

COUNTY OF NEVADA  
STATE OF CALIFORNIA  
BOARD OF SUPERVISORS



Nathan H. Beason, 1<sup>st</sup> District  
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Wm. "Hank" Weston, 4<sup>th</sup> District  
Richard Anderson, 5<sup>th</sup> District  
Donna Landi, Clerk of the Board

January 16, 2015

The Honorable Board of Supervisors  
950 Maidu Avenue  
Nevada City, CA 95959

**DATE OF MEETING:** February 10, 2015

**SUBJECT:** Resolution amending Resolution 99-184 to update the records retention schedule for the Board of Supervisors/Clerk of the Board office, and rescinding Resolution 98-98.

**RECOMMENDATION:** Adopt the attached Resolution.

**FUNDING:** Not applicable

**BACKGROUND:**

On April 27, 1999, the Board of Supervisors adopted Resolution 99-184, authorizing the destruction of certain public records and adopting a schedule for the retention and destruction of records for all County departments.

In the section pertaining to the Board of Supervisors, Resolution 98-98 is noted as the legal basis for retaining certain documents. However, Resolution 98-98 was technically rendered obsolete by Resolution 99-184. In addition, over the last 15 years, advances in electronic storage technology, new laws expanding public access to government records, and a growing volume of paper records in the Clerk of the Board/Board of Supervisors office necessitates a review and refresh of the policy for this office

As the official record keeper for official Board actions and official records of the County, the Clerk of the Board office is and should be the first resource for those researching basic information such as resolutions, ordinances, contracts, staff reports, minutes and other official correspondence. Therefore, while State law may require records to be kept a certain minimum of years, the Clerk of the Board may exercise discretion to keep records much longer or permanently.

It is our goal to assist staff and the public in understanding what records will be available in this office. Approval of the attached schedule will authorize the disposal of certain paper records following minimum periods only in the Board of Supervisors/Clerk of the Board office. This will enable our department to eliminate the storage and maintenance of obsolete or redundant materials while ensuring that administrative, fiscal, legal and other record keeping responsibilities are met.

Therefore, we respectfully request the Board adopt the attached Resolution.

Respectfully submitted,

DONNA LANDI  
Clerk of the Board

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