

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: PURCHASING *[Signature]*

BOARD AGENDA # *B-11

Urgent Routine

AGENDA DATE July 10, 2001

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT: APPROVAL OF THE DESTRUCTION OF RECORDS SCHEDULE FOR THE PURCHASING DIVISION AND APPROVAL TO AUTHORIZE THE PURCHASING AGENT TO DESTROY RECORDS PER THIS SCHEDULE

STAFF RECOMMENDATIONS:

1. APPROVE THE DESTRUCTION OF RECORDS SCHEDULE FOR THE PURCHASING DIVISION
2. AUTHORIZE THE PURCHASING AGENT TO DESTROY RECORDS PER THE SCHEDULE

FISCAL

IMPACT: Actual costs for staff to destroy records is difficult to ascertain, however, the cost should be minimal.

BOARD ACTION AS FOLLOWS:

No. 2001-510

On motion of Supervisor Caruso, Seconded by Supervisor Blom and approved by the following vote,

Ayes: Supervisors: Mayfield, Blom, Simon, Caruso, and Chair Paul

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended

2) Denied

3) Approved as amended

Motion:

[Signature: Christine Ferraro]

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

By: Deputy

File No.

APPROVAL OF THE DESTRUCTION OF RECORDS SCHEDULE FOR THE PURCHASING DIVISION AND APPROVAL TO AUTHORIZE THE PURCHASING AGENT TO DESTROY RECORDS PER THIS SCHEDULE

DISCUSSION: Over many years, the Purchasing Division has been storing Purchasing records which include payroll, purchase orders, requisitions and other related records. According to the California Government Code, Section 25501.5, we do not need to maintain records that are older than three (3) years. Consistent with County Policy, payroll records are maintained for five (5) years.

Destruction of these records, according to the following schedule, will enable us to open more, much needed, storage space.

Accordingly, Board approval of the schedule (Attachment "A") for the destruction of purchasing-related records and authorization to destroy records per this schedule is requested.

POLICY
ISSUE:

Approval of this request is consistent with the Board's goal of promoting efficient governmental operations.

STAFFING
IMPACT:

None.

Attachment "A"

STANISLAUS COUNTY PURCHASING DIVISION
DESTRUCTION OF RECORDS SCHEDULE

RECORD	DESTROYED AFTER A PERIOD OF:
PAYROLL RELATED RECORDS	5 YEARS
PURCHASE ORDERS	3 YEARS
REQUISITIONS	3 YEARS
GENERAL CONTRACTS	3 YEARS
BIDS/RFP'S	3 YEARS
OTHER PURCHASING-RELATED RECORDS, E.G., CORRESPONDENCE	3 YEARS