

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No X)

Approve an Application for Destruction of Records as submitted by the Administration Office in accordance with California Government Code Sections 26201 and 26202.

County Counsel has signed and approved the application. The destruction of records will facilitate file storage needs and moving records into the new Government Center.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors considered this request on October 20, 1998 and directed that the Chair of the Historical Sites and Records Preservation Commission review the proposed recommendation before the Board acted. Since then, I have met with Helen Fowler. Mrs. Fowler reviewed the proposed process with the Commission at their January meeting, and they agreed the process was appropriate with an additional step of submitting records destruction applications and affidavits for the Commission's review prior to Board action. This would be an additional assurance that truly valuable records are retained. Also, since the Board last considered this request, we have moved documents in to the vault at the Government Center and seen the need for more space for historical records. One way to provide that space is to remove commonplace, less valuable documents.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the Application for the Destruction of Records. This may increase the space needed by the Administration Office in the Government Center, and may eventually necessitate the rental of a storage facility.

COSTS: (x) Not Applicable A. Budgeted Current FY \$ B. Total Anticipated Costs \$ C. Required Additional Funding \$ D. Internal Transfers \$ SOURCE: () 4/5ths Vote Required \$ A. Unanticipated Revenues \$ B. Reserve for Contingencies \$ C. Source Description: _____ Balance in Reserve for Contingencies ,if approved: _____		SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively: Application for the Destruction of Records. Affidavit for Destruction of Records. Criteria for Records Destruction.
CLERKS USE ONLY: Res. No. <u>99-43</u> Ord. No. _____ Vote - Ayes: <u>4</u> Noes: _____ Absent: _____ Abstained: <u>Penker</u> Approved () Denied () () 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		ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as: <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> For Policy Determination <input type="checkbox"/> Submitted with Comment <input type="checkbox"/> Returned for Further Action Comment: _____ _____ CAO's Initials: <u>JH</u>

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL

TO: Board of Supervisors
County of Mariposa, California

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the records described in the attached schedule and to excuse said officer and his/her assistants, deputies and employees from further custody of said records.

Code and Section Number: Sections 26201 and 26202 of the California Government Code.

Reasons for destruction: Age and shortage of storage space.

The undersigned officer declares under penalty of perjury that he/she is the supervisor and custodian of the described records of his/her department of the County of Mariposa, and that he/she has read the foregoing application and knows the contents thereof, on his/her information and belief, to be true.

Executed at Mariposa, California, on 1/22, 1999.

Janet Hogan, CAO

(Dept. Head or Supervisor signature)
(Name/Title)

APPROVED:

COUNTY COUNSEL

Jeffrey A. Green

COUNTY ADMINISTRATIVE OFFICER

Janet Hogan

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on February 2, 1999, by the following vote of the Board of Supervisors:

AYES:	REILLY, BALMAIN, STEWART, PICKARD
NOES:	NONE
ABSENT:	NONE
ABSTAINED:	PARKER

Marilyn Williams

~~County Clerk and ex officio~~ Clerk of the
Board of Supervisors, County of Mariposa,
State of California

AFFIDAVIT FOR DESTRUCTION OF RECORDS

These records are: General office files for the County Administrative Officer and Board of Supervisors. They are more than two years old and were prepared other than pursuant to state statute. These records are no longer necessary or required for County purposes and should be destroyed pursuant to Government Code Sections 26201 (if duplicate of Auditor files) and 26202 (all other files).

Dated: 1/22/99 Signed: Janet Hogan

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>Type of Record</u>	<u>Original or Copy</u>	<u>Period Covered</u>
Administration and Board of Supervisors' Invoices.	Copy	7/89 – 6/93
County Administrative Officer Outgoing Correspondence.	Copy	1988 – 1992
Board of Supervisors General Correspondence Received.	Copy	1992 – 1996
State Government General Correspondence Received.	Original	1994 – 1996
CSAC General Correspondence Received.	Original	1991 – 1996
Duplicate Administration Monthly Cash and Petty Cash Statements. Originals with Auditors Office.	Copy	1986 – 1997
Administration General Correspondence (received and outgoing).	Original/Copy	1993 – 1994

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>Type of Record</u>	<u>Original or Copy</u>	<u>Period Covered</u>
General purchasing files – copy machine, telephone, typewriter.	Original/Copy	1991 – 1996
General Audit files.	Original/Copy	1992 – 1995
Administration Agenda Items.	Copy	1993 – 1994
Budget Correspondence.	Original/Copy	1992 – 1996
Duplicate of Fee Hearings. Originals with Clerk of the Board.	Copy	1994 – 1997
Miscellaneous Administration budget files.	Copy	1994 – 1996

CRITERIA FOR RECORDS DESTRUCTION:

§26201 California Government Code

The Board may authorize destruction of any duplicate record if the original or a permanent copy is on file with another county office.

(Use for duplicate payroll records and claims/invoices as the Auditor keeps these matters on file in that office)

§26202 California Government Code

A. The Board may authorize destruction of any document which is:

1. More than two years old
2. Not prepared or received pursuant to a state statute

B. For documents that were prepared or received pursuant to state statute, the Board may by four fifths vote authorize destruction if the documents are:

1. More than two years old
2. Not expressly required by law to be filed and preserved
3. No longer necessary or required for county purposes