



NEVADA COUNTY HEALTH & HUMAN SERVICES AGENCY

Michael Heggarty, MFT
Agency Director

Department of Social Services

Mike Dent, MPA
Department of Social Services
Director

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

Nevada City, CA 95959
Truckee, CA 96161

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

September 18, 2015

Honorable Board of Supervisors
Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, California 95959

DATE OF MEETING: October 13, 2015

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 in the maximum amount of \$50,000 for the term of July 1, 2015 through June 30, 2017.

RECOMMENDATION: Approve the attached Resolution.

FUNDING: Services are supported by Federal, State and realignment dollars made available to HHSA 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.

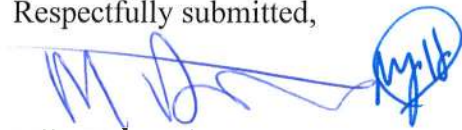
BACKGROUND: The Contractor provides the following Services (collectively called the "Services" Plan) including: the coordinating and implementation of cataloging, by discontinued dates, and storage at Contractor's facility(ies), of Nevada County Department of Social Services Eligibility, Adult Protective Services, Child Protective Services, HHSA 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 WTW (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.

Please contact me if any additional information is required.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Mike Dent', is written over a horizontal line.

Mike Dent, Director
Department of Social Services

MD/cs