COUNTY OF LAKE

Legislation Details (With Text)

File #:	18-317 **Version:** 1	**Name:**	Approve Retention Schedule and Destruction of Documents
Type:	Action Item	**Status:**	Agenda Ready
File created:	4/16/2018	**In control:**	BOARD OF SUPERVISORS
On agenda:	5/1/2018	**Final action:**	
Title:	Approve Retention Schedule and Destruction of Documents		
Sponsors:	Auditor-Controller/County Clerk		
Indexes:			
Code sections:			
Attachments:	1. Auditor Retention _Revised 2018, 2. Clerk Retention_Revised 2018		

Date	Ver.	Action By	Action	Result

MEMORANDUM

TO: Board of Supervisors

FROM: Cathy Saderlund, Auditor-Controller/County Clerk

BY: Ashley La Velle, Deputy County Clerk

DATE: May 1, 2018

SUBJECT: Approve Retention Schedule and Destruction of Documents

EXECUTIVE SUMMARY:

Government Code sections 26202 and 26205 provide that the board may authorize the destruction or disposition of any record, paper or document which is more than two years old.

The Accounting Standards and Procedures for Counties provided by the State Controller's Office (SCO) includes appendix D for record retention. The suggested retention period is provided by the County Accounting Standards and Procedures Committee and covers Auditor-Controller documents. The Local Government Records Management Guideline provided by the Secretary of State along with the Fair Political Practices Commission (FPPC) retention schedule, and relative California Code Sections outline suggested and/or mandated record retention for the County Clerk's Office.

We respectfully request authorization of the attached retention schedules and authorization to destroy the outlined Auditor-Controller/County Clerk records on a cyclical basis per guidelines set forth by the State.

FISCAL IMPACT: _X_ 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: Approve Retention Schedule and Destruction of Documents