



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/26/2013

Agenda Placement: 7F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Records Management

REPORT BY: Maiko Klieman, STAFF SERVICES MANAGER - 707-259-8665

SUBJECT: Resolution approving revisions and additions to the County's Records Retention Schedules

RECOMMENDATION

Chief Information Officer requests adoption of a resolution approving revisions and additions to the record retention schedules to be maintained with Section 40 of the County Policy Manual, effective November 26, 2013. (4/5 vote required)

EXECUTIVE SUMMARY

Pursuant to Section 26202 of the Government Code of the State of California, the Board may, by a four-fifths vote, authorize the destruction of records prepared or received pursuant to State or federal statute where those records have been maintained for the required period of time and the Board has determined the retention of those records are no longer necessary or required for County purposes. This Government Code requires the Board to adopt retention schedules which are then used by the Records Management office to manage County records. On April 12, 2011, May 15, 2012 and April 16, 2013, the Board of Supervisors approved the first, second and third set of records retention schedules to be maintained with Section 40 of the County Policy Manual. Before the Board today is a fourth set of retention schedules, which includes the Health and Human Services Agency, Department of Corrections and a minor edit to the Elections Division. ITS staff will continue to work with other County departments' retention schedules and return to the Board with these updated retention schedules for approval in the coming months.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Pursuant to Section 26202 of the Government Code of the State of California, the Board may, by a four-fifths vote, authorize the destruction of records prepared or received pursuant to State or federal statute where those records have been maintained for the required period of time and the Board has determined the retention of those records are no longer necessary or required for County purposes. Retention schedules are used by public entities across the State of California and are an appropriate mechanism for the Board to proactively make the determination under Section 26202 of the Government Code of the State of California as to when various categories of records will no longer be necessary or required for County purposes and thereby improve the efficiency of records management. It is therefore recommended that the Board approve the various record retention schedules which will supplement those retention schedules previously adopted by the Board. These retention schedules will then be maintained with Section 40 of the County Policy Manual. Maintaining the retention schedules with the policy will ensure that all County departments are setting the retention schedule according to the approved schedule and the Records Management Center is purging accordingly. There are many record types, including the historical records, that are kept permanently at the Archival section of the Records Center. These records are identified as historical by the departments prior to the records being transferred over to the Records Center. These historical records are kept permanently and are not subject to purging.

Records Management leases 7,624 feet of front offices, storage and warehouse area located at 994 Kaiser Road. A portion of the space is used as the County's Mail Processing Center. The current capacity of the general records storage area is 16,044 boxes. As of October 1, 2013, approximately 89% of the capacity is filled. In order to make sure that the departments can continue to transfer the records for storage at the records center and also avoid the need to expand the storage space, it is necessary to purge the records that have expired retention on a regular basis to avoid space from running out. The Board approved retention schedule provides the mechanism to purge these records without having to return to the Board each time.

On April 12, 2011, May 15, 2012 and April 16, 2013, the Board of Supervisors approved the first, second and third set of records retention schedules to be maintained with Section 40 of the County Policy Manual. Before the Board today is a fourth set of retention schedules, which includes the Health and Human Services Agency, Department of Corrections and a minor edit to the Elections Division. ITS staff will continue to work with other County departments' retention schedules and return to the Board with these updated retention schedules for approval in the coming months.

SUPPORTING DOCUMENTS

- A . Exhibit A
- B . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi