



Legislation Details (With Board Report)

**File #:** 13-0707      **Name:** Revenue Divison Retention Order  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 6/24/2013      **In control:** Board of Supervisors  
**On agenda:** 7/9/2013      **Final action:** 7/9/2013

**Title:** 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 in attached Revenue Division Retention Master List (4/5th vote required).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Revenue Division Retention Master List, 2. Completed Board Order

Date	Ver.	Action By	Action	Result
7/9/2013	1	Board of Supervisors	approved	

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 in attached Revenue Division Retention Master List (4/5<sup>th</sup> vote required).

**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 in attached Revenue Division Retention Master List (4/5<sup>th</sup> vote required).

**SUMMARY/DISCUSSION:**

The Treasurer-Tax Collector, Revenue Division is requesting the Board authorize the destruction of records as set forth in the attached Revenue Division Retention Master List. 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 decreased storage and maintenance costs. There is no current litigation or audit outstanding regarding these files and records, and there is no other legal, historical, or operational reason that the 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 the 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:

There is no impact to the General Fund due to this request. The cost of the destruction of these records will be paid by the existing Treasurer-Tax Collector, Revenue Division funds allocated for such purposes.

Prepared by: Meryl Bryant, Finance Manager II, x5143

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5474

Attachments:

Revenue Division Retention Master List