



Yolo County Housing

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BOARD OF COMMISSIONERS

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DATE: June 5, 2008
TO: YCH Board of Commissioners
FROM: Lisa A. Baker, Executive Director
By: Mark Stern, Finance Director
SUBJECT: **Authorize the YCH to Destroy Certain Documents in Accordance with Board Approved Record Retention and Destruction Policy**

RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Authorize staff to destroy certain records from 1980 - 2001 in accordance with the Agency's records retention policy and schedules

BACKGROUND / DISCUSSION

In accordance with the approved Records Retention policy, Housing and Finance staffs have reviewed documents that were stored off-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. Staff has inventoried each document and compiled the documents that are beyond the retention date on the following page:

Documents List – Permission to Destroy

Fiscal/Accounting

Year	Documents
1983	Payroll Register
1980-1984	Budgets and Financial Reports
1987	Cottonwood Meadows Rent Reports
1984 – 1989	General Services Manager Files (Correspondence & Reports)
1989 – 1994	Payroll Reports
1994 - 2000	Payroll Reports
1989 – 2000	1099's and Miscellaneous Financial Documents
1991 – 1993	Heritage Oaks Compliance Files
1993 – 1997	Payroll Records
1993 – 1994	Budget and Financial Reports (All Programs)
1994 – 1995	Budget and Financial Reports (All Programs)
10/97 – 07/01	Payroll Timecards
1999	Cash Receipt Reports
07/99 – 06/20	Bank Statements
04/99 – 06/99	Cash Receivables
10/99 – 11/99	Cash Receivables
7/99 – 6/01	Bank Statements
2000 – 2001	Accounts Payable
2000 – 2001	Financial Records (Miscellaneous)
2000 – 2001	Section 8 Ledger
2001	Miscellaneous 1099
2000 – 2001	W-2's & Payroll Documents
1998 – 2001	Cottonwood Meadows Accounts Payables
2000 – 2001	Utility Consumption Printouts

Personnel

Year	Documents
1988 – 1992	Affirmative Action Applications
1983 – 2000	Workers Compensation Reports
1994 – 2001	Employment Applications and Interview Notes (not hired)

Other

Year	Documents
1998 – 1999	RFP's, RFQ's and Public Notices
2000	Insurance Bids
1996 – 1999	Residential Council Information Files
2000 – 2001	Section 8 - Expired Vouchers
1998 – 1999	Section 8 – Vacated Files
1993	Tenant Data Summaries
1996	50058 HUD Forms
1990 – 1995	Migrant Reports

FISCAL IMPACT

None at this time. Closing off-site storage saves the agency approximately \$100.00 per month in storage fees.

CONCLUSION

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