



Yolo County Housing

Lisa A. Baker, Executive Director

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DATE: August 11, 2011
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 housing assistance, contractual, and personnel records 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 Housing Program Manager 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.

- Housing Assistance (HCV) applications of families that did not receive assistance and were cancelled between January 1, 2000 and December 31, 2007.
- Housing Assistance (HCV) files of families whose participation in the program ended prior to December 31, 2003.
- Insurance pool correspondence, insurance policy information prior to July 1, 2004.
- Completed requests for proposals, contracts and agreements prior to July 1, 2004.
- Applicant files from recruitment for open positions prior to July 1, 2008.
- Personnel files employees whose last day of work was prior to July 1, 2004.

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.