



Mendocino County

Legislation Details (With Text)

File #: 20-0928 **Version:** 1 **Name:**
Type: Resolution **Status:** Consent Agenda
File created: 10/2/2020 **In control:** Human Resources
On agenda: 10/20/2020 **Final action:**
Title: Adoption of Resolution Amending Resolution Number 95-142 and Authorizing the Destruction of Inactive Personnel Files and Past Recruitment Files Pursuant to California Government Code Section 26202 and Mendocino County Civil Service Rules V, Section 7
Sponsors: Human Resources
Indexes:
Code sections:
Attachments: 1. Resolution 20-140, 2. 10.20.20 #20.0928 HR Records Retention and Destruction Reso

Date	Ver.	Action By	Action	Result
10/20/2020	1	Board of Supervisors		

To: Board of Supervisors

From: Human Resources

Meeting Date: October 20, 2020

Department Contact: William Schurtz

Phone: 234.6600

Department Contact: Juanie Cranmer

Phone: 234.6600

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Amending Resolution Number 95-142 and Authorizing the Destruction of Inactive Personnel Files and Past 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 amending Resolution Number 95-142 and authorizing the destruction of inactive personnel files and past 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 July 11, 1995 the Board of Supervisors adopted the Resolution Number 95-142.

Summary of Request:

Resolution Number 95-142 allows for the destruction of inactive personnel files after fifteen (15) years. In addition to finding little need to reference files older than five (5) to seven (7) years, keeping files for fifteen (15) years has become a storage space issue. The California State Department of Industrial Relations requires employment records be retained no less than three (3) years after the employee terminates. Human Resources

is seeking amendment to the resolution to allow for the destruction of inactive personnel files after seven (7) years.

The attached Resolution amends Resolution Number 95-142, to allow for the destruction of inactive personnel files after seven (7) years and seeks authorization to destroy inactive personnel files from December 2012, or earlier. The resolution further seeks authorization to destroy inactive recruitment files in accordance with Civil Service Rule V, Section 7 which requires recruitment and examination files be retained for a period of three (3) years.

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.

Supervisory 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

budget clarification: N/A

budgeted in current f/y: N/A

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: **OCTOBER 21, 2020**

Final Status: Adopted

Executed Item Type: Resolution Number: 20-140

