

DEPARTMENT: Personnel

BY: Rich Inman
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the destruction of archived recruitment files and closed Workers' Compensation files.

Archive recruitment files - The Code of Federal Regulations (CFR) states that an employer shall keep for one year from the date of action "job applications, resumes, or any other form of employment inquiry.....in response to his advertisement or other notice of existing or anticipated job openings." The CFR further states that this includes "test papers completed by applicants or candidates" and "any advertisements or notices to the public or employees relating to job openings." The Government Code indicates that an employer must "maintain and preserve any and all applications, personnel, membership, or employment referral records and files for a minimum period of two years after the records and files are initially created or received." It is recommended that recruitment files three years old and beyond be destroyed. (This does not relate to employee Personnel files.)

Closed Workers' Compensation files - The California Code of Regulations states that claim files cannot be destroyed until the latest of the following dates: 1) five years from the date of injury; 2) one year from the date compensation was last provided; 3) all compensation due or which may be due has been paid; 4) or if an audit has been conducted within the time specified in (1), until the findings of an audit of the file have become final. It is recommended that claim files that are at least five years old and it has been one year since the last payment of benefits be destroyed.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously authorized destruction of files for other County departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		No attachments. _____
Source:		_____
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other _____		_____

CLERK'S USE ONLY:

Res. No.: 05-180 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
Approved
() Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

CAO: *RA*