RECOMMENDED ACTION AND JUSTIFICATION:

(Apply Item: Yes ___ No ___)

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.

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**COSTS:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(x)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>A.</td>
<td>Budgeted Current FY</td>
</tr>
<tr>
<td>B.</td>
<td>Total Anticipated Costs</td>
</tr>
<tr>
<td>C.</td>
<td>Required Additional Funding</td>
</tr>
<tr>
<td>D.</td>
<td>Internal Transfers</td>
</tr>
</tbody>
</table>

**SOURCE:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>( )</td>
<td>4/5ths Vote Required</td>
</tr>
<tr>
<td>A.</td>
<td>Unanticipated Revenues</td>
</tr>
<tr>
<td>B.</td>
<td>Reserve for Contingencies</td>
</tr>
<tr>
<td>C.</td>
<td>Source Description:</td>
</tr>
</tbody>
</table>

Balance in Reserve for Contingencies if approved:

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**CLERKS USE ONLY:**

Vote - Ayes: 4  Noes:
Absent:  Abstained: 
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

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**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.

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**ADMINISTRATIVE OFFICER’S RECOMMENDATION:**

This item on agenda as:

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

Comment:

CAO’s Initials: 

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Action Form Revised 5/92
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                  COUNTY ADMINISTRATIVE OFFICER

Jeffrey G. Glas

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on
February 21, 1999, by the following vote of the Board of Supervisors:

AYES:  REILLY, BALMAIN, STEWART, PICKARD

NOES:  NONE

ABSENT:  NONE

ABSTAINED:  PARKER

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: \[Signature\]

SCHEDULE OF RECORDS FOR DESTRUCTION

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Original or Copy</th>
<th>Period Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and Board of Supervisors’ Invoices.</td>
<td>Copy</td>
<td>7/89 – 6/93</td>
</tr>
<tr>
<td>County Administrative Officer Outgoing Correspondence.</td>
<td>Copy</td>
<td>1988 – 1992</td>
</tr>
<tr>
<td>Board of Supervisors General Correspondence Received.</td>
<td>Copy</td>
<td>1992 – 1996</td>
</tr>
<tr>
<td>State Government General Correspondence Received.</td>
<td>Original</td>
<td>1994 – 1996</td>
</tr>
<tr>
<td>CSAC General Correspondence Received.</td>
<td>Original</td>
<td>1991 – 1996</td>
</tr>
<tr>
<td>Administration General Correspondence (received and outgoing).</td>
<td>Original/Copy</td>
<td>1993 – 1994</td>
</tr>
<tr>
<td><strong>Type of Record</strong></td>
<td>Original or Copy</td>
<td><strong>Period Covered</strong></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Administration Agenda Items.</td>
<td>Copy</td>
<td>1993 – 1994</td>
</tr>
<tr>
<td>Budget Correspondence.</td>
<td>Original/Copy</td>
<td>1992 – 1996</td>
</tr>
<tr>
<td>Originals with Clerk of the Board.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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