

RESOLUTION NO. 20-140

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS AMENDING THE RETENTION SCHEDULE AND 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 allows for the destruction of inactive personnel files after fifteen (15) 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 requests amending Resolution No. 95-142 to allow for the destruction of inactive personnel records after seven (7) years; and

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

NOW, THEREFORE, BE IT RESOLVED that the that the Mendocino County Board of Supervisors hereby amends Resolution No. 95-142 to allow for the destruction of inactive personnel files after seven (7) years;

BE IT FURTHER RESOLVED, that the Mendocino County Board of Supervisors hereby authorizes the Human Resources Department to destroy inactive personnel files from December 2012, or earlier, and recruitment files and related testing materials dated December 2016, or earlier.

The foregoing Resolution introduced by Supervisor Brown, seconded by Supervisor McCowen, and carried this 20th day of October, 2020, by the following vote:

AYES:	Supervisors Brown, McCowen, Haschak, Gjerde and Williams
NOES:	None
ABSENT:	None

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

ATTEST: CARMEL J. ANGELO
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:
CHRISTIAN M. CURTIS
County Counsel

BY: CARMEL J. ANGELO
Clerk of the Board

Deputy