



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

Angela Curro
District No. 4

Ignacio Velazquez
District No. 5

Item Number: 1.13

MEETING DATE: 08/12/2025

DEPARTMENT: CLERK OF THE BOARD

AGENDA ITEM PREPARER: Vanessa Delgado

DEPT HEAD/DIRECTOR: Vanessa Delgado

SUBJECT:

CLERK OF THE BOARD - V. DELGADO

Approve destruction of physical records of Agenda Packets for Board of Supervisor Meetings from January 9, 2021 through December 6, 2022 as described in the San Benito County Records Destruction Form and set forth in the Record Retention Schedule for the Clerk of the Board approved by the Board of Supervisors on July 18, 2017. All files have been scanned and saved electronically.

SBC FILE NUMBER: 156

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

In alignment with Resolution 2017-72, adopted by the Board of Supervisors on July 18, 2017, the Records Retention Policy was established to promote departmental efficiency and address storage space limitations across County Departments. This policy outlines guidelines for managing records, including a retention schedule approved for the Clerk of the Board.

Per the policy, Agenda Packets and Agenda Staff Reports for the Board of Supervisors, Fish and Game Commission, Parks and Recreation Commission, and Veterans Commission shall be retained in active status for two (2) years and subsequently imaged.

Agenda Packets from the Board of Supervisors dated January 9, 2021 through December 6, 2022 have now been successfully digitized and stored in the Laserfiche Cloud platform. These documents are fully accessible to the public and will now be proposed for destruction in accordance with the retention schedule.

Original Resolutions, Ordinances, and Contracts are being preserved and maintained per policy guidelines.

Dates of Agenda Packets for physical destruction:

01-09-2021 – Special	01-25-2022
01-12-2021	02-08-2022
01-15-2021	02-22-2022
02-09-2021	03-08-2022
02-16-2021 – Special	03-15-2022 – Special
02-23-2021	03-22-2022
03-09-2021	04-12-2022
03-23-2021	04-19-2022 –
03-24-2021 – Special	Budget 04-26-2022
04-07-2021 – Special	05-10-2022 05-17-2022 –
04-13-2021	Special
04-20-2021 – Special	05-24-2022 06-08-2022 –
04-27-2021	Special
05-11-2021	06-14-2022
05-18-2021 – Special	06-21-2022 06-28-2022
05-25-2021	08-09-2022
06-08-2021	08-09-2022
06-22-2021	08-16-2022 –
07-27-2021	Special
08-10-2021	08-23-2022
08-24-2021	09-13-2022
08-25-2021 – Special	09-27-2022 10-11-2022
08-31-2021 – Special	10-25-2022 11-08-2022
09-14-2021	11-22-2022
09-28-2021	12-06-2022 –
10-12-2021	Special
10-26-2021	
11-09-2021	
11-23-2021	
12-14-2021	

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

N/A

CONTRACT NEEDED FOR THIS ITEM:

N/A

RFP AND BID HISTORY:

N/A

LAST CONTRACT AMOUNT OR N/A:

N/A

CONTRACT HISTORY (Describe all amendments and previous contracts):

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

Yes

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

N/A

BUDGET ADJUSTMENT NEEDED:

N/A

SOURCE OF FUNDING:

N/A

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

N/A

CURRENT FY COST:

N/A

STAFF RECOMMENDATION:

Approve destruction of records of Agenda Packets for Board of Supervisor Meetings from January 9, 2021 through December 6, 2022 as described in the San Benito County Records Destruction Form and set forth in the Record Retention Schedule for the Clerk of the Board approved by the Board of Supervisors on July 19, 2017.

ATTACHMENTS:

[San Benito County Record Destruction Form - Agenda Packets 1-09-21 through 12-6-22](#)