

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Clerk-Recorder	(2) MEETING DATE 4/16/2013	(3) CONTACT/PHONE Catrina Christensen (805) 781-5225	
(4) SUBJECT Request to destroy various Clerk of the Board and Clerk-Recorder documents and audio recordings as allowed by various Government and Business and Professions Codes.			
(5) RECOMMENDED ACTION It is recommended that your Board approve the destruction of various Clerk of the Board and Clerk-Recorder documents and audio recordings as outlined in the staff report.			
(6) FUNDING SOURCE(S) None	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? n/a
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) n/a		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: n/a <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Clerk-Recorder / Catrina Christensen
(805) 781-5225

DATE: 4/16/2013

SUBJECT: Request to destroy various Clerk of the Board and Clerk-Recorder documents and audio recordings as allowed by various Government and Business and Professions Codes.

RECOMMENDATION

It is recommended that your Board approve the destruction of various Clerk of the Board and Clerk-Recorder documents and audio recordings as outlined in the staff report.

DISCUSSION

Staff is requesting destruction of the following documents as allowed by various Government and Business and Professions Codes noted below:

Records for Destruction	Govt. Code	Destruction Date under Code	Time period to be destroyed
Unaccepted bids	26202.01	Two years after bid	See Exhibit A for listing of bids
Claims for Damages	25105.5	Not less than 5 years after final action	1/1/2005 to 12/31/2007
Assessment Appeal Applications	25105.5	Not less than 5 years after final action	See Exhibit B for listing of appeal applications
Resolutions	25105	Upon microfilming	Resolution No. 2009-290 (9/2/2009) to Resolution No. 2010-388 (12/14/2010)
Board of Supervisors and Assessment Appeals Board Audio Recordings	Resolution 2003-196	Board policy allows destruction after five years from date of recording if proceedings are not evidence in any claim or pending litigation against the County.	1/1/1995 to 12/31/2006
Process Server applications	22351(4)(c)	Three years from expiration date	See Exhibit C for listing
Separate Statements of Documentary Transfer Tax	26202	Two years after recording of document	1/1/2009 to 12/31/2010
Surety Guarantee Bonds for Parcel Maps	26202	Two years after recording of map	3/26/2008 to 12/30/2010
Surety Guarantee Bonds for Tract Maps	26202	Two years after recording of map	12/7/2007 to 9/21/2010
Legal Document Assistant applications	6403(e)	Three years from expiration date	See Exhibit C for listing
Professional Photocopier applications	22452(c)	Three years from expiration date	See Exhibit C for listing

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel concurs with the destruction of the audio recordings of meetings from 1995 through 2006.

FINANCIAL CONSIDERATIONS

None.

RESULTS

Eliminate the maintenance of paper and audio records that are no longer active and are allowed by statute or local practice to be destroyed.

ATTACHMENTS

1. Exhibit A - Unsuccessful Bids
2. Exhibit B - Assessment Appeal Applications
3. Exhibit C - Process Server, Legal Document Assistant and Professional Photocopier applications