



Yolo County Housing

Lisa A. Baker, Executive Director

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DATE: May 13, 2010
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
PREPARED BY: Janis Holt, Resource Administrator
SUBJECT: **Review and Approve Destruction of YCH Records in Accordance with the Records and Retention Policy and Schedules**

RECOMMENDED ACTION:

That the Board of Commissioners authorizes staff to destroy fiscal, contractual, and personnel records dated prior to 2003 in accordance with the Agency's records retention policy and schedules.

BACKGROUND / DISCUSSION

In accordance with the approved Records Retention policy, the Resource Administrator and Finance Director have reviewed documents stored on-site. Many of these documents are beyond the retention dates required, which vary from three (3) years to seven (7) years, depending on type of document.

- Insurance pool correspondence, insurance policy information between 1999 and 2003.
- Completed contracts and agreements between 1996 and 2003.
- Union negotiation correspondence between 1994 and 2001.
- Applicant files from recruitment for open positions between 2002 and 2006 (exception of litigious files).
- Financial files and records including Section 8 checks, landlord payments, HAP, overpayments, housing management transmittal forms, miscellaneous records between August 2000 and April 2003.

The list of documents has been reviewed by legal counsel.

FISCAL IMPACT

None at this time.

CONCLUSION

Staff recommends that these documents be destroyed in accordance with the approved policy.