

**TRI-VALLEY TRANSPORTATION COUNCIL  
RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE TRI-VALLEY TRANSPORTATION COUNCIL (TVTC)  
ADOPTING A RECORDS RETENTION POLICY (RRP)**

WHEREAS, in 1999, and further revised in February 2006, the Secretary of State established the Local Government Records Management Guidelines to provide guidance to local government on records retention and to provide support on such matters per Government Code, Section 12236; and

WHEREAS, the TVTC's RRP is designed to apply efficient and economical management methods for the creation, utilization, maintenance, retention, preservation, storage, retrieval and disposal of records; and

WHEREAS, the TVTC's RRP attached hereto as "Exhibit 1" and incorporated herein, complies with guidelines provided by the Secretary of State pursuant to Government Code, that the TVTC's records by category with specific retention periods and establishes a standard protocol for destruction or disposition of records; and

WHEREAS, in accordance with Government Code, Section 12168.7(c), a "trusted" system is defined as, "a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored"; and

WHEREAS, the TVTC will ensure that the RRP meets the State of California's Guidelines for a trusted system that certifies that electronically stored records are an authentic copy of the original records; and that the records are safe and secure.

NOW, THEREFORE BE IT RESOLVED, that the Tri-Valley Transportation Council hereby:

- (1) The TVTC hereby approves and adopts the RRP for storage, preservation and destruction of TVTC records as described in Exhibit 1 herein;
- (2) The method of record storage, unless otherwise provisioned by statute or this resolution, is by exact digital image, which shall carry the same administrative significance as the original paper form; Original paper records, once retained in an exact digital image, may be destroyed unless otherwise prohibited by law.


**PASSED, APPROVED, AND ADOPTED** at the meeting of January 31, 2022 by the following votes:

**AYES:** Perkins, Josey, Arnerich, Haubert, Andersen, Brown

**NOES:**

**ABSENT:** Kiick

**ABSTAIN:**



Scott Perkins, Chair  
Tri-Valley Transportation Council

**ATTEST:**



Lisa Bobadilla, TVTC Administrative Staff

**EXHIBIT 1**

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