

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: June 28, 2011 – Consent (4/5 th vote)	AGENDA NO.: 36
SUBJECT: Approve an application and order for destruction of designated Treasurer-Tax Collector, Revenue Division records that are no longer necessary for County purposes to be retained, as set forth as attached.	
DEPARTMENT: Treasurer-Tax Collector	

RECOMMENDATION:

It is recommended that the Board of Supervisors approve and authorize the destruction of designated Treasurer-Tax Collector, Revenue Division records that are no longer necessary for County purposes to be retained, as set forth as attached.

SUMMARY/DISCUSSION:

The Treasurer-Tax Collector, Revenue Division is requesting the Board authorize the destruction of records as set forth in the attached exhibit. Retention of these records is no longer necessary for County purposes. They have been retained for the requisite number of years and/or electronic copies have been created in accordance with applicable law, or they are simply not required to be prepared, received, or retained as a matter of law. The Treasurer-Tax Collector believes these records can be destroyed at this time as they are unnecessary for the office's normal course of business. Destruction will not have a negative impact on the operation of the Office, and will result in a cost savings due to not having to store obsolete and unnecessary documents in cold storage. There is no current litigation or audit outstanding regarding these files and records, and there is no other legal, historical, or operational reason that these records need to be retained.

The Treasurer-Tax Collector is requesting that the identified records be destroyed as authorized pursuant to Government Code section 26201-26206.7, and that your Board discharge her and the employees of her office from further custody of those records.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved the Application and Order for destruction as to form.

FINANCING:

The Cost of the destruction of these records will be paid by the existing Treasurer-Tax Collector, Revenue Division funds allocated for Record's Retention account.

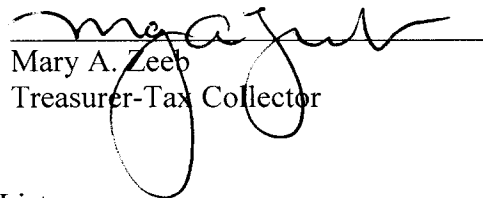
Prepared by:



Meryl Bryant
Finance Manager
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June 14, 2011

Enc. Revenue Division Retention Master List
Proposed Order

Approved by:



Mary A. Zeeb
Treasurer-Tax Collector