



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: February 11, 2020

Subject: Authorize Destruction of County Records maintained by the Merit Board

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**RECOMMENDATION(S):**

AUTHORIZE the destruction of County Records maintained by the Merit Board as follows: Merit Board records, such as Board hearing minutes, hearing exhibits, findings, decisions and related 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 ten years after a case is decided.

**FISCAL IMPACT:**

None

**BACKGROUND:**

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.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/11/2020** ☒ 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  
Federal D. Glover, District V Supervisor

ABSENT: Karen Mitchoff, District IV 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 11, 2020

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

By: June McHuen, Deputy

Contact: Dianne Dinsmore (925)  
335-1766

cc:

In order to efficiently manage the volume of records continuously generated and received, the Merit Board must dispose of unnecessary records and documents that have no apparent historical significance

BACKGROUND: (CONT'D)

or further administrative or litigation value, are more than ten years old, are not required to be maintained by state statute, and are no longer necessary or required for County purposes pursuant to Government Code section 26202.

Even though the law authorizes destruction of records after two years, the Merit Board will retain its records for ten years after a case is decided. This conservative retention policy will ensure that records remain available for business and legal purposes for a significant period of time.

CONSEQUENCE OF NEGATIVE ACTION:

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