

RESOLUTION NO. 17-115

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN THE EXECUTIVE OFFICE, CENTRAL SERVICES DIVISION

WHEREAS, Government Code section 26202 provides that the Board may authorize the destruction of certain records that are more than two years old; and

WHEREAS, the Mendocino County Board of Supervisors authorized Resolution No. 09-202; and

WHEREAS, the Executive Office, Central Services Division has identified certain records that are no longer necessary for county purposes and are eligible for destruction pursuant to Government Code section 26202 and Resolution 09-202, as listed in the attached Exhibit A; and

WHEREAS, the Executive Office, Central Services Division would also like continuous authorization to destroy records that are eligible for destruction pursuant to Government Code section 26202 and Resolution 09-202 without coming back to the Mendocino County Board of Supervisors on an annual basis; and

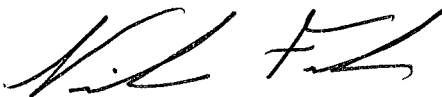
NOW, THEREFORE, BE IT RESOLVED that the Mendocino County Board of Supervisors authorizes the Executive Office, Central Services Division to destroy those records identified in the attached Exhibit A. The Mendocino County Board of Supervisors also authorizes the Executive Office, Central Services Division to destroy future records that are eligible for destruction pursuant to Government Code section 26202 and Resolution 09-202 without returning to the Board on an annual basis.

The foregoing Resolution introduced by Supervisor Hamburg, seconded by Supervisor Croskey, and carried this 15th day of August, 2017, by the following vote:

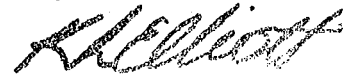
AYES: Supervisors Brown, McCowen, Croskey, and Hamburg
NOES: None
ABSENT: Supervisor Gjerde


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

ATTEST: CARMEL J. ANGELO
Clerk of the Board


Deputy

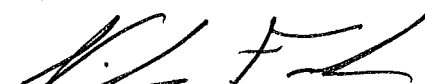
APPROVED AS TO FORM:
KATHARINE L. ELLIOTT
County Counsel




JOHN MCCOWEN, 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: CARMEL J. ANGELO
Clerk of the Board


Deputy

Box #	Record	Box Contents	Date Range	Retention Period	Location	Destroy Date (per retention period)
15.001	Garage billing	Garage Billing	1/09 - 7/09	5 years + current year	Warehouse	2015
15.002	Miscellaneous	<ul style="list-style-type: none"> • Mail • UPS/FedEx • Printer • Copier • Cellphone • Walmart • Safeway • P-Card Admin fees 	1/09 - 6/09	5 years + current year	Warehouse	2015
15.003	Miscellaneous	<ul style="list-style-type: none"> • Mail • UPS/FedEx • Printer • Copier • Cellphone • Walmart • Safeway • P-Card Admin fees 	6/09 - 9/09	5 years + current year	Warehouse	2015
15.004	Payroll - B&G	12/1997 through 12/2000	12/97 - 12/00	15 years	Warehouse	2015
15.005	Payroll-IS	1999	1999	15 years	Warehouse	2015
15.006	P-Card Statements	2008/2009	2008/2009	5 years + current year	Warehouse	2015
15.007	P-Card Statements	2008/2009	2008/2009	5 years + current year	Warehouse	2015
15.008	Purchase Orders	2008/2009	2008/2009	5 years + current year	Warehouse	2015
15.009	Purchase Orders	2008/2009	2008/2009	5 years + current year	Warehouse	2015
15.010	Purchase Orders	2008/2009	2008/2009	5 years + current year	Warehouse	2015

16.001	Fixed Asset Inventory/Policy Violations	<ul style="list-style-type: none"> • FY 2008/2009 • FY 2009/2010 	FY 08/09 & 09/10	5 years + current year	Warehouse	2016
16.002	Garage billing	12/2009 through 06/2010	12/09 - 6/10	5 years + current year	Warehouse	2016
16.003	Garage billing	12/2009 through 06/2010	12/09 - 6/10	5 years + current year	Warehouse	2016
16.004	Garage billing	12/2009 through 06/2010	12/09 - 6/10	5 years + current year	Warehouse	2016
16.005	Miscellaneous	10/2009 through 03/2010 <ul style="list-style-type: none"> • Mail • UPS/FedEx • Printer • Copier • Cellphone • Walmart • Safeway • P-Card Admin fees 	10/09 - 3/10	5 years + current year	Warehouse	2016

Box #	Record	Box Contents	Date Range	Retention Period	Location	Destroy Date (per retention period)
16.006	P-Card Statements	12/00 - 12/01	12/00 - 12/01	5 years + current year	Warehouse	2016
16.007	P-Card Statements	12/00 - 12/01	12/00 - 12/01	5 years + current year	Warehouse	2016
16.008	Payroll - B&G	6/91 - 12/01	6/91 - 12/01	15 years	Warehouse	2016
16.009	Payroll - Garage	12/99 - 12/01	12/99 - 12/01	15 years	Warehouse	2016
16.011	Payroll - B&G	6/1999 - 6/2001	1999/2001	15 year	Warehouse	2016
16.012	RFP/RFQ	<ul style="list-style-type: none"> • RFP 05-10: Document Shredding • RFQ 06-10: Vehicle • RFP 07-10: Bookmobile • RFQ 08-10: Ammo HHSA • RFQ09-10: Ammo AP • RFQ 10-10: Misc Food • RFQ 11-10: Color scanner • RFQ 13-10: Barricades • RFP 14-10: Jail Commissary Services • RFQ 17-10: Concrete Structure • RFQ 18-10: Beavertail Trailer • RFQ 19-10: Dump truck • RFQ 20-10: Excavator • RFQ 21-10: Dump truck and trailer • RFQ 22-10: Natural gas generator 	2010	5 years + current year	Warehouse	2016
16.013	RFP/RFQ	<ul style="list-style-type: none"> • RFP 23-10: Propane generator • RFQ 30-10: Bookmobile • RFQ 32-10: Nitrile gloves • RFQ 33-10: Ammunition SO • RFQ 34-10: DOT Mule • RFQ 35-10: SO vehicle • RFQ 36-10: Setina • RFQ 38-10: Lightbars • RFQ 39-10: Misc food • RFQ 40-10: Privacy Shower Curtains • RFQ 24-10: Misc food • RFQ 25-10: Lightbars • RFQ 26-10: Radios & Accessories • FQ 27-10: Pick up Truck MCSO • RFQ 28-10: Jail Dryers • RFQ 29-10: SO Vehicle Requote 	2010	5 years + current year	Warehouse	2016
16.014	RFQ	• 37-10 - Bookmobile	2010	5 years + current year	Warehouse	2016

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17.001	Garage billing	7/10 - 12/10	7/10 - 12/10	5 years + current year	Warehouse	2017
17.002	Garage billing	7/11 - 12/11	7/11 - 12/11	5 years + current year	Warehouse	2017
17.003	Miscellaneous	<ul style="list-style-type: none"> • Mail • UPS/FedEx • Printer • Copier • Cellphone • Walmart • Safeway • P-Card Admin fees 	2010 - 2011	5 years + current year	Warehouse	2017
17.004	Miscellaneous	<ul style="list-style-type: none"> • Mail • UPS/FedEx • Printer • Copier • Cellphone • Walmart • Safeway • P-Card Admin fees 	12/10 - 6/11	5 years + current year	Warehouse	2017
17.005	Miscellaneous	<ul style="list-style-type: none"> • Mail • UPS/FedEx • Printer • Copier • Cellphone • Walmart • Safeway • P-Card Admin fees 	2010 - 2011	5 years + current year	Warehouse	2017
17.006	Payroll - General Services	2002	2002	15 years	Warehouse	2017
17.007	Payroll - Risk	95 - 2002	95 - 02	15 years	Warehouse	2017
17.008	Payroll-IS	1/2000 - 6/2001	1/00 - 6/01	15 years	Warehouse	2017
17.009	Payroll - B&G	6/01 - 7/02	6/01 - 7/02	15 years	Warehouse	2017
17.010	P-Card Statements	2010/2011	2010/2011	5 years + current year	Warehouse	2017
17.011	Print Shop- Receiving Ack.	2009/2011	2009/2011	5 years + current year	Warehouse	2017
17.012	Purchase Orders	2010/2011	2010/2011	5 years + current year	Warehouse	2017
17.013	Purchase Orders	2010/2011	2010/2011	5 years + current year	Warehouse	2017

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17.014	RFP/RFQ	<ul style="list-style-type: none"> • Miscellaneous Department RFP's and RFQ's reviewed by GSA 	2010-2011	5 years + current year	Warehouse	2017
17.015	RFP/RFQ	<ul style="list-style-type: none"> • RFP 01-11: Lighting Retrofit • RFQ 02-11: Emulsion Storage Tank • RFQ 03-11: Assistive Listening Devices • RFQ 04-11: Code Compliant Signage • RFQ 05-11: Code Compliant Signage • RFQ 06-11: Pre-Fab Restroom • RFQ 07-11: Heavy Duty Mowers • RFQ 08-11: Heavy Duty Mowers • RFP 09-11: HVAC Unit Replacements • RFQ 10-11 HVAC Units • RFQ 11-11: Containers • RFQ 12-11: Ammunition HHSA • RFQ 13-11: Backflow Devices • RFQ 14-11: Ammunition Probation • RFQ 15-11: Single Drum Vib Roller DOT • RFQ 17-11: 4wd Vehicle • RFQ 18-11: Misc Food • RFQ 19-11: Warning Siren • RFP 20-11: Inmate Clothing • RFQ 21-11: Ammunition Probation • RFQ 22-11 HD Four Post Lift • RFP 23-11: Tsunami Warning System Point Arena • RFP 24-11 Tsunami Warning System South Harbor • RFP 25-11: Tsunami Warning System North Harbor • RFQ 26-11: Misc Jail Food 	2011	5 years + current year	Warehouse	2017