



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: October 25, 2016

Subject: AUTHORIZE DESTRUCTION OF OBSOLETE COLLECTIONS COMPLIANCE UNIT RECORDS

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Administrator, or designee, to the execute an order for the destruction of County collections and deposit records maintained by the Superior Court that are over five (5) years old and are no longer necessary or required for County or Court purposes, pursuant to Government Code Section 26202 and Trial Court Financial Policies and Procedures Manual.

FISCAL IMPACT:

None.

BACKGROUND:

Under the terms of a Memorandum of Understanding between the County and the Superior Court, the Court administers, on behalf of the County, a collection program for court-ordered debt. In order to efficiently manage the volume of records continuously generated and received, the Court must dispose of unnecessary records and documents. According to the Trial Court Financial Policies and Procedures Manual, FIN 12.01, 6.1.5, the Court is required to retain receipts for fines, fees, penalties collected and other collection receipts for the current year plus four additional years (or from the close date of the State

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/25/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
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: October 25, 2016

, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea
(925) 335-1077

By: June McHuen, Deputy

cc:

Controller's Office (SCO) audit, whichever is longer. The SCO audit report for the 6 years ending June 30, 2014 was issued on December 31, 2015. The Court has identified 28 boxes of collection and deposit records from FY 2005/06 through 2010/11 meeting this criterion.

Government Code section 26202 provides that any record more than two (2) years old may be destroyed without being photographed, microfilmed or otherwise reproduced if:

BACKGROUND: (CONT'D)

1. It is not required by state statute or county charter to be prepared or received; or
2. It is prepared or received pursuant to state statute or county charter, but it is not expressly required by law to be filed or preserved, and the board determines by four-fifths (4/5) vote that the retention of such document is no longer necessary or required for county purposes.

Approval is requested to destroy the specified 28 boxes of records identified by the Court. Passage of this order requires a four-fifths (4/5) vote of the Board of Supervisors.

CONSEQUENCE OF NEGATIVE ACTION:

Negative action would decrease the Court's ability to efficiently manage the volume of records continuously generated and received by the Collections Compliance Unit.