

To: Board of Supervisors

Department or Agency Name(s): Information Systems Department, Department of Child Support Services, Human Services Department, Sheriff's Office, and Transportation & Public Works.

Staff Name and Phone Number: Deborah Lindley 565-5471

Vote Requirement: 4/5th

Supervisory District(s): Countywide

Title:

Approval of the Department of Child Support Services Records Retention Schedule Version Number 2, Human Services Department Records Retention Schedule Version Number 3, Information Systems Department Records Retention Schedule Version Number 3, Sheriff's Office Records Retention Schedule Version Number 6, and Transportation & Public Works Records Retention Schedule Version Number 3.

Recommended Action:

Adopt a Resolution approving the revised records retention schedules for the Department of Child Support Services, Human Services Department, Information Systems Department, Sheriff's Office, and Transportation & Public Works, and authorizing the destruction of records in accordance with the approved retention schedules.

Executive Summary:

This item requests board consideration and approval of revisions to the current retention schedules for the Department of Child Support Services, Human Services Department, Information Systems Department, Sheriff's Office, and Transportation & Public Works. These revisions will streamline the recordkeeping process by consolidating items of a similar nature, adding new record types, removing obsolete items, and eliminating redundancies.

Discussion:

In compliance with Administrative Policy 6-1 (Policy for Records Retention, Storage and Destruction), records retention schedules are created jointly by departments and Records Management to establish how long records should be maintained based on their operational, legal, fiscal, and historical value. Retention schedules become the legal authority for the terms of destruction of County of Sonoma records.

Revised retention schedules have been prepared for the Department of Child Support Services, Human Services Department, Information Systems Department, Sheriff's Office, and Transportation & Public Works. The retention schedules were developed to provide continuing guidance and authority to the department for both retention and destruction of records. Retention schedules have been adjusted over the years for various reasons including: adding series for new programs, removing series no longer created, or modifying retention periods based on operational value.

Notable changes on the revised schedules are as follows:

- Creation of “big bucket” records series. This process consolidates record types related to the same business process or function into one comprehensive records series or “bucket”. This streamlines recordkeeping practices and mirrors operational functions. This is also expected to improve departmental abilities to appropriately identify retention periods for records.
- Removal of redundant media formats for records. Previously, schedules mandated a variety of media formats in which records must be held. These schedules allow the department head to choose the appropriate media format for the records so long as they comply with the established records retention period and State and Federal regulations.
- Removal of those records series from the department schedules which are redundant listings of series reflected in the County Common Accounting and Administrative Records retention schedule, an overarching retention schedule guiding County departments in the retention of such common series as Accounts Payable/Receivable, Construction Files, Contracts, etc.
- Aligning records under their current divisional or departmental structures.
- Omission of records noted as “Duplicate” records in the “Record Type” column. Duplicate records are redundant copies of the same record. Current records management practices do not support the mandatory retention of duplicate records.

All retention periods have been thoroughly reviewed by the Records Manager, the Department Head, Auditor-Controller, County Counsel, and the County Historical Records Commission to ensure that administrative, legal, fiscal and archival requirements have been met. The attachment “Request for Approval of Records Retention Schedule” documents the review and approval by these entities.

Prior Board Actions:

Listed below are the most notable, recent, related Board Actions for each current retention schedule:

4/2/2019: Resolution #19-0138 establishing authority for department heads to select appropriate media by which to maintain their records so long as they comply with State law and obtain Board approval for any revisions to the retention schedules.

10/6/2009: Resolution #09-0939 approving retention schedule number five for the Central Information Bureau and Dispatch divisions of the Sheriff’s Office.

6/8/2004: Resolution #04-0516 approving the original retention schedule number one for the Department of Child Support Services, and retention schedule number two for the Administration, Systems & Programming, Technical Services, and Workgroup Support divisions of the Information Systems Department.

5/14/1996: Resolution #96-0613 approving retention schedule number two for the Administrative-Microfilm division of the Human Services Department.

8/6/1996: Resolution #96-1060 approving retention schedule number two for Transportation and Public Works.

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

N/A

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

1. Resolution Approving Records Retention Schedules and Authorizing Destruction of Records
2. Retention Schedule – Department of Child Support Services
3. Retention Schedule – Human Services Department
4. Retention Schedule – Information Systems Department
5. Retention Schedule – Sheriff's Office
6. Retention Schedule – Transportation & Public Works
7. Requests for Approval of Records Retention Schedules

Related Items "On File" with the Clerk of the Board:

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