RESOLUTION NO. 24-\_\_\_

**RESOLUTION OF THE BOARD OF SUPERVISORS**

**OF THE COUNTY OF SISKIYOU ADOPTING AN ELECTRONIC RECORDS RETENTION POLICY FOR THE COUNTY OF SISKIYOU**

WHEREAS, the County of Siskiyou has a presently established records retention policy under Resolution 20-37 titled “Resolution of the Board of Supervisors of the County of Siskiyou Adopting a Countywide Records Retention and Destruction Policy”; and

WHEREAS, the existing retention policy does not address the retention of emails; and

WHEREAS, the County’s email system is not intended to be a long-term records retention system; and

WHEREAS**,** the proposed Siskiyou County Electronic Communications Retention Policy, attached hereto as Exhibit A, is intended to: (1) establish and update consistent procedures throughout the County for the management, retention, and destruction of emails and electronic records; and (2) ensure compliance with laws that govern the retention and destruction of those records; and

WHEREAS,sections 26200 et seq. of the Government Code provide the relevant procedures for destroying County records; and

WHEREAS, the proposed Siskiyou County Email Retention Policy will follow the requirements set forth in Resolution 20-37 as to any proper and necessary retention of records; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Siskiyou County Board of Supervisors as follows: that the Siskiyou County Board of Supervisors hereby adopts the County of Siskiyou Electronic Communications Retention Policy attached hereto as Exhibit A to become effective January 1, 2025.

PASSED AND ADOPTED by the Siskiyou County Board of Supervisors at a regular meeting of said Board, held on the \_\_\_\_ day of \_\_\_\_\_\_\_\_, by the following vote

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael N. Kobseff, Board Chair

Siskiyou County Board of Supervisors

ATTEST:

LAURA BYNUM,

COUNTY CLERK

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy