



RESOLUTION No. _____

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION ADOPTING A NEW COUNTY-WIDE, DEPARTMENT AND DIVISION RECORDS RETENTION SCHEDULE AND SUPERSEDING PREVIOUSLY ADOPTED RESOLUTIONS (4/5 AFFIRMATION VOTE REQUIRED)

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, Section 26202 et seq. of the Government Code of the State of California provides a procedure whereby any County record that has served its purpose and is no longer required may be destroyed; and

WHEREAS, the following Resolutions were previously adopted by the Board of Supervisors: 85-516, 95-426, 96-187, 96-188, 97-522, 98-033, 98-050, 98-057, 98-183, 98-328, 98-329, 98-301, 98-365, 98-530, 99-184, 04-563, and 15-066.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada as follows:

- 1.** Upon adoption, this Resolution shall supersede Resolutions 85-516, 95-426, 96-187, 96-188, 97-522, 98-033, 98-050, 98-057, 98-183, 98-328, 98-329, 98-301, 98-365, 98-530, 99-184, 04-563, and 15-066; and all previous Board approvals pertaining to the adoption of records retention schedule and authorizing destruction of County records.
- 2.** The records of the County of Nevada, 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 request of the Department Head without further action by the Board of Supervisors of the County of Nevada.
- 3.** The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.
- 4.** This Resolution shall become effective January 1, 2025.