



# Mendocino County

## Legislation Details (With Text)

**File #:** 23-1149      **Version:** 1      **Name:**  
**Type:** Approval      **Status:** Consent Agenda  
**File created:** 11/28/2023      **In control:** Human Resources  
**On agenda:** 1/9/2024      **Final action:** 1/9/2024  
**Title:** Adoption of Resolution Authorizing the Destruction of Inactive Personnel Files Pursuant to Resolution Number 20-140 and Closed Recruitment Files Pursuant to California Government Code Section 26202 and Mendocino County Civil Service Rules V, Section 7

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution 24-005, 2. Resolution

Date	Ver.	Action By	Action	Result
1/9/2024	1	Board of Supervisors		

**To: BOARD OF SUPERVISORS**

**From:** Human Resources

**Meeting Date:** January 9, 2024

**Department Contact:** Denise Bartolomei

**Phone:** 707-234-6600

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Adoption of Resolution Authorizing the Destruction of Inactive Personnel Files Pursuant to Resolution Number 20-140 and Closed Recruitment Files Pursuant to California Government Code Section 26202 and Mendocino County Civil Service Rules V, Section 7

**Recommended Action/Motion:**

Adoption of Resolution authorizing the destruction of inactive personnel files pursuant to Resolution Number 20-140 and closed recruitment files pursuant to California Government Code Section 26202 and Mendocino County Civil Service Rules V, Section 7; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On October 22<sup>nd</sup>, 2020, the Board of Supervisors amended Resolution Number 95-142 through the adoption of Resolution Number 20-140.

**Summary of Request:**

Pursuant to Resolution Number 20-140, to allow for the destruction of inactive personnel files after seven (7) years, Human Resources seeks authorization to destroy inactive personnel files from December 2016, or earlier. Pursuant to Civil Service Rule V, Section 7, which requires recruitment and examination files be retained for a period of three (3) years, Human Resources seeks authorization to destroy recruitment files and related testing materials dated December 2020, or earlier.

Human Resources is requesting authorization to destroy those records specifically identified in the corresponding Resolution.

**Alternative Action/Motion:**

Do not adopt recommendations and direct staff to study alternatives.

**Strategic Plan Priority Designation:** An Effective County Government

**Supervisorial District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** N/A

**current f/y cost:** N/A

**annual recurring cost:** N/A

**budgeted in current f/y:** N/A

**if no, please describe:**

**revenue agreement:** N/A

**AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL:** N/A

**CEO Liaison:** Cherie Johnson, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: January 9, 2024

Final Status: **Adopted**

Executed Item Type: Resolution

Number: 24-005

