MARIPOSA COUNTY RESOLUTION NO. 89-449

A RESOLUTION CONCERNING POLICY FOR RETENTION OF TAPES OF BOARD OF SUPERVISORS MEETINGS

WHEREAS, the Mariposa County Board of Supervisors desires that the taped proceedings of the Board sessions be retained permanently.

NOW THEREFORE, BE IT RESOLVED, by the Mariposa County Board of Supervisors, a political subdivision of the State of California, that all previous Board policies concerning the retention of the taped records for the Board meetings be rescinded.

BE IT FURTHER RESOLVED, that the taped proceedings of the Board of Supervisors meetings be retained permanently.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors, this 5th day of September, 1989, by the following vote:

AYES: BAGGETT, PUNTE, ERICKSON, RADANOVICH, TABER

NOES: NONE

ABSENT: NONE

ABSTAINED: NONE

GERTRUDE R. TABER, Chairman
Mariposa County Board of Supervisors

MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

JEFFREY G. GREEN, County Counsel
DEPARTMENT: Administration BY: Administrative Officer PHONE: 966-4744

RECOMMENDED ACTION AND JUSTIFICATION:

Pass attached resolution concerning policy for retention of taped proceedings of the Board of Supervisors meetings. Board has previously set a policy requiring permanent retention of reel to reel tapes. Since Board no longer uses reel to reel tapes, this policy allows for permanent retention of the cassette tapes.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board discussed this matter during budget hearings.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Retain previous policy that taped records be retained for ten years.
Refer to committee

Adopt attached resolution as recommended

COSTS: ( ) Not Applicable
A. Budgeted current FY $_______
B. Total anticipated costs $_______
C. Required Add'l funding $_______
D. Source: ________________________________

SOURCE: ( ) 4/5ths Vote Required
A. Internal transfers $_______
B. Unanticipated revenues $_______
C. Reserve for contingency $_______
D. Description: ________________________________
Balance in Reserve for Contingencies, if approved: $_______

SPECIAL INSTRUCTIONS:
1. Submit Original of Action Form
2. Submit eleven copies of all attachments, number the pages, and list the attachments:

CLERK’S USE ONLY:
Res. No.: 89-449
Ord. No.: ________________________________
Vote - Ayes: 5
Noes: ________________________________
Absent: _______ Abstained: _______
Approved ( ) Denied ( ) Minute Order Attached
Dated: 9-5-89

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

Action Form Revised 6-15-89
MARIPOSA COUNTY

AGENDA TRANSMITTAL FORM

Instructions: Please fill in all blanks applicable for your agenda item. Items requiring staff review must be submitted the Thursday before the Wednesday of agenda deadline. Incomplete material will be returned. Submit the original of this form to the Board Clerk.

AGENDA OF (Date): 9/5/89

DEPARTMENT: Administration
BY: McCamman
APPROVED BY DEPT. HEAD: ____________

AGENDA TITLE:

Adopt Resolution Concerning Policy for Retention of Tapes of Board of Supervisors Meetings

AGENDIZE AS: ____________

Routine Agenda: ______ X ______
Information: ________________
Attention: ________________
Timed: ________________

IF TIMED:

( ) Public Hearing at: ______
( ) Public Input Anticipated
( ) Indicate Time Required: ______

STAFF REVIEW REQUIRED:

ROUTE: ______

APPROVED AS TO FORM

REMARKS:

________ County Counsel
________ Auditor
________ Personnel
________ Purchasing
________ Other

SPECIAL INSTRUCTIONS TO CLERK:

________ Rush! Need to have signed documents by: ______
________ Legal publication required. (This is responsibility of submitting department.)
________ Other (i.e., need cert. resolutions, and/or signed contracts)
You want us to send copy of Action to: Draft Policy

SPECIAL INSTRUCTIONS TO CLERK:

CLERK'S USE ONLY:

RECEIVED: ______

5-30-89

BY: ______

For Agenda Of: ______

9-5-89

Agenda Item No.: R-6

Routine Agenda
Information
Attention

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

/ Recommended
____ Not Recommended
____ For Policy Determination
____ Submitted with Comment
____ Returned for Further Action

Comment: ______

[Signature]
MEMO

TO: PATTY ALBERTA, Deputy Clerk of the Board

FROM: ELLEN BRONSON, County Clerk & Ex-Officio Clerk of the Board

RE: CASSETTE TAPES - BOARD MINUTES

On July 27, 1981, the Board of Supervisors started recording their Minutes on reel to reel tapes in addition to using the Cassette Tapes and directed that the reel to reel tapes be preserved as a permanent record. County Counsel Richard K. Denhalter has advised us that the cassette tapes may be erased, re-used or destroyed 30 days after the date of recording, starting with those tapes dated July 27, 1981.

The stenographic notes and rough minutes may be destroyed immediately after the finished minutes have been approved and entered in the minute book.

cc: County Counsel