

RESOLUTION NO. 24-005

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 2016, or earlier, and recruitment files and related testing materials dated December 20120, or earlier.

The foregoing Resolution introduced by Supervisor Gjerde, seconded by Supervisor Mulheren, and carried this 9th day of January, 2024, by the following vote:

AYES: Supervisors McGourty, Mulheren, Haschak, and Gjerde
NOES: None
ABSENT: Supervisor Williams

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

ATTEST: DARCIE ANTLE
Clerk of the Board

MAUREEN MULHEREN, 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:
CHRISTIAN M. CURTIS
County Counsel

BY: DARCIE ANTLE
Clerk of the Board

Deputy