



# MENDOCINO COUNTY BOARD OF SUPERVISORS ONLINE AGENDA SUMMARY

BOARD AGENDA # 4 (m)

- Arrangements for public hearings and timed presentations must be made with the Clerk of the Board in advance of public/media noticing
- Agenda Summaries must be submitted no later than *noon* Monday, 15 days prior to the meeting date (along with electronic submittals)
- Send 1 complete original single-sided set and 1 photocopy set – Items must be signed-off by appropriate departments and/or Co. Co.  
*Note: If individual supporting document(s) exceed 25 pages each, or are not easily duplicated, please provide 7 hard-copy sets)*
- Transmittal of electronic Agenda Summaries, records, and supporting documentation must be emailed to: [bosagenda@co.mendocino.ca.us](mailto:bosagenda@co.mendocino.ca.us)
- Electronic Transmission Checklist: ☐ Agenda Summary ☐ Records ☐ Supp. Doc. ☐ If applicable, list other online information below
- Executed records will be returned to the department within one week. *Arrangements for expedited processing must be made in advance*

TO: Board of Supervisors DATE: 03/27/12

FROM: Probation MEETING DATE: 04/10/12

DEPARTMENT RESOURCE/CONTACT: Jim Brown PHONE: 4278 Present ☐ On Call ☒  
PHONE: \_\_\_\_\_

Consent Agenda ☒ Regular Agenda ☐ Noticed Public Hearing ☐ Time Allocated for Item: \_\_\_\_\_

■ **AGENDA TITLE:** Adoption of Resolution Establishing a Records Retention Schedule for the Probation Department

■ **PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:** n/a

■ **SUMMARY OF REQUEST:** The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Government Code 26202. The Probation Department is therefore requesting adoption of a Resolution that establishes a records retention schedule. A records retention schedule will ensure proper maintenance, preservation, and disposal of County records.

■ **SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT:**

■ **ADDITIONAL INFORMATION ON FILE WITH THE CLERK OF THE BOARD (CHECKED BY COB IF APPLICABLE):** ☐

FISCAL IMPACT:			
Source of Funding	Current F/Y Cost	Annual Recurring Cost	Budgeted in Current F/Y
n/a	0	0	Yes <input type="checkbox"/> No <input type="checkbox"/>

■ **SUPERVISORIAL DISTRICT:** 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All ☒ ■ **VOTE REQUIREMENT:** Majority ☐ 4/5ths ☒

■ **RECOMMENDED ACTION/MOTION:** Approve and sign the Resolution establishing a records retention schedule for the Probation Department. Return one certified copy to the Probation Department.

■ **ALTERNATIVES:** Do not approve the Resolution.

■ **CEO REVIEW (NAME):** \_\_\_\_\_ PHONE: 463-4441

**RECOMMENDATION:** Agree ☐ Disagree ☐ No Opinion ☐ Alternate ☐ Staff Report Attached ☐

**BOARD ACTION (DATE: \_\_\_\_\_):** ☐ Approved ☐ Referred to \_\_\_\_\_ ☐ Other \_\_\_\_\_

**RECORDS EXECUTED:** ☐ Agreement: \_\_\_\_\_ ☐ Resolution: \_\_\_\_\_ ☐ Ordinance: \_\_\_\_\_ ☐ Other \_\_\_\_\_