



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Legislation Details (With Board Report)

**File #:** 12-479                      **Name:** Parks - Destruction of Records  
**Type:** General Agenda Item                      **Status:** Passed  
**File created:** 5/29/2012                      **In control:** Board of Supervisors  
**On agenda:** 6/26/2012                      **Final action:** 6/26/2012  
**Title:** Approve an Application for Order Authorizing Destruction of Records for the Parks Department.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Application for Order Authorizing Destruction of Records, 2. List of items to be Destroyed (Parks), 3. Government Code 26202, 4. Completed Board Order Item 60

Date	Ver.	Action By	Action	Result
6/26/2012	1	Board of Supervisors	approved	

Approve an Application for Order Authorizing Destruction of Records for the Parks Department.

Approve the attached Application for Order Authorizing Destruction of Records for the Parks Department.

### SUMMARY/DISCUSSION

The Parks Department is requesting authorization to destroy specified financial records set forth in the attached Application. These records are over two years old, and may be destroyed pursuant to Government Code section 26202.

The Parks Department maintains records of its on-going operational activities and daily financial transactions, including, but not limited to the receipts generated from daily entrance fees and private vessel use fees at Monterey County parks and facilities. There is no statutory requirement that these records continue to be maintained by the County, and their continued retention is not required for any County purpose. The documents are currently being stored at the County’s Record Retention Center and have been identified, through their audit process, as being due for destruction.

All documents will be shredded by Records Retention Department staff.

### OTHER AGENCY INVOLVEMENT

The recommended action has been approved by County Counsel.

### FINANCING

There will be no adverse effect to budgeted General Fund Contribution as a result of this action.

Prepared by:

Approved by:

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Stella Sandoval, (831) 755-4910  
Finance Manager I

\_\_\_\_\_  
John J. Pinio  
Chief Ranger/Director of Parks

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments:    Application for Order Authorizing Destruction of Records  
                     List of Items to be Destroyed  
                     Government Code 26202