



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services Director  
Date: February 9, 2016

Subject: Contract #23-582 with Corodata Records Management, Inc

**RECOMMENDATION(S):**

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #23-582 with Corodata Records Management, Inc., a corporation, in an amount not to exceed \$1,000,000, to provide off-site storage, retrieval, destruction and management of documents and records for Contra Costa Regional Medical Center (CCRMC) and other designated Health Services Department Divisions for the period from November 1, 2015 through October 31, 2018.

**FISCAL IMPACT:**

This Contract is funded 100% by Enterprise Fund I.

**BACKGROUND:**

Contra Costa County Health Services Department requires document storage, destruction and management services for patient medical records and other Department documents. Contractor provides 24 hours per day/ 7 days per week pick-up and retrieval services, management of the process of storage, retrieval, and re-file of all hard-copy and radiological records, as well as secured destruction of records held in storage.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/09/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: Candace Andersen, District II  
Supervisor  
Mary N. Piepho, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

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.

ATTESTED: February 9, 2016

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

ABSENT: John Gioia, District I  
Supervisor

By: Chris Heck, Deputy

Contact: Bud DeCesare, 957-5429

BACKGROUND: (CONT'D)

Under Contract #23-582, the Contractor will provide off-site storage, retrieval, destruction and document management for services for CCRMC and other Health Services Divisions, for the period from November 1, 2015 through October 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's Health Services Department will not have access to this contractor's document storage, retrieval and destruction services .

CHILDREN'S IMPACT STATEMENT:

Not applicable.