



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-6**

For the meeting of: June 20, 2017

Date: June 9, 2017  
To: Board of Supervisors  
From: Clerk of the Board, Kathy Hayes **(P)**  
Subject: Adoption of Board of Supervisors Resolution establishing a records retention schedule for the Board of Supervisors and Clerk of the Board Department

RECOMMENDATION(S): That the Board of Supervisors adopt Resolution # **17-52** establishing a records retention schedule for the Board of Supervisors and Clerk of the Board Department.

SOURCE OF FUNDING: N/A

DISCUSSION: The Clerk of the Board is requesting approval of the attached Board of Supervisors Resolution establishing a records retention schedule for the Board of Supervisors and Clerk of the Board Department. The Clerk's office has been working on creating a schedule to provide staff with established guidelines for the retention of office records. The purpose of a records retention schedule is to provide the Clerk's Office 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.

OTHER AGENCY INVOLVEMENT: County Counsel has approved the attached Resolution as to form. Human Resources and Risk Management have also review and approved the attached Resolution.

Prepared by Kathy Hayes **(P)** Signature *Christina Heg*  
REVIEW: Auditor \_\_\_\_\_ County Counsel *JN* Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor Fennell Seconded by Supervisor Wilson  
Ayes Sundberg, Fennell, Bass, Bohm, Wilson  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: June 20, 2017  
By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board could choose not to approve the Resolution. This is not recommended, as the record retention schedule outlined in the attached Resolution will ensure the proper maintenance, retention, preservation, and disposal of Board of Supervisors and Clerk of the Board records.

ATTACHMENTS:

Resolution  
Records Retention Policy & Schedule

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
Certified copy of portion of proceedings, Meeting of June 20, 2017

RESOLUTION NO. 17-52

**RESOLUTION ESTABLISHING A RECORDS RETENTION SCHEDULE FOR THE BOARD OF SUPERVISORS AND CLERK OF THE BOARD**


**WHEREAS**, Government Code section 26202 provides that the Board of Supervisors may authorize the destruction of any record or document that is more than two years old and that was prepared or received in any manner other than pursuant to a state statute or county charter; and

**WHEREAS**, Government Code section 26202 also provides that the Board of Supervisors may, by a 4/5<sup>th</sup> vote, authorize the destruction of any record, paper or document that is more than two years old, was prepared or received pursuant to a state statute, and is not expressly required by law to be filed and preserved, if the Board determines that the record, paper or document is no longer necessary or required for County purposes; and

**WHEREAS**, Government Code section 26205 provides that the Board of Supervisors may authorize the destruction of any record, paper or document that is not required by law to be filed and preserved if the record, paper or documents is photographed, micro-photographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, or reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document and is produced in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Humboldt finds there is a need for an orderly and controlled plan for the retention and systematic destruction of records and documents that are not required to be maintained by state law and that are no longer needed or required for County purposes.

Dated: June 20, 2017

  
\_\_\_\_\_  
VIRGINIA BASS, Chair  
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Fennell, seconded by Supervisor Wilson, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Bass, Bohn, Wilson
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--


**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
Certified copy of portion of proceedings, Meeting of June 20, 2017

RESOLUTION NO. 17-52

STATE OF CALIFORNIA    )  
County of Humboldt     )

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.

  
\_\_\_\_\_  
By ANA HARTWELL  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California



**RECORDS RETENTION POLICY & SCHEDULE**  
**FOR THE BOARD OF SUPERVISORS/CLERK OF THE BOARD**

**PURPOSE**

To ensure proper maintenance, retention, preservation and disposal of Board of Supervisors/Clerk of the Board records.

**BACKGROUND**

A Record Retention Schedule should be adopted to ensure the efficient and economical maintenance, retention, preservation, and disposal of records.

**POLICY**

Only those departments which have a Board-adopted Records Retention Schedule may dispose of public records.

All proposed Records Retention Schedules will be reviewed by County Counsel, prior to adoption by the Board of Supervisors.

Prior to disposal of any Board of Supervisors/Clerk of the Board records, the Clerk of the Board will seek approval from the Board of Supervisors.

The attached schedule sets forth the types of official Board records and the schedule for retention and/or disposal of each type of record as it relates to the official records of the Board of Supervisors and Clerk of the Board.

**BOARD OF SUPERVISORS AND CLERK OF THE BOARD**  
**RECORDS RETENTION SCHEDULE**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Office Retention Period</u></b>	<b><u>Archive Retention Period</u></b>	<b><u>Total Retention Period</u></b>	<b><u>Type of Record</u></b>	<b><u>Remarks</u></b>
<b><u>BOARD RECORDS</u></b>						
BOS Agendas	Agendas/Action Summaries of the meetings and hearings of the Board of Supervisors	Permanently	Permanently	Permanently	Official	
BOS Action Summaries	Summaries provide official overview of Board actions taken during Board Meetings	Permanently	Permanently	Permanently	Official	

<u>Item</u>	<u>Description</u>	<u>Office Retention Period</u>	<u>Archive Retention Period</u>	<u>Total Retention Period</u>	<u>Type of Record</u>	<u>Remarks</u>
BOS Meeting Supporting Documentation	Includes all documentation used to support requests for Board action on any Board of Supervisors agenda	Current Year + five (5) years	Five Years	Five Years	Official	
Ordinances and Resolutions	Original Ordinances and Resolutions approved by the Board of Supervisors	Permanently	Permanently	Permanently	Official	
Bid/RFP Proposals	These are official Request for Proposals (RFP) or Bids on County Projects, i.e. capital improvement projects, Public Works projects, etc.	Project Completion Date + ten (10) years and 1 day	Project Completion Date + ten (10) years and 1 day	Project Completion Date + ten (10) years and 1 day	Official	
BOS Meeting Audio Recordings	Official audio record for Board of Supervisors Meetings	Permanently	Permanently	Permanently	Official	
BOS Meeting DVD's	Video record for Board of Supervisors Meetings	Permanently	Permanently	Permanently	Official	
<b><u>CLERK OF THE BOARD RECORDS</u></b>						
Assessment Appeals Agendas	Agendas of the meetings and hearings of the Assessment Appeals Board	Permanently	Permanently	Permanently	Official	
Assessment Appeals – Board Actions	Assessment Appeals Board official actions taken at meetings	Permanently	Permanently	Permanently	Official	
Assessment Appeals – Application Index	The log of all applications for changed assessment filed with the Clerk of the Board's Office	Permanently	Permanently	Permanently	Official	

<u>Item</u>	<u>Description</u>	<u>Office Retention Period</u>	<u>Archive Retention Period</u>	<u>Total Retention Period</u>	<u>Type of Record</u>	<u>Remarks</u>
Assessment Appeals – Hearings – Audio Recordings	Audio recordings of hearings of the Assessment Appeals Board	Permanently	Permanently	Permanently	Official	
Assessment Appeals Board – Files and Supporting Documents	Includes applications for changed assessment, correspondence, notices, stipulations, etc	Final Action Date + five(5) years + one (1) day	Final Action Date + five(5) years + one (1) day	Final Action Date + five(5) years + one (1) day	Official	
Boards, Committees & Commissions Agendas and Minutes	Agendas and minutes of the meetings of the Boards, Committees & Commissions	Current Year + five (5) years	Five Years	Five Years	Official	
Boards, Committees & Commissions Applications	Applications of potential candidates to serve on Boards, Committees & Commissions	Application Date + two (2) years + one (1) day	Application Date + two (2) years + one (1) day	Application Date + two (2) years + one (1) day	Official	
Boards, Committees & Commissions Members Conflict of Interest – Form 700	Annual Conflict of Interest Statements for all who serve on Boards, Committees & Commissions	Termination date + seven (7) years + one (1) day	Termination date + seven (7) years + one (1) day	Termination date + seven (7) years + one (1) day	Official	