



Legislation Details (With Text)

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File created: 5/15/2018 **In control:** BOARD OF SUPERVISORS

On agenda: 5/22/2018 **Final action:**

Title: Adopt Resolution to Permit the Continuous Destruction or Disposal of Certain Records of the Office of Lake County Animal Care & Control

Sponsors: Animal Care and Control

Indexes:

Code sections:

Attachments: 1. Resolution_Dispose of Records

Date	Ver.	Action By	Action	Result
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MEMORANDUM

TO: Board of Supervisors

FROM: William Davidson, Director, Lake County Animal Care & Control

DATE: May 22, 2018

SUBJECT: Adopt Resolution to Permit the Continuous Destruction or Disposal of Certain Records of the Office of Lake County Animal Care & Control

EXECUTIVE SUMMARY:

Dear Board Members,

Our store room and closets are full of past documents, many dating back to the early 90's. Per the protocol established in our Policy and Procedure Manual, created with help from Human Resources, I would like to purge the vast majority of these documents.

The following criteria has been placed on our document retention:

- Employee Records of Former employees (absent litigation) 5 years
- Dispatch/Case Information 5 years
- Bite Reports 3 years
- Citations 5 years
- Notice of Violations 5 years
- Licensing Information 5 years

-Medical Records

3 years

Of the documents requiring a 5 year retention, I would like to purge everything prior to April 2012. And of the documents requiring a 3 year retention, I would like to purge everything prior to April 2014.

Allowing for this process will enable us to continue to have accurate and up to date information available when needed.

FISCAL IMPACT: None Budgeted Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION: Adopt Resolution to Permit the Continuous Destruction or Disposal of Certain Records of the Office of Lake County Animal Care & Control.