

Resolution No. 21-11
of the
San Mateo County Harbor District
Adoption of
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 and a restated version was adopted on October 18, 2017 as established by Resolution 17-20.

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 Policy 2.1.4 is attached to this Resolution.

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

PASSED, APPROVED AND ADOPTED by the Board of Harbor Commissioners of the San Mateo County Harbor District at a regular meeting held on the 15th day of September 2021 by the following vote:

For: Chang Kiraly, Reyering, Zemke

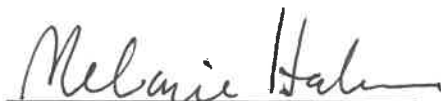
Against: Larenas

Absent: Mattusch


Abstention: None.

Attest

BOARD OF HARBOR COMMISSIONERS



Melanie Hadden
Deputy Secretary



Virginia Chang Kiraly
President