



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: April 9, 2019

Subject: Approve and Authorize the destruction of certain records maintained by the County Administrator

RECOMMENDATION(S):

APPROVE and AUTHORIZE the destruction of certain records maintained by the County Administrator, as recommended by the County Administrator.

FISCAL IMPACT:

None.

BACKGROUND:

To efficiently manage the volume of records generated and received, the County Administrator 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: **04/09/2019** ☒ 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: April 9, 2019

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

By: Stephanie Mello, Deputy

Contact: Laura Strobel (925)
335-1091

CONSEQUENCE OF NEGATIVE ACTION:

Negative action would decrease the County Administrator's ability to efficiently manage the volume of records continuously generated and received.