



## Legislation Text

File #: 18-448, Version: 1

### 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.