



County of Monterey

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

Board Report

File #: 12-479, **Version:** 1

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:

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