



MARIPOSA COUNTY

Planning • 209-966-5151



RESOLUTION - ACTION REQUESTED 2019-613

MEETING: October 22, 2019

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Authorize the Disposal of Planning Commission Audio Tapes from 1970 to 2013

RECOMMENDATION AND JUSTIFICATION:

Authorize the Planning Department to dispose of Planning Commission Meeting audio tapes from 1970 to 2013.

The Planning Department currently houses 43 years of Planning Commission audio tapes (1970 to 2013) in the Government Center vault, including both reel to reel tapes and cassette tapes. Audio tapes are an obsolete medium and many may have been compromised due to several flooding issues that occurred in the vault where they are currently stored, and in the basement of 5101 Jones Street, where they were previously stored.

Because the Planning Department archives the legislative record of the Planning Commission meetings (Agendas, Minutes and any Resolutions that are produced at each meeting), to continue to store the audio tapes in perpetuity seems to be an unnecessary practice, especially given their continued degradation.

On May 17, 2013, the Planning Commission began to use the MinuteTraq (MT) system, which is the same system used by the Clerk of the Board. This system is used for the administration, production and archiving of meeting materials. The system also retains the digital audio of each meeting. Planning Commission Agendas, Minutes and Resolutions are also archived in the department's Questys system. Finally, hard copies of these same documents are made on archival bond paper and maintained in the Planning Department library.

The Planning Department has been actively uploading the Planning Commission Agendas, Minutes and Resolutions produced prior to May 17, 2013, to be accessible to the public on line. Agendas and Minutes of the Planning Commission from 2003 to current, and Planning Commission Resolutions from 2004 to current are on line. In the Questys archival system, the Planning Department has digitally archived Planning

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Commission Minutes back to the first Planning Commission Meeting which took place on December 14, 1953.

Should the Board grant approval to dispose of the Planning Commission Tapes from 1970 through 2013 the Planning Department will reach out to the Mariposa Museum and History Center to see if they would be interested in the tapes.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

California Government Code, Section 26202, addresses this request:

The board may authorize the destruction or disposition of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter. The board may authorize the destruction or disposition of any record, paper or document which is more than two years old, which was prepared or received pursuant to state statute or county charter, and which is not expressly required by law to be filed and preserved if the board determines by four-fifths (4/5) vote that the retention of any such record, paper or document is no longer necessary or required for county purposes. Such records, papers or documents need not be photographed, reproduced or microfilmed prior to destruction and no copy thereof need be retained.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Not approving this request would mean that the Planning Department would continue to house the Planning Commission audio tapes, which take up significant space in the vault.

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Merlin Jones, Marshall Long, Kevin Cann, Miles Menetrey