



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Manager



Date: August 1, 2015
Board Meeting Date: September 1, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: John Maltbie, County Manager

Subject: Department-Specific Records Retention Schedules

RECOMMENDATION:

Adopt a resolution approving records retention schedules for Agriculture, Weights and Measures, the Coroner's Office, County Counsel, the Health System, the Human Services Agency, and the Probation Department.

BACKGROUND:

On November 5, 2013, this Board approved a Countywide Records Retention Schedule as well as a Policy that required all County departments to develop department-specific records retention schedules.

The Countywide Records Retention Schedule and Policy created a uniform, structured approach to records retention in order to achieve the following goals:

- Lower the cost of operating County government by reducing the amount of time, storage space, and materials necessary to conduct the County's business;
- Assure compliance with applicable legal, historical, administrative, and fiscal requirements for recordkeeping as set forth in federal, state, and local statutes;
- Provide access for County employees and members of the general public to all records stored and maintained by the County.

The Department-Specific Schedules provide direction on specialized documents and records utilized and maintained by County departments which are not covered by the Countywide Schedule.

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DISCUSSION:

Agriculture, Weights and Measures, the Coroner's Office, County Counsel, the Health System, the Human Services Agency, and the Probation Department have developed Department-Specific schedules for documents specific to their work.

County Counsel has reviewed and approved the resolution and schedules as to content and form and concurs in this recommendation.

Approval of the schedules contributes to the Shared Vision 2025 for a Collaborative Community by providing clear and documented policies and schedules for the retention and destruction of records that meet the individual and unique needs of each department.

FISCAL IMPACT:

There is no fiscal impact associated with acceptance of the Department-Specific Records Retention Schedules.