



Contra Costa County

To: Board of Supervisors
 From: David Twa, County Administrator
 Date: December 12, 2017

Subject: Records Retention Schedule

RECOMMENDATION(S):

ADOPT Resolution No. 2017/428 authorizing the destruction of certain records maintained by the Clerk of the Board, as recommended by the Clerk of the Board.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

To efficiently manage the volume of records generated and received, the Clerk of the Board must dispose of unnecessary records and documents that have no apparent historical significance or further administrative value, are not required to be maintained by state or federal law, and are no longer necessary for their purposes pursuant to Government Code section 26202. Government Code section 26202 allows the Board of Supervisors to authorize the destruction of any record more than two years old without being photographed microfilmed or otherwise reproduced if it is not required by state statute or county charter to be prepared or received, or if 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.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/12/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
 Candace Andersen, District II Supervisor
 Diane Burgis, 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: December 12, 2017

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

By: June McHuen, Deputy

Contact: Jami Napier
 925.335.1908

cc:

ATTACHMENTS

Resolution No. 2017/428

Clerk of the Board Retention Schedule
2017