

Resolution No. 17-20
of the
San Mateo County Harbor District
Adoption of Updated and Re-Stated
Records Management and Retention Policy

WHEREAS, the San Mateo County Harbor District's (District) Records Management Policy 2.1.4 was approved 21 years ago on July 17, 1996 as established by Resolution 19-96.

WHEREAS, the General Manager recommends that Policy 2.1.4 be updated and restated to conform to current legal requirements and best practices for the retention, storage, and disposal of District records, consistent with the guiding principles of transparency, efficiency, and open government; and

WHEREAS, a copy of the recommended updated and restated Policy 2.1.4 is attached to this Resolution.

NOW, THEREFORE BE IT RESOLVED that the San Mateo County Harbor District hereby adopts the updated and restated Records Management and Retention Policy 2.1.4.

PASSED, APPROVED AND ADOPTED by the Board of Harbor Commissioners of the San Mateo County Harbor District at a regular meeting held on the 18th day of October 2017 by the following vote:

For: Bernardo, Chang Kiraly, Mattusch

Against: Brennan, Larenas

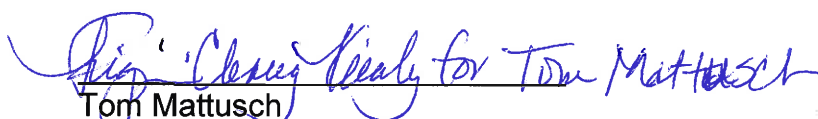
Absent: None

Abstention: None

Attest


Debbie Gehret
Deputy Secretary

BOARD OF HARBOR COMMISSIONERS


Tom Mattusch
President