



Monterey County

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Board Report

Legistar File Number: RES 14-114

December 16, 2014

Introduced: 11/21/2014

Version: 1

Current Status: Agenda Ready

Matter Type: BoS Resolution

Adopt Resolution to:

- a. Approve the Records Retention Schedule for the Emergency Communications Department (ECD) 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 Director of the ECD or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for ECD.

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RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution to:

- a. Approve the Records Retention Schedule for the Emergency Communications Department (ECD) 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 Director of the ECD or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for ECD.

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 Emergency Communications Department (ECD) will provide authorization for the storage and preservation of records and the prompt destruction of files once the designated retention period has expired.

DISCUSSION:

The ECD produces records for emergency management systems. The dispatch operations of the Emergency Communication Department answered 209,334 emergency calls and 336,818 non-emergency calls during 2013. There were 526,313 law enforcement generated calls and 47,952 fire service calls generated. The timely scanning, shredding and recycling of these materials will reduce storage costs and improve the efficient management of the ECD records.

The ECD 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 County-wide Cross Departmental Records Retention Schedule. The proposed Records Retention Schedule outlines retention periods for maintaining document in our office prior to destruction or transfer to the Records Retention Center, as well as retention periods for documents preserved in electronic format. Some documents will be maintained permanently. Once an effective scanning and archival electronic storage program is in place, the ECD will

return to the Board of Supervisors with an updated policy to address permanent storage of records in electronic format only.

The proposed ECD Records Retention Schedule reflects 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, the ECD is recommending that the Board approve the proposed ECD Records Retention Schedule.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the amended code as to form as revised. The Information Technology Department has reviewed and confirmed the technical feasibility of the Records Retention Schedule.

FINANCING:

There is no anticipated impact to the FY2014/15 Approved Budget. Future impacts may be realized in the form of cost saving for document storage and retrieval.

_____ Date: _____
Prepared by: Lara Pangburn - Administrative Services Assistant x8883

_____ Date: _____
Approved by: William Harry - Director of Emergency Communications x8880

Attachments:

- Attachment A Draft Resolution
- Attachment B Emergency Communications Department Records Retention Schedule