

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

A RESOLUTION AUTHORIZING THE DESTRUCTION OF PAPER RECORDS THAT
HAVE BEEN DIGITALLY-IMAGED FOR THE LAKE COUNTY COMMUNITY
DEVELOPMENT DEPARTMENT TO RELY ON THE ELECTRONIC RECORD AS THE
OFFICIAL RECORD

WHEREAS, on or about March 1, 2022, the Lake County Board of Supervisors adopted a Resolution Number 2022-23, Establishing a Continuous Records Retention and Destruction Schedule and Electronic Storage for the Lake County Community Development Department (the "Department"); and

WHEREAS, pursuant to the above-referenced resolution, the Board of Supervisors authorized the destruction of the original hard copies of records, allowing the Department to maintain such official records electronically for the applicable retention period if the electronic records system is a trusted system as required by state law; and

WHEREAS, the Department has imaged, in compliance with applicable state law, certain official files, records, permits, and other documents; and

WHEREAS, these images have been quality checked and contain all significant details from the originals and are an adequate substitute for the original documents for all purposes for which the documents were created and maintained; and

WHEREAS, indexing has been verified and/or quality checked; and

WHEREAS, the images have been placed on optical media that cannot be altered or changed, microfilm, or microfiche and said optical media shall be stored in a safe and separate location.

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

1. That the above recitals are true and correct and constitute the findings of the Lake County Board of Supervisors in this matter.
2. That this Board approves the destruction of the paper version of the documents, records, and/or files as set forth in Exhibit "A", attached hereto and incorporated herein by reference, to rely upon images of these official records which shall be retained for the applicable retention period.

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 _____, 2023 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

CHAIR, Board of Supervisors

ATTEST: SUSAN PARKER
Clerk of the Board of Supervisors

APPROVED AS TO FORM:
LLOYD GUINTIVANO
County Counsel

By: _____

By: _____

EXHIBIT "A"

LAKE COUNTY COMMUNITY DEVELOPMENT DEPARTMENT RECORDS RETENTION AND DESTRUCTION SCHEDULE

<u>Division</u>	<u>Description</u>	<u>Official Records Retention</u>
Planning	Zoning Permits, Zoning Clearances, Agricultural Exempt Permits Pre Application Files, Self-Certification Files and Compliance Monitoring Files	Permanent*
Building	Building Permits, Contracts, Plan Review Comments, Public Records Requests, Residential plans and Commercial Plans	Permanent*

*Records may be maintained electronically pursuant to Government Code sections 26205 and 26205.1 if all requirements of those sections are met