

RESOLUTION 22-12

**A RESOLUTION OF THE GOVERNING BOARD
OF THE SANTA CLARA VALLEY OPEN SPACE AUTHORITY
APPROVING AMENDMENTS TO BOARD POLICY BRD-033 RECORDS RETENTION SCHEDULE**

WHEREAS, on August 27, 2009, the Santa Clara Valley Open Space Authority (Authority) Board of Directors approved and adopted BRD-033 Records Retention Schedule; and

WHEREAS, video monitoring footage does not fall under any of the current categories listed in the Authority's Records Retention Schedule; and

WHEREAS, The Authority's Records Retention Policy states "records not addressed in the Record Retention Schedule should be considered routine in nature and are to be identified as General Information under a specific record series. Retention for those files is two (2) years unless otherwise required by law"; and

WHEREAS, Government Code § 53160 reads: "The head of a special district, after one year, may destroy recordings of routine video monitoring"; and

WHEREAS, "'routine video monitoring' means video recording by a video or electronic imaging system designed to record the regular and ongoing operations of the special district, including mobile in-car video systems, jail observation and monitoring systems, and building security recording systems"; and

WHEREAS, Staff has prepared amendments to the Authority's Records Retention Schedule to include the additional classification for routine video monitoring and to specify that the retention of routine video monitoring shall last one (1) year; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves an amendment to BRD-033 Records Retention Schedule to allow the destruction of routine video monitoring after a retention period of one (1) year;

BE IT FURTHER RESOLVED THAT the General Manager is hereby authorized and directed, on behalf of the Authority and in its name, to execute and deliver such other documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of the above resolution.

Santa Clara Valley Open Space Authority

PASSED, APPROVED AND ADOPTED this 27th day of January 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kalvin Gill, Chairperson
Santa Clara Valley Open Space Authority

APPROVED AS TO FORM:

ATTEST:

William P. Parkin, Legal Counsel

Kellie Guerra, Clerk of the Board