

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

(1) DEPARTMENT Clerk-Recorder	(2) MEETING DATE 4/22/2014	(3) CONTACT/PHONE Catrina Christensen (805) 781-5225	
(4) SUBJECT Request to destroy Clerk-Recorder documents as allowed by State Law. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve the destruction of Clerk-Recorder documents as outlined in the staff report.			
(6) FUNDING SOURCE(S) n/a	(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"/> 4/5 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 Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

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

DATE: 4/22/2014

SUBJECT: Request to destroy Clerk-Recorder documents as allowed by State Law. All Districts.

RECOMMENDATION

It is recommended that the Board approve the destruction of Clerk-Recorder documents 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	Code Section	Destruction Date under code	Time period to be destroyed
Process Server applications	B&P22351 (4)(c)	Three years from expiration date	See Exhibit A for listing
Legal Document Assistant applications	B&P 6403 (e)	Three years from expiration date	See Exhibit A for listing
Professional Photocopier applications	B&P 22452 (c)	Three years from expiration date	See Exhibit A for listing
Surety Guarantee Bonds for Parcel Maps: 1). Book 74 Pages 78 to 99 2). Book 75 Pages 1 to 51	Gov 26202	Two years after recording of map	February 2011 to January 2012
Surety Guarantee Bonds for Tract Maps: 1). Book 32 Pages 82 to 98 2). Book 33 Pages 1 to 23	Gov 26202	Two years after recording of map	May 2011 to January 2012
Separate Statements of Documentary Transfer Tax Omitted from Public Record	Revenue & Taxation Code 11932	Two years after recording of document	2011 Recordings

OTHER AGENCY INVOLVEMENT/IMPACT

None

FINANCIAL CONSIDERATIONS

None.

RESULTS

Eliminate the maintenance of paper records that are no longer active and are allowed by statute to be destroyed.

ATTACHMENTS

1. Exhibit A - Listing of Process Server, Legal Document Assistant and Professional Photocopier applications.