



COUNTY OF HUMBOLDT

For the meeting of: 5/21/2019

File #: 19-723

To: Board of Supervisors

From: Clerk of the Board

Agenda Section: Consent

SUBJECT:

Disposal of Public Records from 2013

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the disposal of public records from 2013 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 2013. This is not recommended, as disposing of these records would be following our records 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: 2013

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-6

Meeting of: June 20, 2017

File No.: 18-1251