

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 01/21/2020 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2020/26**

IN THE MATTER OF obtaining criminal history and other background information for finalists for the position of County Clerk-Recorder.

WHEREAS, the Board, as appointing authority for the position of County Clerk-Recorder, finds that it is necessary to obtain criminal history and other background information about applications for that position (which became vacant on October 31, 2019) and directs the County Administrator to do so; and WHEREAS, such information is necessary to assist the Board in fulfilling its duties with respect to the appointment of the County Clerk-Recorder, and to assure that applicants for the office are not disqualified from holding office by the Constitution or statutes of the State of California;

NOW THEREFORE BE IT RESOLVED

1. The County Administrator is authorized pursuant to Penal Code section 11105(b)(11) to seek and obtain from the California Attorney General state summary criminal history information on the finalists for the position of County Clerk-Recorder.
2. The County Administrator is authorized to require that applicants be fingerprinted for the purpose of obtaining criminal history records. Applicants may be required to bear the cost of fingerprinting and the obtaining of criminal history information.
3. The County Administrator, and his designees, shall maintain custody and control of criminal history records obtained to carry out this resolution. The records shall be accessible only to the County Administrator, the County Counsel, the members of the Board of Supervisors, and their designees, to the person to whom the records pertain, or to a person authorized access in writing by the person to whom the records pertain. The County Administrator shall destroy records containing criminal history information received from the Attorney General and all copies after 30 days from the appointment of the County Clerk-Recorder.
4. The County Administrator is authorized to request of each finalist a current and completed economic disclosure statement (FPPC Form 700).
5. The County Administrator is authorized to conduct a social media check on each applicant.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**Contact: Jami Napier 925.335.1908**

**ATTESTED: January 21, 2020**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**cc:**