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Legislation Details (With Text)

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Type: Administrative Item **Status:** Agenda Ready

File created: 4/28/2022 **In control:** BOARD OF SUPERVISORS

On agenda: 5/10/2022 **Final action:** 5/10/2022

Title: Consider recommendations regarding a Record Retention Schedule for Environmental Health Services, as follows: (4/5 Vote Required)

a) Adopt a Resolution for the retention, destruction, or disposition of Environmental Health Services records, papers and documents pursuant to Government Code sections 26200, et seq., and for delegation to the Environmental Health Services Director or designee to authorize future destruction of records in accordance with the Environmental Health Services Records Retention Schedule;

b) Approve the Records Retention Schedule for Environmental Health Services for the retention, destruction or disposition of its records and delegate to the Environmental Health Services Director or designee the ability to make non-substantive changes to the Records Retention Schedule without returning to the Board, subject to the Board’s ability to rescind such delegated authority; and

c) Determine that the proposed actions are not a “Project” under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(5)) because the activity consists of organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment.

Sponsors: PUBLIC HEALTH DEPARTMENT

Indexes:

Code sections:

Attachments: 1. Board Letter, 2. Attachment A - Resolution Authorizing the Destruction of Records, 3. Attachment B - Records Retention Schedule, 4. Adopted Resolution, 5. Minute Order

Date	Ver.	Action By	Action	Result
5/10/2022	1	BOARD OF SUPERVISORS	Acted on as follows:	Pass

Consider recommendations regarding a Record Retention Schedule for Environmental Health Services, as follows: (4/5 Vote Required)

a) Adopt a Resolution for the retention, destruction, or disposition of Environmental Health Services records, papers and documents pursuant to Government Code sections 26200, et seq., and for delegation to the Environmental Health Services Director or designee to authorize future destruction of records in accordance with the Environmental Health Services Records Retention Schedule;

b) Approve the Records Retention Schedule for Environmental Health Services for the retention, destruction or disposition of its records and delegate to the Environmental Health Services Director or designee the ability to make non-substantive changes to the Records Retention Schedule without returning to the Board, subject to the Board’s ability to rescind such delegated authority; and

c) Determine that the proposed actions are not a “Project” under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(5)) because the activity consists of organizational or administrative activity of the government that will not result in direct or indirect physical changes in the

environment.