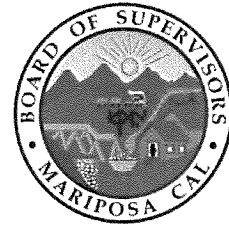


# MARIPOSA COUNTY

Planning • 209-966-5151



## **RESOLUTION - ACTION REQUESTED 2018-535**

MEETING: November 13, 2018

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Authorize the Destruction of Closed Code Compliance Case Files

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### **RECOMMENDATION AND JUSTIFICATION:**

Authorize the destruction of closed code compliance case files (hard copy files) that are more than five years old.

Currently, code compliance case files (hard copy files) are stored in two locations:

- 1) All open cases and closed cases from the last 5 years are stored in the Code Compliance Technician's office.
- 2) Older closed cases are stored in the Government Center Vault.

The vault is used by multiple County Departments for archiving physical documents and has reached storage capacity.

Staff has verified that the closed code compliance case files that are housed in the vault and that are requested to be destroyed have been electronically scanned in the Building/Planning archival file scanning system, Questys. These scanned files have been marked as confidential and are not available to the Public.

Because these closed code compliance case files are scanned and there is an electronic record that is being regularly backed up, there is no need to retain the physical files.

The Planning Department has been working on a comprehensive file storage retention and destruction/disposition policy to bring to the Board of Supervisors at a later date for review, however there is an immediate need to clear space in the Government Center vault as the vault is used by multiple County Departments. Consequently, staff is now requesting this one-time authority to dispose of the relevant closed cases that are 5 years or older on the date of Board approval.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

California Government Code, Section 26202, addresses this request:

"The board may authorize the destruction or disposition of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter. The board may

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authorize the destruction or disposition of any record, paper or document which is more than two years old, which was prepared or received pursuant to state statute or county charter, and which is not expressly required by law to be filed and preserved if the board determines by four-fifths (4/5) vote that the retention of any such record, paper or document is no longer necessary or required for county purposes. Such records, papers or documents need not be photographed, reproduced or microfilmed prior to destruction and no copy thereof need be retained."

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

If the request is approved, Planning Staff will destroy these confidential files by shredding the materials.

If the above request is not approved, the scanned, closed code compliance case files will continue to be housed in the Government Center Vault.

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey