

Senate Bill No. 742

Passed the Senate August 19, 1999

Secretary of the Senate

Passed the Assembly July 15, 1999

Chief Clerk of the Assembly

This bill was received by the Governor this _____ day
of _____, 1999, at _____ o'clock ____M.

Private Secretary of the Governor



CHAPTER _____

An act to add Section 12236 to the Government Code, relating to the Secretary of State, and making an appropriation therefor.

LEGISLATIVE COUNSEL'S DIGEST

SB 742, Brulte. Secretary of State: Local Government Records Program.

Existing law authorizes the governing body of a county or city, with the consent of the Secretary of State, to transfer to the Secretary of State for inclusion in the State Archives official items that it deems have historic interest or value and that are in the custody of any officer or county or city.

This bill would require the Secretary of State to establish the Local Government Records Program, to be administered by the State Archives, for the purpose of establishing guidelines for local government records retention and providing archival support to local agencies in this state. The bill would require the Secretary of State to establish, publish, update, and maintain on a permanent basis guidelines for local government records retention. The bill would provide that the program is primarily responsible for the performance of specified functions.

This bill would appropriate \$40,000 to the Secretary of State's office to carry out this program.

Appropriation: yes.

The people of the State of California do enact as follows:

SECTION 1. Section 12236 is added to the Government Code, to read:

12236. (a) The Secretary of State shall establish the Local Government Records Program to be administered by the State Archives to establish guidelines for local government records retention and to provide archival support to local agencies in this state.



(b) The Secretary of State shall establish, publish, update, and maintain on a permanent basis guidelines for local government records retention. The Secretary of State may consult with appropriate professional organizations representing city, county, and special district records administrators regarding the establishment of these guidelines.

(c) The program shall be primarily responsible for the performance of the following functions:

(1) Publish the guidelines developed pursuant to subdivision (b) in paper form initially and on the Internet web site for the Secretary of State.

(2) Monitor and review changes in state laws and administrative regulations that pertain to local government records retention.

(3) Monitor practices and procedures in records administration that have bearing on local government records retention and management.

(4) Update published guidelines on a current and timely basis as changes occur.

(5) Make supporting information about state laws and administrative regulations that pertain to local government records retention available to local government agencies.

(6) Function as the liaison for the State Archives with appropriate professional organizations.

(7) Maintain communication with individual local government agencies.

(8) Consult and provide information and advice to local government agencies on archival practices.

(9) Consult and provide information and advice to local government agencies on history and heritage.

SEC. 2. The sum of forty thousand dollars (\$40,000) is hereby appropriated from the General Fund to the Secretary of State's office in order to carry out effectively the program established pursuant to this act. The moneys shall be used to establish and support one permanent archivist position.



Approved _____, 1999

Governor

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