

**RESOLUTION NO. 25-014**

**RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN THE HUMAN RESOURCES DEPARTMENT**

WHEREAS, California Government Code Section 26202 provides that the Board of Supervisors may authorize the destruction of certain records that are more than two (2) years old; and

WHEREAS, Resolution No. 95-142 as amended by Resolution No. 20-140 allows for the destruction of inactive personnel records after seven (7) years; and

WHEREAS, Mendocino County Civil Service Commission Rule V, Section 7, allows for the destruction of recruitment records after three (3) years; and

WHEREAS, such records, papers, or documents need not be photographed, reproduced, or microfilmed prior to destruction and no copy thereof need be retained; and

WHEREAS, such records are of a confidential nature and destruction is not subject to the approval of the Historical Records Commission; and

WHEREAS, Human Resources has in possession, records which are now ready for destruction.

NOW, THEREFORE, BE IT RESOLVED that the Mendocino County Board of Supervisors hereby authorizes the Human Resources Department to destroy inactive personnel files from December 2017, or earlier, and recruitment files and related testing materials dated December 2021, or earlier.

The foregoing Resolution introduced by Supervisor Williams, seconded by Supervisor Cline, and carried this 7<sup>th</sup> day of January, 2025, by the following vote:

AYES: Supervisors Cline, Mulheren, Haschak, Norvell, and Williams  
NOES: None  
ABSENT: None

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: DARCIE ANTLE  
Clerk of the Board

  
JOHN HASCHAK, Chair  
Mendocino County Board of Supervisors

  
Deputy

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

APPROVED AS TO FORM:  
CHARLOTTE E. SCOTT  
County Counsel

BY: DARCIE ANTLE  
Clerk of the Board



  
Deputy