



# Mendocino County

## Legislation Text

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**File #:** 17-0692, **Version:** 1

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**To:** Board of Supervisors

**From:** Executive Office

**Meeting Date:** August 15, 2017

**Department Contact:** Janelle Rau

**Phone:** 463-4441

**Item Type:** Consent Agenda

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

**Agenda Title:**

Adoption of Resolution Authorizing the Executive Office, Central Services Division to Destroy Records Identified in the Resolution, Pursuant to Government Code Section 26202; and Authorization to Destroy Future Records that are Eligible for Destruction

**Recommended Action/Motion:**

Adopt Resolution authorizing the Executive Office, Central Services Division to destroy records identified in the Resolution; authorize the destruction of 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; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

The Board of Supervisors approved Resolution No. 09-202 to establish a master records retention schedule for the General Services Agency, Central Services Division.

**Summary of Request:**

The Executive Office, Central Services Division is requesting the Board to consider and adopt a resolution authorizing the destruction of records identified in the attached Exhibit A of the proposed resolution, pursuant to the Records Retention Schedule adopted by the Board. Further, it is requested that the Board authorize 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.

**Alternative Action/Motion:**

Return to staff for alternative handling.

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

**Fiscal Impact:**

**Source of Funding:** N/A

**Current F/Y Cost:** N/A

**Budgeted in Current F/Y:** N/A

**Annual Recurring Cost:** N/A

**Supervisory District:** All

**Vote Requirement:** Majority

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Jill Martin, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**



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**FOR COB USE ONLY**

Executed By: Nicole French

Date: **AUGUST 17, 2017**

Note to Department:

Final Status: Adopted

Executed Item Number: Resolution 17-115