

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

*Certified copy of portion of proceedings, Meeting on November 16, 2021*

**RESOLUTION NO. 21-127**


**RESOLUTION ESTABLISHING A RECORDS RETENTION AND DISPOSAL SCHEDULE FOR THE HUMBOLDT COUNTY SHERIFF'S OFFICE**

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

**WHEREAS**, Government Code section 26202 also provides that the Board of Supervisors may, by a 4/5<sup>th</sup> vote, authorize the destruction of any record, paper or document that is more than two years old, was prepared or received pursuant to a state statute, and is not expressly required by law to be filed and preserved, if the Board determines that the record, paper or document is no longer necessary or required for County purposes; and

**WHEREAS**, Government Code section 26205 provides that the Board of Supervisors may authorize the destruction of any record, paper or document that is not required by law to be filed and preserved if the record, paper or documents is photographed, micro-photographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, or reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document and is produced in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Humboldt finds there is a need for an orderly and controlled plan for the retention and systematic destruction of records and documents that are not required to be maintained by state law and that are no longer needed or required for County purposes. Therefore, the Board of Supervisors adopts the Humboldt County Sheriff's Office Records Retention and Disposal Policy dated November 16, 2021.

  
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**Virginia Bass**, Chair of the Board

Adopted on motion by Supervisor Bushnell, Seconded by Supervisor Wilson, and the following vote:

AYES: Supervisors: Bohn, Bass, Wilson, Bushnell, Madrone  
NAYS: Supervisors: NONE  
ABSENT: Supervisors: NONE

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ABSTAIN:

STATE OF CALIFORNIA)  
County of Humboldt)

I, KATHY HAYES, Deputy Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto  
set my hand and affixed the Seal of said  
Board of Supervisors.



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NIKKI TURNER  
Deputy Clerk of the Board of Supervisors of  
the County of Humboldt, State of California