

## **RESOLUTION NO. 25-168**

### **RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS AUTHORIZING THE DESTRUCTION OF CERTAIN DUPLICATE RECORDS IN THE HUMAN RESOURCES OFFICE**

WHEREAS, the U.S. citizenship and Immigration Services (USCIS) establishes specific requirement for the retention of records related to form I-9; and

WHEREAS, electronic storage form I-9 is governed under 8 CFR §274a.2(e)-(g)

WHEREAS, California Government Code Sections 60203 and 26205.1 authorizes a legislative body to authorize a county officer having custody of nonjudicial public records to destroy said records if the records are reproduced and stored electronically in accordance with legal standards as provided herein; and

WHEREAS, California Government Code Section 25105 provides authority for the board of supervisors to authorize the use of photographs, microphotographs, electronic data processing records, optical disks, or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document; and

WHEREAS, pursuant to this authority, Human Resources commenced a scanning project to digitize and retain all form I-9's into the MUNIS system; and

WHEREAS, Human Resources seeks authorization to securely destroy the original physical documents that have been successfully digitized and preserved in accordance with California Government Code section 60203 (a) (1)-(3); and

WHEREAS, pursuant to the authority provided herein, every reproduction of an I-9 document made pursuant to this Resolution shall be deemed to be an original record, or certified copy of the destroyed original document; and

WHEREAS, by and through this Resolution, the Chief Executive Officer, or designee, shall be granted prospective authority to continue to destroy I-9 document files as they become electronically saved and stored in accordance with Gov. Code section 60203 (a) (1)-(3). Said authorization shall promote efficient use of County resources, reduce the need for physical storage and assist in creating a searchable database, while retaining information required by law, which is consistent with sound records management practices; and

NOW, THEREFORE, BE IT RESOLVED that the Mendocino County Board of Supervisors hereby authorizes Human Resources, or designee, to securely destroy physical records, as identified herein, that have been accurately and completely converted to digital format, in accordance with USCIS requirements, applicable federal and state regulations, and the organization's records retention policies.

*The effective date of this Resolution shall be October 26, 2025, to coincide with the beginning of Pay Period 23-25.*

The foregoing Resolution introduced by Supervisor Williams, seconded by Supervisor Cline, and carried this 21<sup>st</sup> day of October 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

  
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Deputy

APPROVED AS TO FORM:  
CHARLOTTE E. SCOTT  
County Counsel

  
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JOHN HASCHAK, Chair  
Mendocino County Board of Supervisors

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

BY: DARCIE ANTLE  
Clerk of the Board

  
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Deputy