



## ***Yolo County Housing***

**Lisa A. Baker, Executive Director**

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**DATE:** February 17, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Marla Garske, Senior Accountant  
**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 the Executive Director 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.

- Proposals and quotes between 1998 and 2002
- Bank statements, deposit copies and reconciliations between 2001 and 2003
- General ledger transactions and summary of postings between 2000 and 2003
- Capital Fund Plan for the agency for FY 2001
- Auditor correspondence between 1990 and 1997
- Contract with McCandless and Associates 2001
- Comprehensive Grant 2001
- Payroll and payroll memos between 2001 and 2003
- Sub fund transfer report 2001
- Accounts payable and check copies between 2001 and 2003
- HAP payments, check copies, transmittal reports and registers between 2000 and 2003
- Agricultural housing rent and security deposit receipts; invoices and yearly summary of transactions between 2002 and 2003
- HCV purge hard copy listing tenant register listing 2003
- Real Estate Services (LIPH) cash receipts between 2002 and 2003
- Insurance and flood policies 2001

The list of documents has been reviewed by legal counsel.

**FISCAL IMPACT**

None. Reduces need for additional storage requirements.

**CONCLUSION**

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