necessary or required for County purposes; and

WHEREAS, the Lake County Sheriff's Office seeks permission to destroy those records, papers, and documents pursuant to the schedule provided in Exhibit "A" hereto if said records have no apparent historical significance and/or administrative value.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisors hereby finds and declares the following:

1. The Board of Supervisors finds there is a need for an orderly and controlled plan for the retention and systematic destruction of certain records, papers, and documents in the Lake County Sheriff's Office, which are no longer needed or required for County purposes.
2. The Lake County Sheriff's Office is hereby granted continuing authorization to retain and destroy records, papers, and documents in the possession of that office and described in the Records Retention and Destruction Schedule, which is attached hereto as Exhibit "A" and incorporated herein by reference.

THIS RESOLUTION WAS PASSED AND ADOPTED by the Board of Supervisors of the County of Lake, State of California, at a regular meeting thereof on _____, 2025 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

CHAIR, Board of Supervisors

ATTEST: Susan R. Parker
Clerk of the
Board of Supervisors

APPROVED AS TO FORM:
Carlos Torrez
Sr. Deputy County Counsel

By: _____

By: _____