



COUNTY OF HUMBOLDT

For the meeting of: 10/2/2018

File #: 18-1251

To: Board of Supervisors

From: Clerk of the Board

SUBJECT:

Disposal of Public Records from 2007-2012

RECOMMENDATION(S):

That the Board of Supervisors approve the disposal of public records from 2007-2012 per Resolution No. 17-52.

SOURCE OF FUNDING:

N/A

DISCUSSION:

On June 20, 2017 the Board of Supervisors approved Resolution No. 17-52 establishing a records retention schedule for the Board of Supervisors and Clerk of the Board Department. Per the approved Records Retention Policy we are to keep the current year plus five years of records. The Clerk's office has created a Disposal of Public Records Log for systematic purging of records that are not required to be maintained by state law and are no longer needed or required for county purposes.

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.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the disposal of public records from 2007-2012. This is not recommended, as disposing of these records would be following our record retention schedule ensuring proper maintenance, retention, preservation of Board of Supervisors and Clerk of the Board records.

ATTACHMENTS:

1. June 20, 2017 Agenda Item - Approved Records Retention Policy and Resolution
2. Disposal of Public Records Log: 2007-2012

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-6

Meeting of: June 20, 2017