



County of Monterey

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

Board Report

File #: RES 16-055, **Version:** 1

Adopt a Resolution to:

- a. Approve the Records Retention Schedule for the Resource Management Agency - Public Works & Facilities 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 Deputy Director of Public Works & Facilities or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for the Resource Management Agency - Public Works and Facilities.

RECOMMENDATION:

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

- a. Approve the Records Retention Schedule for the Resource Management Agency - Public Works & Facilities 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 Deputy Director of Public Works & Facilities or designee to destroy or cause the destruction of County records in accordance with the approved Records Retention Schedule for the Resource Management Agency - Public Works & Facilities.

SUMMARY:

A Board approved records retention schedule for the Resource Management Agency - Public Works & Facilities (RMA-PW) will provide authorization for the storage and preservation of records and the prompt destruction of records once the designated retention period has expired.

DISCUSSION:

The RMA-PW produces records related to land use and development permits and for the lease, maintenance, design, as-built drawings and plans for construction of all County-owned facilities and infrastructure capital assets, including but not limited to buildings, roads, drainage, sewer, bridges, trees, open-space and park lands; and related deeds, easements and rights-of-way. Many of these records are archival records with some dating back to the 1800's.

RMA-PW's records are used daily by staff and stored at various divisional locations throughout the County of Monterey, as well as in the County of Monterey's Records Retention Center. RMA-PW estimates that these records occupy over 30,000 cubic feet of space. The timely scanning, shredding, recycling and archival of these records would reduce storage costs and improve the efficient management of RMA-PW records accessibility and availability of public records.

RMA-PW has created a Records Retention Schedule to address the retention of specific records contained within departmental files. Other general departmental records will be retained in accordance with the County's Cross Departmental Records Retention Schedule and the County's Records Management Policy adopted by the Board on July 1, 2014.

Many of RMA-PW's records will be maintained permanently to be preserved and protected in accordance with the Secretary of State guidelines for historical significance and/or archival value. Where appropriate, RMA-PW will utilize imaging technologies to save space, reduce storage costs and staff resources.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel, Auditor-Controller, and Risk Management have reviewed and approved the Records Retention Schedule as to form, fiscal, and liability provisions, respectively. The County Librarian - Archives Manager, Information Technology Department - Records Retention Center Manager, Risk Management, Auditor-Controller and Office of the County Counsel have signed off on the retention schedule in accordance with the County Records Management Policy, Part D Records Retention, Section D.6 Records retention schedules - approval. The proposed Records Retention Schedule has been submitted to the County Administrative Office for review per Section D.8 records retention schedules-departmental schedules of the County of Monterey Records Management Policy approved by the Board of Supervisors on July 1, 2014.

FINANCING:

There is no impact to the General Fund for implementation of the Records Retention Schedule. Initial implementation will be performed within the RMA-PW adopted budget for Fiscal Year 2016-17. Subsequent activities related to training and archival scanning for electronic records management may require additional budgetary resources. Future impacts may be realized in the form of cost savings for document storage and retrieval.

Prepared by: Judy Jeska x8964

Approved by: Benny Young, Interim Deputy Director of Public Works & Facilities

Approved by: Carl P. Holm, AICP, RMA Director

Dated: September 1, 2016

Attachments:

Attachment A - Resolution

Exhibit A - RMA-Public Works & Facilities Records Retention Schedule
(Attachments on file with the Clerk of the Board)