MARISOPA COUNTY
BOARD OF SUPERVISORS

DEPARTMENT: County Counsel  BY: Thomas P. Guarino  PHONE: 966-3222

AGENDA ACTION FORM  DATE: 2/7/06

AGENDA ITEM NO. 7

RECOMMENDED ACTION AND JUSTIFICATION:

Resolution authorizing the County Counsel's office to destroy certain records and documents.

Pursuant to Government Code Section 26202 the applicable retention period has expired for the documents set forth in the attached exhibits. These documents are no longer of utility to the County. All final judgments and orders with respect to litigation files have been retained. It is recommended that the Board approve destruction of these records.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? ( ) Yes (x) No  Current FY Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $
Additional Funding Needed: $
Source:
Internal Transfer
Unanticipated Revenue $ 4/5's vote
Transfer Between Funds $ 4/5's vote
Contingency $ 4/5's vote
( ) General  ( ) Other

CLERK'S USE ONLY:
Res. No. 76-53  Ord. No.  
Vote - Ayes: 5  Noes:  
Absent: 
Approved
( ) Minute Order Attached  ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:  
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California  
By: 
Deputy

COUNTY ADMINISTRATIVE OFFICER:
☑ Requested Action Recommended  
☐ No Opinion
Comments:  

CAO:

Revised Dec. 2002
RESOLUTION NO. 06- 53

A RESOLUTION AUTHORIZING THE MARIPOSA COUNTY COUNSEL’S OFFICE TO DESTROY CERTAIN RECORDS AND DOCUMENTS

WHEREAS, Government Code section 26202 provides that the Board of Supervisors may authorize the destruction or disposition of any record, paper, or document which is more than two years old, which 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 vote, authorize the destruction of any record, paper, or document which is more than two years old, which was prepared or received pursuant to a State statute, and which 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 26202 provides that such records, papers or document subject to this section need not be photographed, reproduced or microfilmed prior to destruction and no copy thereof need be retained; and

WHEREAS, the County Counsel’s Office has determined that certain records in question have no apparent historical significance and have no further administrative value and, therefore, is seeking permission to destroy the following records and documents pursuant to section 26202 of the Government code:

1. All departmental financial records, including claims, payroll information, and budget files which have been retained for at least five (5) years.

2. All closed files of former employees which have been retained for at least five (5) years.

3. All routine department chronological, subject and/or alphabetical files, including administrative records and contracts and those pertaining to special district, county service areas, committees and commissions which have been retained for at least five (5) years.

4. All conservatorship case files which have been retained for at least five (5) years after the death of the conservatee or dismissal of the conservatorship.

5. All litigation files containing pleadings and correspondence regarding litigated matters, which have been resolved, and which have been retained at least ten (10) years from the date of last activity in the file.

NOW, THEREFORE, BE IT RESOLVED the Board of Supervisors of the County of Mariposa finds there is a need for an orderly and controlled plan for the systematic destruction of records that are no longer needed or required in the County Counsel’s Office and said County Counsel’s Office is hereby authorized to destroy the files and documents cited above.
PASSED AND ADOPTED this 7th day of February 2006 by the following vote:

AYES: Stetson, Turpin, Bibby, Fritz, Pickard

NOES: None

ABSENT: None

Lee Stetson, Chairman
Mariposa County Board of Supervisors

ATTEST:

Margie Williams, Clerk of the Board

APPROVED AS TO FORM:

Thomas P. Guarino, County Counsel
# RECORDS TO BE DESTROYED

**AUDITOR**  
Correspondence 1/88-11/90

<table>
<thead>
<tr>
<th>CLAIMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonde, Gail</td>
<td>July 1984</td>
</tr>
<tr>
<td>Bonewits, Richard</td>
<td>July 1983</td>
</tr>
<tr>
<td>Ellis, Mark &amp; Carole</td>
<td>October 1983</td>
</tr>
<tr>
<td>Guy, Louis</td>
<td>June 1983</td>
</tr>
<tr>
<td>Kirk, Jack</td>
<td>June 1983</td>
</tr>
<tr>
<td>MCCC v. Board of Supervisors</td>
<td>March 1982</td>
</tr>
<tr>
<td>Pacific Telephone</td>
<td>June 1982</td>
</tr>
<tr>
<td>Pelligrini, John</td>
<td>July 1984</td>
</tr>
<tr>
<td>Property tax refund claims</td>
<td>1982-1983</td>
</tr>
<tr>
<td>Quinn, Hal &amp; Sandra</td>
<td>December 1984</td>
</tr>
<tr>
<td>Schneider, Kenneth</td>
<td>December 1984</td>
</tr>
<tr>
<td>Verley, Edwin</td>
<td>February 1984</td>
</tr>
<tr>
<td>Winegar, Adelle</td>
<td>September 1984</td>
</tr>
<tr>
<td>Cleveland/French</td>
<td>August 1984</td>
</tr>
<tr>
<td>Drew, Lisa</td>
<td>February 1985</td>
</tr>
<tr>
<td>Gold Coin</td>
<td>March 1982 &amp; April 1983</td>
</tr>
<tr>
<td>Bass, Harvey</td>
<td>9/25/86</td>
</tr>
<tr>
<td>Beavers, David</td>
<td>12/23/87</td>
</tr>
<tr>
<td>Bowers, Ellsworth</td>
<td>2/26/88</td>
</tr>
<tr>
<td>Bishop, Kim</td>
<td>3/29/88</td>
</tr>
<tr>
<td>Brooks, Kim</td>
<td>2/10/89</td>
</tr>
<tr>
<td>Brown, Virgil</td>
<td>3/86</td>
</tr>
<tr>
<td>Freeborn, Robert</td>
<td>9/19/88</td>
</tr>
<tr>
<td>Griepe, Silvia</td>
<td>1986/87</td>
</tr>
<tr>
<td>Hastings, Denise</td>
<td>8/31/88</td>
</tr>
<tr>
<td>Hayes, Ranelle</td>
<td>8/27/87</td>
</tr>
<tr>
<td>Ingram, Gary</td>
<td>8/5/88</td>
</tr>
<tr>
<td>Larson, Gary</td>
<td>7/12/89</td>
</tr>
<tr>
<td>Kjeldergaard, Gordon</td>
<td>7/12/89</td>
</tr>
<tr>
<td>Mariposa Lodge</td>
<td>2/29/88</td>
</tr>
<tr>
<td>Mour, Linda</td>
<td>2/16/88</td>
</tr>
<tr>
<td>Parrott, Phyllis</td>
<td>11/6/88</td>
</tr>
<tr>
<td>Piper, Phyllis</td>
<td>11/6/86</td>
</tr>
<tr>
<td>Reynolds, Albert</td>
<td>7/29/86</td>
</tr>
<tr>
<td>Reml, GB</td>
<td>2/24/88</td>
</tr>
<tr>
<td>Riker, Harriet</td>
<td>10/2/88</td>
</tr>
<tr>
<td>Rivas, Juan Manuel</td>
<td></td>
</tr>
<tr>
<td>Rubert, Rodney &amp; Jane</td>
<td>8/7/89</td>
</tr>
<tr>
<td>Ruschaup, Bruce</td>
<td>81/88</td>
</tr>
<tr>
<td>Smith, William</td>
<td>10/28/87</td>
</tr>
<tr>
<td>Tognoli, Victoria</td>
<td>2/10/89</td>
</tr>
<tr>
<td>Weber, Susan</td>
<td>9/3/87</td>
</tr>
<tr>
<td>Villoni, Ralph</td>
<td>5/10/89</td>
</tr>
<tr>
<td>Pacific Bell</td>
<td>4/23/87</td>
</tr>
</tbody>
</table>
CLAIMS CONTINUED
Lori Little-Her 7/25/88
Walter, David 3/92
Delos Corp 3/92
Reinhart, Sharon 3/92
Jones, Charles 3/92
Clark, John 10/91
Clark, James 10/91
Williams, Sarah 4/92
Spaulding, Sam/Rhonda 4/92
State Farm 5/92
Tucker, Richard 6/92
Anderson, Elwood 9/92
Sebastian, Joseph Cooper 10/92
Kennedy, Craig 7/92
Henson, Robert 12/92
Pacific Bell 10/92
Libby, Dale 12/94
Priest, Leanne 10/94
Knight, Dixie 11/5/94
Wise, Michael 2/16/95
Seager, Laura 3/19/95
Barrett, Mark 4/23/95
Harvey, Lori 11/30/94
Yosemite Concession Services Corp 1990/91 Taxes
YCS 1991/92 taxes
YCS 1992/93 taxes
YCS Correspondence
Koscheski, Deanna Winter/Spring 94/95
Warkentine, Alvin 5/29/95
Conley, Roger 9/27/95
Takash, Donna 9/27/95
Henderson, Pam 10/95
Diaz, Donna 11/1/95
Wickham, Michele 11/6/95
PG&E 9/28/95
Hogan, Joe 9/27/95
Pacific Bell 1/24/96
Hunegs, Craig 12/25/96
Adams, Brian 8/20/95
Wm. Edward Pierce Trust 1/12/96
Mariposa Well Drilling 2/12/96
Williams, Jason 1996
Callahan, Dana 1/5/96
Tarango, Josephine 4/27/95
Newitt, Kenneth 7/27/95
Cook, Josh 6/25/96
Pearce, Thomas 7/31/96
Wise, Katherine 8/1/96
Crafts, Becky 9/18/96
CLAIMS CONTINUED
Hyster Roller Transaction

CONDEMNATION FILES
Eastern Dist. Court v. 1,840 Acres of land
Gimlin Condemnation
County Counsel Eminent Domain
United States of America v. 2.61 Acres of Land

CONFIDENTIAL MATTERS
Employee Grievance 5/90
Closed Session Material
Confidential Personnel Reports

CONSERVATORSHIPS
Case No. 2276 Brown, Burton
Case No. 2351 Duncan, Mabel
Case No. 2240 Dunworth, Donald
Case No. 2240 Eutsler, Ruth
Case No. 2357 Henry, Helen
Case No. 2294 Johnson, Sonja
Case No. 2383 Jones, Roy
Case No. 2384 Jones, Toby
Case No. 2345 Marston, Ronald
Case No. 2260 Moller, Donald Kent
Case No. 2304 Murphy, Linda
Case No. 2180 Pope, Grace
Case No. 2401 Bingham, William
Case No. 2217 Dunlap, Melvin
Case No. 2203 Gilbert, Margaret
Case No. 2313 King, Stephen Richard
Case No. 2442 Leon, Junelle
Case No. 2457 McDowell, David
Case No. 2299 Murphy, Newton
Case No. 2393 Navarro, Robert
Case No. 2413 Nelson, Valborg
Case No. 2382 Nelson, Viola

COUNTY CLERK
County Juries/General Correspondence 1981-1984
Court Reporter/Fee Structure Correspondence 1981-1986

COUNTY COUNSEL
Gift Deed ordinance Background material

FIRE DEPARTMENT
General Correspondence 1/89-11/90
Evaluation of Fire Services loose in file 5/7/91
Fire Protection-El Portal (86-89 material)
HEALTH DEPARTMENT
Health Department Correspondence 1983-1984
Correspondence 1/90-11/90
Correspondence 1/91-12/91
Correspondence 1989
Correspondence 1989
Correspondence 1988
Correspondence 1986-1987
Misc Correspondence 1989-1991

INSURANCE
PERS 1989-1991
PERS Claim
PERS Claim
PERSONAL 8/1/90
Blue Shield Directory (3) 1988
1989 CSAC Excess Insurance Authority Annual Report
First Far West Plan
PERS 1990
PERS 1990
PERS BILLING INQUIRY 1989-1990
PERS Claims 1989
PERS Claims 1990

LITIGATION
*Note all final judgments, orders, and releases are still on file*

Case No. 6618
Case No. 5698
Case No. 5743
Case No. 6420
Case No. F81255EDP
Case No. 5783
Case No. 6246
Case No. 6473
Case No. 6855
Case No. 6657
CIV-S-90-452-OWW
And
CIV-S-90-0898
CIV-87-659
CIV-87-0206
Case No. 6575
Case No. 6686
Case No. 7060
Case No. 88-15452
Case No. 6216
Case No. 6696
Case No. C10233
Case No. 88-15451
Case No. CVF88-087
Randack adv. County of Mariposa
County of Mariposa v. McCoon
Gene White v. County of Mariposa
Gene White v. County of Mariposa
Maciel v. Eckerson
Miller, et al. v. County
Sheafer v. Deal
Triple C Rock products v. County
Hiepe adv. Mariposa County
Hyson v. County of Mariposa County
Decency in Government (DIG)
DIG
Loustalot v. Mariposa County
Matlock v. Mariposa County
Milani adv. Mariposa County
Court of Appeal – Milmore
Western States Mining Company Inc. v. Board of Supervisors
Pearl, Glenn adv. Mariposa County
People v. Johnson
Ritter v. Mariposa County (appeal)
Ritter v. Mariposa County
LITIGATION

*Note all final judgments, orders, and releases are still on file*

Case No. 6840  Sanford v. Olcese (Quiet Title)
Case No. 6671  Villalobos v. Mariposa County
Case No. 6657  Neal v. Mariposa (appeal)
Case No. 6882  Hyson v. County of Mariposa County
Case No. 6541  Bradhurst adv. Mariposa County
Case No. 6702  Canabou v. Mariposa County
Case No. 6584  Cusic v. Mariposa County
Case No. 5136  Daniele v. Kings View et al
Case No. F009068  Yosemite West Consolidated

Possible case
Case No. 6720  Yosemite West Appeal
Case No. 6754  Davis, James Leroy v. Mariposa County DA
Case No. 6576  Falke, Jeffrey & Charlene
Case No. 6594  Flora v. County of Mariposa
Case No. 880  Gale v. SBE
Case No. 880  Hite v. Griepp, et al
Case No. 6631  Hammond v. Mariposa County
Case No. 875  Hammond v. Mariposa County
Case No. 77110  Hatton adv. Mariposa County
Case No. 4027  Lee, Austin v. Mason
Case No. 6243  Sanchez v. Sanchez
Case No. 699  Volz & Lewis (minors)
Case No. 1066  Harris v. Wickstrom, et al
Case No. 6975  Hegwood v. Mariposa
Case No. 4793  Pardi v. Mariposa County
Case No. 8815451  Ritter/Milmore/Wagner v. Mariposa County, et al

And

Case No. 7066  Lake Don Pedro Homeowners Assoc v. MID
Case No. 7196  Mason v. Mariposa County
Case No. 7111  Potter/Stevenson v. Mariposa County
Case No. 6829  Milmore v. Eckerson
Case No. 1479  Insurance Co. of North America v. County
Case No. 7080  Johnson v. PG&E, et al.
Case No. 7527  Bechler, Deborah v. Mariposa County
Case No. 7548  Borick v. Mariposa County
Case No. 7406  Davis v. Mariposa County
Case No. 1437  Economy Fence Co. v. Atwood Grove Construction
Case No. 7595  Fournier, Edna v. County of Mariposa County
Case No. 7252  Harmon v. Lassen County
Case No. 6761  Beavers v. Mariposa County
Case No. 6563  Estate of Father Csencsits v. Mariposa County
Case No. 7059  Loustalot adv. Mariposa County
Case No. 7293  Lobau, Robert v. Mariposa County
Case No. 7472  Rogers v. Lane Company, et al
Case No. 7544  Lewis, Beth v. Griffith, George, et al
Case No. 88-15451  Ritter & Wagner v. County of Mariposa
Case No. 88-15452  Milmore & Wagner v. County of Mariposa
PERSONAL SERVICES AGREEMENTS
PSA Yearly Renewals 1990
PSA Yearly Renewals 1989-1990
Freese & Gianelli Claim Services Correspondence 1986-1987
Braque, Enrique
Gilbreth, Marlene
IPS Typewriter Maintenance
Keller, Scott
Riggs Contract
School Bus Rental Agreement
Rural Renaissance Funds

PERSONNEL
Personnel Grievance
Personnel Grievance
Personnel Grievance
Closed File WCAB
Take Home of County Vehicles
Safety Pledge Correspondence/Operation of County Vehicles
Deferred Compensation Plan docs
Great Western Deferred Comp Plan Agt 9/17/85
Personnel Grievance
Personnel Dismissal
Personnel Letter
Personnel Grievance

PLANNING DEPARTMENT
Hauk, Egan Rose SPA 84-4
Williams & Van Meter SPA 84-2
Jim McKenzie General Correspondence 1985
Planning Correspondence 1983-1984
Correspondence 1988 #1, #2, #3
Correspondence 1987 #1, #2, #3
Building Dept. correspondence 1981-1988
Final Inspections 10/87-11/87

POSSIBLE CLAIMS
Kelly (accident) September 1984
Republic Fourth of July accident 1984
Silvers, Jim 9/91
Boyer, Dorothy 6/92
Ledger, Peter 4/91
Spencer, Helen 1/91

PROMISSORY NOTES
Jeri Forga Evans
Carter Ken Gorg
Minette Hamel
Paul Vasquez
PUBLIC WORKS CONTINUED
Safety Committee Report 1986
Private condemnation corresp.
Correspondence 1990
Correspondence 1991
Director Correspondence 1/89-11/89
Director Correspondence 7/87-11/88
Vehicle Maint. 6/85-6/88
Vehicle Maint. Proposal for shop 2/86-12/87

SCHOOL DISTRICT
Research – Transfer of County Schools Admin. Building
Search & Rescue Volunteer Students 1981-1982

SENIOR ASSISTANCE
Senior Assistance/Veteran Service Office – Combining Offices 1982

SHERIFF
Correspondence 1980/1982
Jail Renovation bids
New Jail Facility Correspondence
Evidence Storage Facility
Stephens Report
Misc. Docs

TERMINATION APPEAL 12/27/84

VEHICLE ACCIDENT/INCIDENT REPORTS
1994-1995
1993
1992