



NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: December 10, 2024
TO: Board of Supervisors
FROM: County Counsel
SUBJECT: Resolution adopting a new County-wide, Department and Division Records Retention Schedule and superseding a previously adopted Resolution (4/5 Affirmative Vote Required)

RECOMMENDATION:

Adopt the attached Resolution for the Records Retention Schedules.

FUNDING:

None.

BACKGROUND:

The County of Nevada selected Gladwell Governmental Services, Inc., an expert in local government records, to update its records management program. Gladwell Governmental Services, Inc. has assisted over 250 other local government agencies in the State of California with their records retention policies. An update in the existing program was necessary to comply with changing laws, provide training to staff, increase efficiency, and take advantage of current technology and changes in law.

DISCUSSION:

Departments and Divisions across the County are upgrading their records management program, including their records retention policies. Adopting this retention schedule will result in compliance with changes in the law and assist with training in properly preserving County records.

The purpose of the updated schedule is to comply with all laws and standard business practices for California local governments. In addition, the update will apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by the County.

Following the Board of Supervisors' approval, four videoconference training sessions will be conducted to educate County employees on the policy and preservation procedures. These

sessions will be recorded for future use in employee training programs.

All departments and divisions actively contributed to the project by reviewing and updating their records retention schedules to align with legal requirements and support business needs. These meetings were facilitated by Gladwell Governmental Services, County Counsel, and staff.

The new retention schedules provide clear, specific record descriptions and retention periods, and apply current law and technology to the management of the County of Nevada's records by identifying which department or program is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records. It is standard business practice for California local governments to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head, which is provided in Paragraph 2 of the Resolution.

Item Initiated by: Kelly McKinley

Item Approved by: Katharine L. Elliott, County Counsel

Submittal Date: 11/25/24