



Legislation Text

File #: 24-123, Version: 1

Memorandum

Date: January 30, 2024

To: The Honorable Lake County Board of Supervisors

From: Rob Howe, Sheriff/Coroner

Subject: Approve destruction of records, paper, or document which is more than two years old or document that is not expressly required by law to be filed and preserved

Executive Summary: The Sheriff's Department requests your Boards' approval to destroy the following records under Government Code sections 26202 and 26205 authorizing the destruction or disposition of any records, paper or document which is more than two years old or document that is not expressly required by law to be filed and preserved

Closed Civil Records prior to December 31, 2019

Payroll:
Department time sheets thru fiscal year 2017/18..

Expenditures:
All expenditure records thru fiscal year 2017/18.

Jail Records:
Arrest booking files for misdemeanor bookings for fiscal year 2017/18 and earlier, felony bookings for fiscal year 2017/18 and earlier and offender records for fiscal year 2017/18 and earlier.
Visiting logs for fiscal year 2017/18. Jail monthly reports to include housing logs, cell check logs, bookings logs, cleaning cart logs for fiscal year 2020/21. Bail bond receipt books for fiscal year 2017/18. All 10/8 logs through fiscal year 2017/18.

Mobile Audio Video recordings with no evidentiary value prior to December 31, 2017.

Background files - All non-hired applicant background files prior to December 31, 2021.

Separated Employee Personnel Files prior to December 31, 2017

Discontinued CCW files prior to December 31, 2021.

Records: All investigative reports prior to December 31st, 2001, that do not otherwise need to be

retained by statute.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (*describe process undertaken in "Executive Summary"*)

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☐ County Workforce

☐ Community Collaboration

☐ Business Process Efficiency

☐ Clear Lake

Recommended Action: Approve destruction of records, paper, or document which is more than two years old or document that is not expressly required by law to be filed and preserved