



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: June 18, 2019

Subject: Authorize Destruction of County Records Maintained by the Human Resources Department

RECOMMENDATION(S):

AUTHORIZE the destruction of County Records maintained by the Human Resources Department as follows: (1) Personnel records that are no longer necessary for county purposes and are not otherwise required by law to be preserved, may be destroyed at the direction of the Director of Human Resources seven years after employment ends; (2) Other records that are over four years old, are no longer necessary for county purposes, and are not otherwise required by law to be preserved, may be destroyed at the direction of the Director of Human Resources.

FISCAL IMPACT:

Storage of documents, whether paper or digital, requires paying for space or data. By timely destroying records, the Department will control the costs associated with such storage.

BACKGROUND:

In order to efficiently manage the volume of records continuously generated and received, the Human Resources Department must dispose of unnecessary records and documents that have no apparent historical significance or further administrative or litigation value, are not required to be maintained by state statute, and are no longer necessary or required for

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/18/2019** ☒ 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: June 18, 2019

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

By: Stephanie Mello, Deputy

Contact: Dianne Dinsmore
(925) 335-1766

cc:

County purposes.

BACKGROUND: (CONT'D)

The Human Resources Department also must dispose of personnel files if they have no apparent historical significance or further administrative or litigation value, are no longer required by law to be preserved, and are no longer necessary or required for County purposes pursuant to Government Code section 26202.

Government Code section 26202 provides that unless the law requires a record to be preserved, any record more than two years old may be destroyed without being photographed, microfilmed or otherwise reproduced if the Board determines by four-fifths (4/5) vote that the retention of such documents is no longer necessary or required for County purposes. Even though the law authorizes destruction of records after two years, the Human Resources Department will retain its personnel files for seven (7) years after employment ends and all other records for four (4) years to ensure that records remain available for business and legal purposes for a reasonable period of time.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Supervisors does not approve this recommendation, then the Human Resources Department will not have a clearly specified records retention policy.