



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 21-866      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 6/17/2021      **In control:** Clerk of the Board  
**On agenda:** 6/29/2021      **Final action:** 6/29/2021  
**Title:** Disposal of Public Records

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report, 2. June 20, 2017 Agenda Item - Records Retention Policy and Resolution.pdf

Date	Ver.	Action By	Action	Result
6/29/2021	1	Board of Supervisors	approved	Pass

**To:** Board of Supervisors

**From:** Clerk of the Board

**Agenda Section:** Consent

**SUBJECT:**

Disposal of Public Records

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the disposal of public records for the years 2001-2006, 2014 and 2015 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, the Clerk of the Board is to keep the current year plus 5 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 for the years 2001-2006, 2014 and 2015. This is not recommended, as disposing of these records would be following the county's 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

**PREVIOUS ACTION/REFERRAL:**

Meeting of: 6/20/17, 5/21/19

File No.: 18-1251, 19-723