



COUNTY OF HUMBOLDT

For the meeting of: 11/16/2021

File #: 21-1563

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Adoption of Board of Supervisors Resolution establishing a records retention and disposal schedule for the Humboldt County Sheriff's Office (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt Resolution # _____ establishing a records retention and disposal schedule for the Humboldt County Sheriff's Office (4/5 Vote Required)

SOURCE OF FUNDING:

General Fund - Sheriff's Department

DISCUSSION:

The Humboldt County Sheriff's Office (HCSO) is requesting approval of the attached Board of Supervisors Resolution establishing a records retention and disposal schedule. HCSO has been working on creating this schedule to provide staff with established guidelines for the retention and disposal of office records. The purpose of a records retention and disposal schedule is to provide HCSO with a plan for managing governmental records by giving continuing authority for the purging and maintenance of records under Government Code Section 26202.

FINANCIAL IMPACT:

The ability to purge records on a consistent schedule will result in the reduction of record storage costs and staff costs associated with the review and processing of department records. HCSO has confidential shredding services budgeted in Professional Services object code 2118 in budget units 1100-221 Sheriff Operations, 1100-243 Correctional Facility and 1100-297 Measure Z for fiscal year (FY) 2021-22.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

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OTHER AGENCY INVOLVEMENT:

County Counsel

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the Resolution. This is not recommended, as the record retention and disposal schedule outlined in the attached Policy will ensure the proper maintenance, retention, preservation, and disposal of HCSO records.

ATTACHMENTS:

Attachment 1 - Resolution

Attachment 2 - HCSO Records Retention and Disposal Schedule dated 11/16/2021

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A