



# NEVADA COUNTY HEALTH & HUMAN SERVICES AGENCY

Ryan Gruver  
Agency Director

## Department of Social Services

Mali Dyck  
Department of Social Services  
Interim Director

950 Maidu Ave., PO Box 1210  
10075 Levon Ave., Ste 202  
988 McCourtney Road

Nevada City, CA 95959  
Truckee, CA 96161  
Grass Valley, CA 95949

Telephone (530) 265-1340 FAX (530) 265-9860  
Telephone (530) 582-7803 FAX (530) 582-7729  
Telephone (530) 265-1340 FAX (530) 274-1049

## NEVADA COUNTY BOARD OF SUPERVISORS

### Board Agenda Memo

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**MEETING DATE:** May 26, 2020

**TO:** Board of Supervisors

**FROM:** Mali Dyck

**SUBJECT:** Resolution approving execution of the Renewal Contract with RecordXpress of California, LLC, d/b/a Access Information Management for the continuation of cataloguing and storage of inactive, closed and archival records for the County's Health and Human Services Agency (HHS) in the maximum amount of \$50,000 for the term of July 1, 2019 through June 30, 2021.

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**RECOMMENDATION:** Approve the attached Resolution.

**FUNDING:** Services are supported by Federal, State and realignment dollars made available to HHS departments. The contract maximum is \$50,000 over the two-year term, with the maximum amount not to exceed \$25,000 per fiscal year. The services are within the departments' budgets, and there are no county general fund dollars required.

**BACKGROUND:**

The Contractor provides the following Services (collectively called the "Services" Plan) including: the coordinating and implementation of cataloging, by discontinued dates, and storage at Contractor's facility(ies), of Nevada County Department of Social Services Eligibility, Adult Protective Services, Child Protective Services, HHS Housing Programs, Health and Human Services Contracts Unit, and Health and Human Services Administration inactive, closed and archival records. This includes the furnishing of all storage space, equipment, labor, software and training, as well as transportation to pick up or deliver files as needed.

Retention periods for records are based on the records' administrative, fiscal, legal, and historical values, as well as statutory or regulatory requirements such as records relating to Fair Hearings, Time Clocks (tracking the number of months over a lifetime of public

assistance granted an individual, as well as Welfare to Work tracking of clients' participation in CalWORKs programs), certain CPS and APS related documents, Housing records, etc.

These contract services provide secure, accessible and effective records management for HHSA, and it recommended the Board approve the renewal contract for continuation of needed services.

**Item Initiated and Approved by:** Mali Dyck, Interim Director of Social Services