



**Policy Type:** Board

**Category:** Information Technology  
Management

**Sub-Category:** Information

**Policy Name:** Archive Policy - Board Policy 3.43

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### **3.43 ARCHIVE POLICY (Adopted 9-14-04)**

The Board of Supervisors recognizes the need for a formal archive policy to insure the preservation and availability for historical and evidentiary purposes of the official papers and artifacts of the County of Santa Clara; and

The purpose of the County of Santa Clara Archive is to preserve those historically valuable materials which document the origins, activities, and achievements of the County of Santa Clara; and

The County has acquired a facility suitable for the collection, cataloging, preservation and access of historical materials pertaining to Santa Clara County; and

The Board of Supervisors approved the formation of an Archive Committee charged with the responsibility to oversee the development and maintenance of an archive program.

It is County policy to establish and maintain a Countywide Records Management program, utilizing the cooperation and support of County agencies and departments, and to identify it as a priority to enable the County to systematically control the creation, maintenance, and disposition of all County records, as well as provide a County archive facility for use by



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the public, the County organization, and any individual or organization in need of historical and evidentiary information about the County of Santa Clara.

### Related Policies

None.

### Related Forms and Information

None.

### History

Date	Changes Made
1/29/2014	Policy Uploaded. (John Myers)
9/14/2004	Policy Adopted. <a href="#">View legislative file.</a>