



Yolo County Housing

Lisa A. Baker, Executive Director

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DATE: December 11, 2008

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director *LB*

PREPARED BY: Janis R. Holt, Resource Administrator

SUBJECT: **Authorize the YCH to Destroy Personnel Records in Accordance with Board Approved Record Retention and Destruction Property**

RECOMMENDED ACTION;

That the Board of Commissioners authorizes staff to destroy personnel records from 1993 – 2001 in accordance with the Agency's records retention policy and schedules.

BACKGROUND / DISCUSSION

In accordance with the approved Records Retention policy, the Resource Administrator has 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.

- Eighteen personnel records with termination dates between 5/16/1993 and 3/04/2001.
- Applicant Files from recruitment for open positions prior to 12/31/2001 (exception of litigious files).

This 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.