



Legislation Text

File #: 21-386, Version: 1

Memorandum

Date: May 11, 2021

To: The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

From: Anita L. Grant, County Counsel

Subject: Consideration of Resolution Adopting a Continuous Record Retention and Destructive Schedule for the Office of County Counsel

Executive Summary: (include fiscal and staffing impact narrative):

I would appreciate your Board's approval of a record retention and destruction schedule to allow for the orderly retention, preservation, or disposal of documents. To support that process, I ask for your approval of my request that my office may destroy documents which are not required by law to continue to be maintained and which are no longer needed.

Under California law, such documents may be destroyed if approved by the Board of Supervisors. I recommend that such destruction be authorized for specified records after the end of the retention periods listed in Exhibit A to the attached resolution. The retention periods are based upon the minimum retention periods as required by state and/or federal law for selected types of records maintained by my office.

If your Board agrees to my request, the attached resolution may be offered for approval.

If not budgeted, fill in the blanks below only:

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

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?
Reason for request to waive bid?

Recommended Action: Adopt Resolution Adopting a Continuous Record Retention and Destructive Schedule for the Office of County Counsel

