

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF TEHAMA
APPROVING THE RECORDS RETENTION SCHEDULES FOR THE TEHAMA COUNTY
SHERIFF'S OFFICE**

WHEREAS, the Tehama County Board of Supervisors has adopted a *Tehama County General Retention Schedule and Records Retention Schedule Procedure Guide* governing the retention and destruction of County records; and

WHEREAS, from time to time it is necessary to supplement the *General Retention Schedule* with Record Retention Schedules governing the records and documents maintained by specific County officers and departments; and

WHEREAS, this Board has reviewed the proposed *Tehama County Record Retention Schedules— Sheriff-Coroner*, attached hereto and incorporated herein as Exhibit "A," and determined that the retention periods set forth therein meet or exceed the retention periods required by state law, and that good cause exists to adopt these Schedules; and

WHEREAS, the records and documents authorized to be destroyed under these *Schedules* are no longer necessary or required for county purposes and are unlikely to have any legal or historical significance in the future; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Tehama that *Tehama County Record Retention Schedules Sheriff-Coroner*, attached hereto and incorporated herein as Exhibit "A," are hereby approved and adopted.

BE IT FURTHER RESOLVED that the Tehama County Sheriff's Office, respectively, is authorized to destroy or cause the destruction of the enumerated County records in accordance with these *Schedules*. Such records or documents need not be photographed, reproduced, or microfilmed prior to destruction and no copy thereof need be retained.

BE IT FURTHER RESOLVED that these *Schedules*, and the destruction of any records thereunder, shall be subject to and conform to the procedures set forth in the Records Retention Schedule Procedure Guide.

