

## Attachment A

### Board Resolution for Retention

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

**IN THE MATTER OF  
ADOPTING A RECORDS RETENTION  
SCHEDULE FOR THE CLERK-RECORDER  
DEPARTMENT**

**RESOLUTION NO. \_\_\_\_\_**

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**WHEREAS**, The management, retention, and disposal of County records are important functions of the County government with equally important significance to the public; and

**WHEREAS**, It is in the interest of the County and the public to take maximum advantage of laws and regulations that allow records to be created, stored, and destroyed in the most efficient and secure manner possible; and

**WHEREAS**, Retention periods established by statute, ordinance, resolution, or departmental directive establish mandatory minimum retention standards. The destruction or other disposition of specific documents may also be governed by State or federal law or County ordinance; and

**WHEREAS**, Government Code section 26205.1 permits this Board of Supervisors, by resolution, to authorize County officers in custody of "nonjudicial public records, documents, instruments, books and papers" to destroy such items on the conditions set forth in Government Code section 26205.1 and on such other conditions as this Board may impose; and

**WHEREAS**, County records exponentially increase in volume, creating enormous logistical demands;

**NOW, THEREFORE, IT IS HEREBY ORDERED AND RESOLVED by the Board of Supervisors of the County of Santa Barbara, as follows:**

1. The Clerk-Recorder shall adhere to the minimum retention time and the requirements for storage and destruction or other disposition of records, including reproduction requirements, specified in such state or federal law or ordinance and shall incorporate such storage and destruction requirements into an appropriate retention schedule.

2. If a County officer finds it convenient to the discharge of her or his duties, a record may be maintained for longer than the minimum retention period.
3. The attached Clerk-Recorder Records Retention Schedule adopted through this Resolution shall supplement any prior records retention schedule regarding the storage of Clerk-Recorder records.

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County Santa Barbara, State of California, on this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by the following vote:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

ATTEST:

MONA MIYASATO  
COUNTY EXECUTIVE OFFICER  
CLERK OF THE BOARD

COUNTY OF SANTA BARBARA

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Bob Nelson, Chair  
Board of Supervisors

APPROVED AS TO FORM:  
RACHEL VAN MULLEM  
COUNTY COUNSEL

By: Michelle Montez  
Deputy County Counsel