



Legislation Text

File #: 2021-0943, **Version:** 1

To: Board of Supervisors

Department or Agency Name(s): Information Systems Department and Clerk-Recorder-Assessor-Registrar of Voters

Staff Name and Phone Number: Sherry Bevens 565-8221

Vote Requirement: 4/5th

Supervisory District(s): Countywide

Title:

Approval of the Clerk-Recorder-Assessor-Registrar of Voters Records Retention Schedule Version Number 3

Recommended Action:

Adopt a Resolution approving the revised records retention schedule for the Clerk-Recorder-Assessor-Registrar of Voters, and authorizing the destruction of records in accordance with the approved retention schedule. (4/5th Vote Required)

Executive Summary:

This item requests Board consideration and approval of revisions to the current retention schedule for the Clerk-Recorder-Assessor-Registrar of Voters. These revisions will streamline the recordkeeping process by consolidating items of a similar nature, adding new record types, removing obsolete items, updating items to reflect current regulations, and eliminating redundancies. Administrative Policy 6.1 provides that new or modified retention schedules require the approval of the Board of Supervisors.

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.

A revised retention schedule has been prepared for the Clerk-Recorder-Assessor-Registrar of Voters. The retention schedule was 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, and modifying retention periods to reflect new legislation or based on operational value.

Notable changes on the revised schedule 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 ability 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. This schedule allows 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 schedule 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.
- Updating records series to reflect changes in legislation and regulation governing these series.
- 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:

8/24/1999: Resolution #99-1108 approving the original retention schedule number one for the Registrar of Voters.

6/29/1999: Resolution #99-0827 approving the original retention schedule number one for the Admin-Accounting Division of the Clerk-Recorder-Assessor.

12/15/1998: Resolution #98-1595 approving the original retention schedule number one for the Administration and Assessor Divisions of the Clerk-Recorder-Assessor.

12/16/1997: Resolution #97-1603 approving retention schedule number two for the Recorder Division of the Clerk-Recorder-Assessor.

5/20/1997: Resolution #97-0671 approving the original retention schedule number one for the Assessor-Business Property Division of the Clerk-Recorder-Assessor.

9/17/1996: Resolution #96-1237 approving the original retention schedule number one for the County Clerk Division of the Clerk-Recorder-Assessor.

FISCAL SUMMARY

Expenditures	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 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:

No fiscal impacts

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. Retention Schedule - Clerk-Recorder-Assessor-Registrar of Voters
2. Request for Approval of Records Retention Schedule

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

N/A