

The County of Yuba

Administrative Services



TO: Board of Supervisors

FROM: Administrative Services, Director, Perminder Bains

SUBJECT: Adopt resolution authorizing Administrative Services request to dispose of records per Government Code § 26202 and Resolution No. 2015-79. (Five minute estimate) (4/5 vote required)

DATE: September 26, 2023

NUMBER: 400/2023

Recommendation:

Administrative Services' staff recommends the Board of Supervisors approve resolution authorizing Administrative Services' request to dispose of records, authorize Chair to execute, and direct Administrative Services' staff to dispose documents.

Background & Discussion:

California State and Yuba County procurement standards require solicitations such as Request for Proposal (RFP) when planning to purchase commodities, or services in certain price thresholds. Administrative Services currently has records in storage containing accepted and unaccepted proposals for routine maintenance and service contracts/bids. Pursuant to Resolution 2015-79, Section 3.14.2, at least 2 years have elapsed since receipt of records require 4/5th vote of Board of Supervisors to dispose. Records currently stored range from 3-4 years old and have been previously been approved by the Auditor-Controller for disposal. The records to be disposed of are landscaping, pest control, preventative maintenance, routine facility maintenance and equipment repair, painting, and flooring.

Committee Action:

This item is brought directly to the Board of Supervisors due to the nature of this request.

Fiscal Impact:

No funding commitment. Administrative only. Staff time only.

Attachments

400-2023 – Request to Dispose Records Resolution 23-24

