

BOARD OF SUPERVISORS



COUNTY OF SANTA CRUZ

GOVERNMENTAL CENTER

701 OCEAN STREET SANTA CRUZ, CALIFORNIA 95060-4069
(408) 454-2200 ATSS 564-2200 FAX (408) 454.3282 TDD (408) 454-2123JANET K. BEAUTZ
FIRST DISTRICTWALTER J. SYMONS
SECOND DISTRICTMARDI WORMHOUDT
THIRD DISTRICTRAY BELGARD
FOURTH DISTRICTJEFF ALMQUIST
FIFTH DISTRICT

AGENDA: 10/20/98

October 6, 1998

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060RE: PROPOSED AMENDMENTS TO COUNTY PROCEDURES MANUAL
RELATIVE TO WRITTEN CORRESPONDENCE

Dear Members of the Board:

As Board members are aware, our office prepares a "Written Correspondence Agenda" which appears at the end of each Board of Supervisors agenda. The Written Correspondence Agenda is established to act as a report of materials received by the Board as a whole, but may also include items requested for inclusion by individual Supervisors. To date, these materials have been maintained by the Clerk of the Board in the same manner as the official documents of meetings of the Board of Supervisors. As such, they are retained indefinitely.

During budget hearings in June, the Board discussed the issue of available warehouse space and the cost of storing materials at the warehouse. Given the substantial size of our Written Correspondence materials (ranging from 2"-8" per Written Correspondence Agenda), and because they are not in fact actual agenda materials which must be retained for historical purposes, I believe that the Board should consider establishing a destruction policy for these materials, with the added direction that the County's Historic Resources Commission have an opportunity to review the documents prior to destruction.

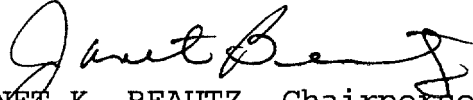
Attached is a copy of the current provisions of the County Procedures Manual relative to Written Correspondence. Also attached is a proposed revision to this procedure which indicates that while Written Correspondence materials are not part of the official record of meetings of the Board of Supervisors, they

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will be maintained by the Clerk of the Board for a period of two years, after which time they may be destroyed after review by the County's Historic Resources Commission. County Counsel agrees that due to the one year statute of limitations for many lawsuits, the two year time frame would be an appropriate standard.

Accordingly, I recommend that the Board adopt the revisions to Title 5, Section 118, of the County Procedures Manual for immediate implementation and direct the Clerk of the Board to include these revisions in the next update of the Procedures Manual.

Sincerely,



JANET K. BEAUTZ, Chairperson
Board of Supervisors

JKB:ted
Attachments

cc: Clerk of the Board
County Administrative Officer
County Counsel
Historic Resources Commission

1135A6

Suggested revisions to Title 5, Section 118, of the County Procedures Manual

118 - Written Correspondence Agenda Listing:

The Written Correspondence Agenda Listing is established to act as a report of materials received by the Board as a whole but may also include items requested for inclusion by individual Supervisors. Upon completion of any actions deemed necessary (i.e. acknowledgement, referral, etc.), these items are included in the Written Correspondence Agenda Listing under the appropriate heading. ~~Those headings include-~~ While these items are not part of the official record of meetings of the Board of Supervisors, they will be maintained by the Clerk of the Board for a period of two years, after which time they may be destroyed after the County's Historic Resources Commission has been provided an opportunity for review.

The following headings will be used for the inclusion of items on the Written Correspondence Listing:

- I. The Board of Supervisors has received agendas and minutes from the following County advisory bodies (to be filed):
- II. The Board of Supervisors has received applications from the following persons for appointment to ~~Commissions or Committees~~ County advisory bodies (to be filed):
- III. The Board of Supervisors has received the following items of correspondence which require no official action by the Board at this time: ~~(Received up to ... date ...)~~:
- IV. The following items of correspondence have been received by the Board and have been referred to the County Administrative Officer. The County Administrative Officer has been directed to consult with and coordinate with the appropriate County department, and to return to the Board with a recommendation for action, if necessary, or to take other action as appropriate. The County Administrative Officer has been directed to provide the Board with a report on the disposition of these items and to include such report on the Board's Written Correspondence Agenda on the date indicated below:
- V. The following list indicates reports received by the Board of Supervisors in response to earlier directions to the County Administrative Officer to provide a report on this week's Written Correspondence Agenda on items referred ~~to him~~ for action:

1095116

118 - Written Correspondence Agenda

The Written Correspondence Agenda is established to act as a report of materials received by the Board as a whole but may also include items requested for inclusion by individual Supervisors. Upon completion of any actions deemed necessary (i.e. acknowledgement, referral, etc.), these items are included in the Written Correspondence Agenda under the appropriate heading. Those headings include:

- I. The Board of Supervisors has received agendas and minutes from the following advisory bodies (to be filed):
- II. The Board of Supervisors has received applications from the following persons for appointment to Commissions or Committees (to be filed):
- III. The Board of Supervisors has received the following items of correspondence which require no official action by the Board at this time: (Received up to.. date...)
- IV. The following items of correspondence have been received by the Board and have been referred to the County Administrative Officer. The County Administrative Officer has been directed to consult with and coordinate with the appropriate County department, and to return to the Board with a recommendation for action, if necessary, or to take other action as appropriate. The County Administrative office has been directed to provide the Board with a report on the disposition of these items and to include such report on the Board's Written Correspondence Agenda on the date indicated below:
- V. The following list indicates reports received by the Board of Supervisors in response to earlier directions to the County Administrative officer to provide a report on this week's Written Correspondence Agenda on items referred to him for action: