



HUMAN SERVICES DEPARTMENT
WELFARE & SOCIAL SERVICES DIVISION

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TO: Sutter County Board of Supervisors

FROM: Lori Harrah, Assistant Director – Human Services
Director of Welfare & Social Services *LH*

DATE: February 9, 2010

SUBJECT: Approval for Destruction of County Records
(4/5th Vote Required)

JOAN HOSS
Director of Human Services

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RECOMMENDATION:

It is recommended that the Board of Supervisors approve the Department's request to destroy various public assistance records which have been closed for at least three years, as permitted by the California Department of Social Services (CDSS) and the Department of Health Care Services (DHCS). The approval for destruction of records requires a 4/5th vote of the Board of Supervisors. It is also recommended that the Assistant Director of Human Services be authorized to sign the agreement with a shredding company to have the cases and documents destroyed. The Director of Human Services supports this recommendation.

BACKGROUND & DISCUSSION:

California Government Code Sections 26201 and 26202 give the Board of Supervisors the power to authorize the destruction or disposal of any records which are more than two years old which are not expressly required by law to be retained. CDSS and DHCS regulations set forth various retention periods for public assistance records. Generally, the regulations require that all public assistance, social service, and administrative claiming records and their supporting documents be retained for approximately three years although some records have retention periods that vary from the general rule. The Department has closely reviewed all pertinent regulations and notices regarding records retention and has determined which case records can legally be destroyed.

Currently the Division has closed case records stored in three warehouse units located at 998 Garden Highway in Yuba City. The cost of the warehouses is \$425 each per month. It is the goal of the Department, after destroying the targeted case records, to consolidate the remaining closed case records into two units and no longer lease a third unit.

Attached is an Application for Destruction of Records, which contains a list of the records, by program, category and years, for which we are recommending destruction.

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PAST CONSIDERATIONS OF THE BOARD:

The request for approval to destroy these records has not previously been presented to the Board for consideration.

ALTERNATIVES:

The alternative to destroying these documents is to continue to store them at the current location.

OTHER DEPARTMENT AND OR AGENCY INVOLVEMENT:

If approval is given to destroy these documents, the Division will request the help of the Building Maintenance Division to assist with the removal of the files.

ACTION FOLLOWING APPROVAL:

Following approval of this request the Division will make arrangements with Building Maintenance and a shredding company to remove and shred the designated files and documents.

FISCAL IMPACT:

The cost to shred the designated documents is included in the current county budget. If the Division is able to reduce storage to only two warehouses, there would be an annual savings of \$5,100 per year.

STANDING COMMITTEE REVIEW:

This item was reviewed by the Health & Welfare Committee on January 19, 2010.

ATTACHMENTS OR DOCUMENTS ENCLOSURES:

Application for Destruction of Records

COPIES OF STAFF REPORT:

Tom Sherry, Director Human Services
Mary Lynn Carlton, Personnel Director
Ron Erickson, County Counsel
Marco Sandoval, Risk Manager

