



Monterey County

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Board Report

Legistar File Number: RES 16-009

March 01, 2016

Introduced: 2/18/2016

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt Resolution to:

- a. Approve the Records Retention Schedule for the Elections Department for the storage and/or destruction of County records as set forth by federal and state laws, county codes, and policies; and
- b. Authorize the Registrar of Voters or designee to dispose of County records in accordance with the approved Records Retention Schedule for Elections.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Adopt Resolution to:

- a. Approve the Records Retention Schedule for the Elections Department for the storage and/or destruction of County records as set forth by federal and state laws, county codes, and policies; and
- b. Authorize the Registrar of Voters or designee to dispose of County records in accordance with the approved Records Retention Schedule for Elections.

SUMMARY:

The Board of Supervisors adopted a County-wide Records Management Policy on July 1, 2014. A Board approved Departmental Records Retention Schedule for the Elections Department will provide authorization for the storage and preservation of records specific to the Elections process and the prompt disposition of those documents once the designated retention period has expired.

DISCUSSION:

Elections has created a Records Retention Schedule to address the retention and destruction of departmental specific files. Other general department records will be retained in accordance with the provisions of the County-wide Cross Departmental Records Retention Schedule. The proposed Records Retention Schedule outlines retention periods for maintaining documents in the Elections Department specifically related to the election process prior to disposition or transfer to the Records Retention Center, as well as retention periods for documents preserved in electronic format. Some documents will be maintained permanently.

The proposed Elections Records Retention Schedule reflects federal and state laws, as well as County codes and policies. Because Government Code Section 26200 et seq. requires that the Board of Supervisors authorize the destruction or disposition of records, Elections is recommending that the Board approve the proposed Elections Records Retention Schedule pursuant to the attached resolution and further authorize the disposition of the records at the conclusion of those stated retention periods.

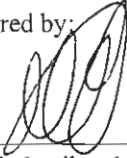
OTHER AGENCY INVOLVEMENT:

Information Technology Department (ITD) and County Counsel have reviewed and approved the proposed records retention schedule.

FINANCING:

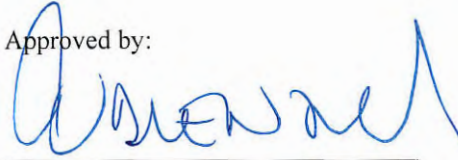
There is no impact to the County General Fund anticipated with this recommendation.

Prepared by:



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Approved by:



Claudio Valenzuela x 1499
Registrar of Voters

Attachments:

- Elections Records Retention Schedule
- Draft Resolution