

COUNTY OF MENDOCINO RECORDS MANAGEMENT
(Adopted by the Board of Supervisors 4/20/93)

The following is a list of some of the major problems which may be encountered by the lack of a county wide Records Management Program:

1. No space left in County offices.
2. Records kept too long
 - a. Required more floor space
 - b. Required more equipment and supplies
 - c. Required more file clerks
 - d. Records were difficult to retrieve
3. Records not kept long enough
 - a. Administrative requirements not met
 - b. Legal requirements not met
 - c. Audit and fiscal requirements not met
 - d. Historical requirements not met
4. Duplicate copies of records may be kept too long because the responsibility for maintaining the original or official copy of a record was not identified.
5. Lack of a secure means to destroy confidential records on an on going basis.
6. No backup records may be kept for vital departmental information in case of a disaster such as flood, fire, earthquake.
7. Offices which are microfilming records may not throw away paper copies.
8. Inappropriate records having short term value may be microfilmed along with records having long term value.

The following is a list of resources which may be useful in developing the Mendocino County Records Management Program:

Records Retention Requirements

1. Government Records; A Summary of the Codes. 1983.
2. Codes of California.
3. Guide to Record Retention Requirements in the Code of Federal Regulations. Rev. Jan. 1, 1986. For sale by U.S. Government Printing Office, Washington, D.C. 20402.

Supplement to the Guide to Record Retention Requirements in the CFR. Federal Register. vol. 52. no. 39. Feb. 27, 1987.

Historical Records

1. Identification of the historical records of county government in California. California State Archives. 1981.
2. Guidelines for the preservation of local government records. Laren Metzger. California State Archives. Jan. 1981.
3. Paper Trails, a Guide to Public Records in California. Center for Investigative Reporting & California Newspaper Publishers Association.

Records Management Handbooks

1. Records Retention Handbook. State of California. Dept. of General Services. Office of Records Management. Jan. 1985.
2. Micrographics Manual. State of California. Department of General Services. Office of records Management. July 1985.

Contacts at the State & Local Level

1. California State Archives, 1020 "O" St., Room 130 Sacramento, CA 95814. (916) 445-4293.
2. State of California. Dept. of General Services. Office of Records Management. (916)445-2294.
3. Mendocino County Historical Records Commission, P. O. Box 148 Ukiah, CA 95482. Clerk-Recorder 463-4376, Library Director 463-4491, and Museum Director 459-2736.

2.0 RECORDS INVENTORY

2.1 INVENTORY OVERVIEW

(a) Importance of the Records

Records are the memory of Mendocino County Government. In addition to providing the channels through which the business of government is transacted, they may:

- (1) Contain evidence of financial and legal commitments that must be preserved to protect Mendocino County Government.
- (2) Contain information necessary to protect the civil, legal and property rights of private citizens.

- (3) Provide the basis for continuity of policies, actions and the organizational and procedural patterns for sound administration.
- (4) Contain a wealth of data and source materials basic to scholarly and technical research in almost every conceivable field.

(b) Why Inventory?

The first step in gaining control over records is to conduct a physical inventory of all files, active and inactive. This inventory will provide most of the information needed to establish workable retention schedules.

(c) What is an Inventory?

The records inventory is a description of each group of records, usually called a records series, together with an indication of what the record is, how it is used, where it is stored, and how long it should be kept.

The inventory is not:

- A document by document listing.
- A folder by folder listing.

Current records should be examined before non-current records since records personnel will be more familiar with them. However, it is important that all records be inventoried in all storage locations; none should be overlooked because of their seeming unimportance or disorganization.

The inventory should proceed in a systematic manner, with information being clearly recorded on a Records Inventory Worksheet. A separate worksheet should be completed for each records series in the department.

(d) Link Between Inventory and Retention Schedule

The retention schedule is the key to a records management program. A records inventory, in turn, is the heart of the retention schedule. An inventory that is haphazard or incomplete makes the schedule ineffective.

Creation of a retention schedule requires finding out what records exist, appraising the records to determine their retention periods, securing necessary approval for the disposition of the record, and issuing the retention schedule for mandatory use.

Regardless of the department size, the inventory and the schedule have the following requirements:

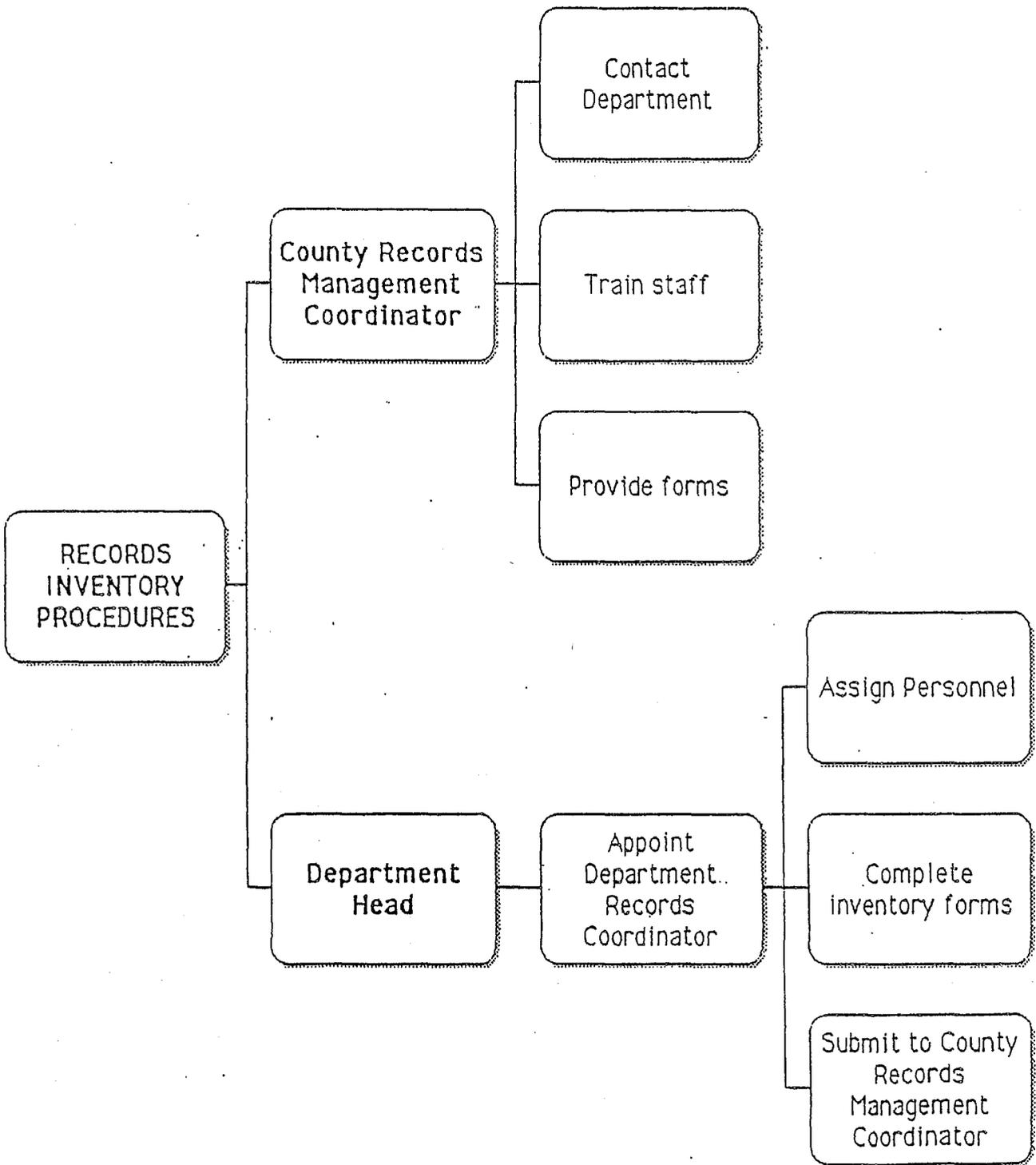
- They must cover official and duplicate records of all media types.
- They must cover the entire department in all locations.
- They must assign retention periods to each record series.

(e) What are Records?

- (1) Definition. One of the first questions that must be answered is, "What does the term 'records' include?" Some California counties define public records as all books, papers, maps, drawings, letters, photographs, films, microforms, magnetic or other tapes, punched cards, electronic data processing records or other documentary material, regardless of physical form or characteristics made or received by any county department.
- (2) Official Records. These are records which are maintained by a department as long as necessary to meet operational, legal, fiscal or archival requirements. They are frequently the original record, however, duplicate copies are considered "official records" if they are retained in lieu of the originals. Records may be designated as "official" for each type of media e.g. microfilm, paper, disk, map, etc.
- (3) Duplicate Records. Copies which accurately reproduce original records and are not treated as or used for functions or purposes regularly served by official records in the regular course of county business. These copies are usually held for reference or distribution to other departments.
- (4) Non-Records. An original record or a copy of the original that doesn't:
 1. contain procedural or policy matter applicable to the receiving department or organization,
 2. require action by the receiving organization, or
 3. contain information of a continuing reference value.

To draw a clear distinction between records and non-records is difficult. However, there are certain kinds of material that can be discarded as soon as they are read and which should never reach a filing cabinet. Some examples are listed below:

- (a) Routing slips and standard transmittal sheets.
- (b) Correspondence and other records of short term value that, after action has been completed, have little future use: e.g. routine requests for information, publications, forms, etc.
- (c) Working papers, informal notes, and rough drafts of letters, memoranda, or reports.
- (d) Shorthand notes, including stenographic notebooks and stenotype tapes, and dictating media which have been transcribed.
- (e) Miscellaneous notices of community affairs, employee meetings, charitable fund drives, blood donor drives, social or professional meetings, or holidays.
- (f) Stocks of publications or blank forms that are kept for supply purposes only.
- (g) Superseded manuals and other directives maintained outside the department that is responsible for retaining them.
- (h) Reading, tickler, follow-up or suspense copies of correspondence.
- (i) Extra copies of documents, printed or processed materials already kept by the office of record.
- (j) Identical copies of documents maintained in the same file.
- (k) Reproduction materials such as stencils, mimeograph masters, and offset plates, etc.,
- (l) Publications, catalogs, trade journals, or reference materials received or acquired from other government offices, commercial firms, private institutions, professional organizations, conferences, seminars, or



workshops which require no action and are not needed for documentary purposes.

- (m) Library and museum materials, physical exhibits, artifacts and material objects (made or acquired) and preserved solely for reference or exhibition purposes.

(f) What is a Records Series?

Records are usually grouped together physically because they are normally used, filed and disposed of as a unit. This kind of grouping is called a records series. It forms the basis for conducting the records inventory. Records series may have one or more of the following characteristics:

- (1) Are arranged under a single filing system (e.g. project files, general correspondence).
- (2) Relate to the same subject or function (e.g. construction, real estate acquisition, probation, social services, etc.).
- (3) Document a particular kind of transaction (e.g. agreements, contracts, leases, appeals, purchase orders, etc.).
- (4) Have certain similar physical characteristics (e.g. blueprints, maps, photographs, etc.).

2.2 INVENTORY PROCEDURES

<u>Responsibility</u>	<u>Activity</u>
(a) Historical Records Commission County Records Management Coordinator	1. Contact Department Head regarding records inventory.
(b) Department Head	1. Appoint staff member as the Department Records Coordinator and allocate time to be spent on records management. This person should have an understanding of the operations and function of the department and will be responsible for inventorying all records within the department.
(c) County Records Management Coordinator	1. Train, assist, and answer questions from all staff involved with the records inventory project.

(d) Department Records
Coordinator

2. Provide all necessary forms.
1. Assign the personnel needed to carry out the inventory within the time limit.
2. Begin records inventory in the office. Proceed in a systematic manner to all locations where records are stored, including off site storage.
3. Draw on graph paper a sketch of filing equipment in each room containing records (see figure 1).
4. Fill out Records Inventory Worksheet for each record series. Identify records of all storage mediums, e.g., paper, microfilm, disks, etc.
5. Fill out Filing Equipment Inventory form.
6. Hand in completed sheets and Filing Equipment Inventory form to the County Records Management Coordinator.

2.3 RECORDS INVENTORY WORKSHEET INSTRUCTIONS

The following paragraphs describe how to complete the Records Inventory Worksheet, RM-100. (See example following this section.)

No. A consecutive number should be assigned to each record series which is inventoried.

Dept.Div.Sec.Address. Fill in the department's name, division, section (if applicable), and address.

Record Series Title. A good record series title is based on the activity or function of the records. It is most important that the title of each record series be as accurate as possible, since all future reference to the records will be by the record series name. Vague titles,

such as "County Papers", "Official Documents", or "Vital Correspondence", should not be used. A specific recognizable title, such as "Project Files for County Building Construction" or "Property and Equipment Audit File", should be assigned to the series. If the title of the the record series now being used is not descriptive enough, and would be understood only by the personnel familiar with the file, a new one must be developed.

Record Also Known As. Fill in the informal department name for the record, if it exists.

Record Description. A clear description of the series is basic to the success of the inventory and the retention schedule, and is necessary for the establishment of retention periods. Each series description must show the function of the records, and the type of documents contained. Terms such as "Miscellaneous" or "various" should be avoided. If possible, include samples or photocopies of the record.

- (a) Purpose or Subject. State what is the purpose or function of the record, or the subject that it relates to. Identify the specific operation or activity it supports, such as "workplans received from county offices summarizing activities and accomplishments under all department programs," or "requests from the public for forms and publications," or "personnel data on each employee."
- (b) Included are. Describe the type of documents contained in the file. List the titles and numbers of all forms found in the file and any other material. See section 2.4 for examples of types of documents.

Questions a-i. Mark an "X" in the "YES" or "NO" column. Add comments or code citations in the question block.

- (a) Is this the official copy of the record series? If not, where is it? Identify the official record copy holder.
- (b) Is there a duplication of this record series in your department or in another department? If yes, which departments?

This information is needed to determine the retention period of both the record series and duplicate copies.

- (c) Does the record series contain confidential information? If yes, cite law or regulation.

This information is needed to determine who has access to the record, and its storage and destruction requirements.

- (d) Is this a vital record essential for the continuation or reconstruction of this department or Mendocino County Government in the event of a disaster?

If the function covered by this record series could not be performed if the series were lost or destroyed, it may be a vital record. Vital records include only 3% to 5% of all records and information maintained by most organizations. A vital record is any record essential for:

- (1) Emergency operations during a disaster,
- (2) The resumption and/or continuation of operations,
- (3) The re-establishment of the legal, financial and/or functional status of Mendocino County Government, or
- (4) The protection and fulfillment of obligations to citizens of the County.

Vital records require protection through methods such as dispersal, duplication, on-site storage in fire resistant equipment or vaults, or off-site storage of original records. To define a vital record answer the following question "what records are absolutely necessary to resume operations tomorrow?" General areas to be considered when selecting vital information include:

Financial Records - accounts receivable (vendors will supply duplicate copies of accounts payable,) loans and money transactions, general ledgers, registers, and other records proving payment.

Employee Records - payroll and benefits.

Engineering Records - production specifications, engineering drawings, inventory, research and development data.

Negotiable Instruments - stock shares, notes, bonds, checks.

Insurance Policy Information.

Ownership Records - deeds, leases, titles, patents and trademarks, licenses, franchises, capital investments.

Major Contracts and Agreements with Amendments.

- (e) Is this record series currently being microfilmed?

If the series is microfiled or is computer output microfilm (COM), then it, as well as the paper copy should be scheduled for disposition.

- (f) Should this record series be microfilmed?

Indicate if this record series should be microfilmed with a brief explanation. (e.g. vital record, historical value, large volume.)

- (g) Does this record series have historical or research value?

A record series may have historical or long term research value if it shows either the scope, nature and extent of a major government program or the condition of the county, its people and phenomena affecting them at a given point in time. This record series may be of research value to either the creating organization or to the public.

- (h) Is this record series still created?

Even though records are no longer created, they should still be included in the records inventory and scheduled for destruction or permanent archival retention.

- (i) Is there now, or has there been litigation involving Mendocino County requiring this record series?

Records which are currently required to be kept for litigation cannot be destroyed until resolution of the claim. Indicate if a record is, or has been required for litigation.

Filing Arrangement. Indicate filing arrangement. Examples: Alphabetical by subject, employee name, or geographical name. Chronological by day, week, month, year. Numerical by case number.

Record Cut Off Period. Mark an "X" in the appropriate place. Continuous refers to active files which can not be cut off on an annual basis such as personnel files, open project or case files. Fill in the actual record cut off period in "Other" if it is not one of the choices listed.

Location. This includes the building address, room number, and location of the records in that room. An easy way to indicate the specific location of records is to draw a sketch of each room containing records on grid or graph paper. The sketch should show all filing equipment, and each piece of the equipment should be designated by number (numbering from left to right.) This sketch will enable you to record on the Records Inventory Worksheets the specific location of the records being inventoried

in that room. Example: if the record series were located in cabinet number 12 in Room 2003, their location would be recorded as 2003-12 on the worksheet. See Figure 1.

In some instances, a single record series may fill one or a number of filing cabinets; in others, a record series will occupy only part of a cabinet. This creates the need to distinguish its location in a manner other than just the equipment number. In such an instance, drawers or shelves of filing equipment can be identified by letters starting with "A" at the top and going down, omitting the letters "I" and "O" to avoid confusion with numbers. Thus, if a record series were contained entirely in the third drawer from the bottom in cabinet number 12, in Room 2003, the location of the series would be recorded on the Records Inventory Worksheet as 2003-12-C. See Figure 1.

Date Range. Fill in the month and year for the earliest and latest records of this series. Example: From 6/75 To 12/84. If it is not possible to give a date range because files are continuous, such as personnel folders, then just show records as "active" or "inactive".

Storage Medium. Fill in the code number of the appropriate record storage medium. Fill in the actual type of storage medium if it cannot be found on the list.

1A Paper-Letter Size	5 Map/Plan/BlPrt	10 Key punch Cards
1B Paper-Legal Size	6 Microfilm	11 Photographs
2 Bound Volumes	7 Microfiche	12 Audio Recording
3 Computer Printouts	8 Disk or Diskette	13 Video Recording
4 Cards	9 Magnetic Tape	14 Other (Describe)

Annual Volume. Linear. Cubic. Fill in the number of linear feet that this record series grows per year. Use Section 2.5 Cubic Foot Equivalents to convert linear feet to cubic feet. Round off volume to the nearest one-half of a cubic foot. If records are no longer created, then fill in the word "NONE."

Total Volume. Linear. Cubic. Fill in the total number of linear feet of this record series. Use Section 2.5 Cubic Foot Equivalents to convert linear feet to cubic feet. Round off volume to the nearest one-half of a cubic foot. This figure should represent only those records on hand at the time of the inventory.

Retention Requirements. Fill in the time period that these records are required for the department to transact its business. Give a brief explanation.

If you are aware of any legal or audit requirements, fill in the time period that these records must be kept, and cite the code or regulation which states this (if known). If possible attach a copy or excerpts of the regulation.

Recommended Retention Periods. For each set of records maintained by your department (paper-official, paper-duplicate, microfilm-official, microfilm-duplicate, computer diskette, etc.) identify the retention period for the OFFICE, OFFICE STORAGE ROOM (if it exists), RECORDS CENTER, and the TOTAL retention of the record. Identify the retention period for each set of records kept by your office by storage medium (paper, disk, microfilm) and type of record (official, duplicate). Total retention for each record should be equal to the retention of the records in the office plus office storage, plus records center storage. All records will eventually be destroyed, with the exception of those which are archival and will be transferred to the County Archives for permanent preservation. Example:

R E C O M M E N D E D R E T E N T I O N P E R I O D S

STORAGE MEDIUM	RECORD TYPE	OFFICE	OFFICE STORAGE	RECORDS CENTER	TOTAL
MICROFILM	OFFICIAL	AFTER CLOSED	3 yrs.	7 YRS.	10 YRS AFTER CLSD
Microfilm	Official	Not Stored	Not Stored	50Yrs.	50Yrs
Microfilm	Duplicate	10 Yrs	Not Stored	Nt Std	10Yrs
Diskette	Official	Cont. Updated	Not Stored	Nt Std	Cont Updtd

The following are examples of retention periods for records:

- After acceptance (of a bid or a recommendation)
- After audit
- After close of calendar year (December 31)
- After close of fiscal year (June 30)
- After close (of a case, file, transaction)
- After completion (of a study, project or audit)
- After date of birth
- After date of sealing
- After expiration (of a contract, lease, agreement, program)
- After issuance
- After payment
- After publication
- After revision or cancellation
- After sale or transfer (of personal or real property)
- After settlement
- After termination (of a contract, employee)
- Days (No. of)
- Life of the ownership of an asset (building, equipment)
- Months (No. of)
- Obsolete
- Permanent (only for archival records)

Superseded (e.g. policy manuals)
Weeks (No. of)
Years (No. of)

Additional Remarks. Fill in any additional information that would be useful.

Person Interviewed. Fill in the name of the person being interviewed, their position title, telephone number, and date of the interview.

Prepared By. Fill in the name of the person taking the inventory and the date that the inventory was taken.

****E X A M P L E****

COUNTY OF MENDOCINO
RECORDS INVENTORY WORKSHEET

DEPT _____ DIV _____ SEC _____

ADDRESS 100 North State St., Ukiah, California 95482

RECORD SERIES TITLE Litigation Files

RECORD ALSO KNOWN AS "400 Files"

RECORD DESCRIPTION Please attach sample or photocopy.

Purpose or Subject Records of all matters of impending,
possible, and ongoing (existing) litigation matters for and
against the county, on behalf of all county entities.

Included are: Correspondence, pleadings, transcripts.

YES	NO	PLACE AN "X" IN THE PROPER COLUMN. WRITE IN ANSWERS.
x		a. Is this the official copy of the record series? If not, where is it? Official copies of correspondence.
x		b. Is there a duplication of this record series in your dept. or another dept.? If yes, which depts.? Pleadings kept by Superior & Municipal Courts.
x		c. Does this record series contain confidential information? If yes, cite law or regulation. GC 6254b
	x	d. Is this a vital record essential for the continuation or reconstruction of this dept. or county govt. in the event of a disaster?
	x	e. Is this record series currently being microfilmed?
x		f. Should this record series be microfilmed?
	x	g. Does this record series have historical or research value?
x		h. Is this record series still created?
x		i. Is there now or has there been litigation involving Mendocino County requiring this record series?

ADDITIONAL REMARKS

PERSON INTERVIEWED Jane Doe TITLE Executive Secretary
PHONE 1111 Date 4/5/87 PREPARED BY Betty Smith DATE 4/5/87

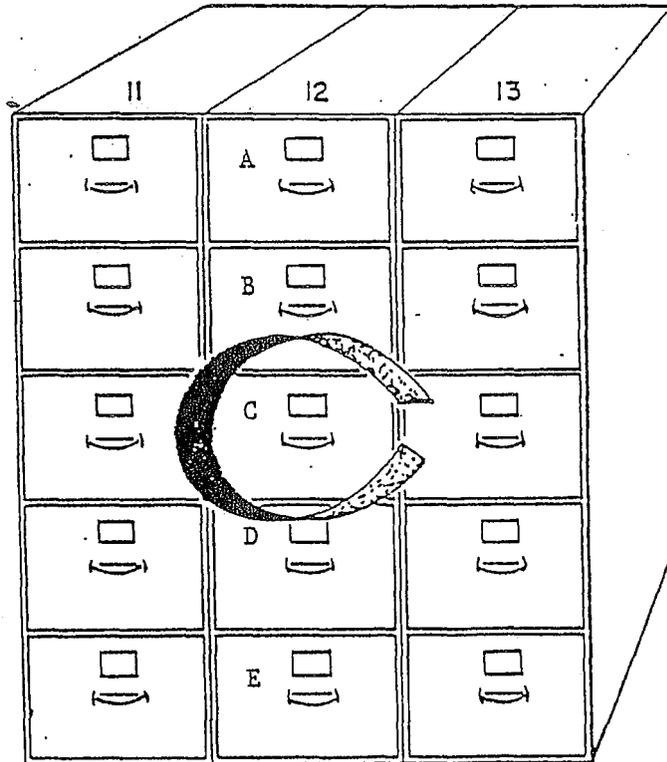
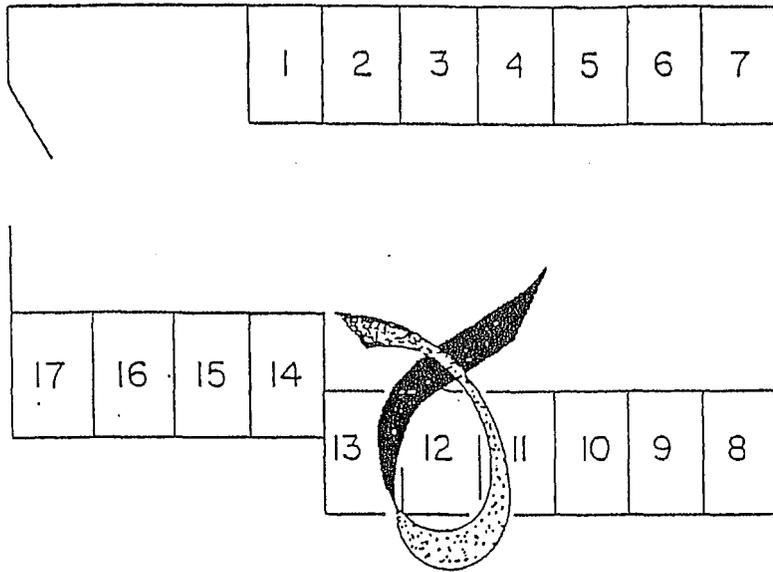


FIGURE 1

2.4. TYPES OF DOCUMENTS

Abstracts	Deeds
Account Books	Depositions
Accounting Statements	Diagrams
Acts - Legislative	Diaries
Addresses	Digests
Agendas	Directions
Agreements	Directives
Albums	Directories
Announcements	Discharges
Applications	Dispatches
Appointments	Dockets
Assessment Records	Documents
Audio Recordings	Drawings
Authorizations	Elections-Certificates
Awards	Elections>Returns
Ballots	Endorsements
Bank Statements	Examination Questions
Bills - Financial	Field Notes
Bonds	Files
Books	Financial Statements
Briefs	Flyers
Broadsides	Folders
Brochures	Franchises
Budget Work Papers	Grants
Budgets	Graphs
Bulletins	Guides
By-Laws	Handbooks
Cables	Histories
Cadastres	Indexes
Calendars	Instructions
Cards	Insurance Policies
Case Files	Interpretations
Cash Books	Interviews
Catalogs	Inventories
Census Rolls	Invoices
Certificates	Issuance
Charters	Jackets
Checks - Cancelled	Journals
Charts	Land Grants
Circulars	Land Warrants
Claims	Laws
Classbooks	Leases
Clippings	Lectures
Collections	Ledgers
Commissions	Legal Documents
Committee Files	Legal Opinions
Constitutions	Letter Books
Contracts	Letters
Correspondence	Licenses
Course Materials	Lists
Credences	Logs
Day Books	Manuals

Decrees	Manuscripts
Maps	Receipts
Memoirs	Recollections
Memoranda	Recommendations
Memorials	Registers
Messages	Regulations
Militia Lists	Releases
Minutes	Reminiscences
Mortgages	Reports
Motion Picture Films	Reprints
Muster Rolls	Requests
Negatives-Photographic	Requisitions
Newsletters	Research Notes
Nominations	Resolutions
Notebooks	Returns
Notes	Rolls
Notices	Rosters
Notifications	Rules
Oaths	Schedules
Order Books	Scrapbooks
Orders	Sketches
Ordinances	Slips
Organizational Charts	Specifications-Bldg.
Outlines	Speeches
Pamphlets	Statements
Papers	Statistical Tables
Pardons	Statutes
Passports	Studies
Patents	Subject Files
Payroll Records	Summaries
Pension Certificates	Surveys
Petitions	Synopses
Photographs	Tables
Plans	Tabulations
Platforms	Tape Recordings
Poll Lists	Tariffs
Posters	Tax Returns
Press Releases	Telegraphs
Printed Material	Testimonials
Proceedings	Tickets
Proclamations	Tickler Files
Program Documentation - EDP	Time Books & Records
Programs	Transcripts
Proofs	Trial Balances
Property Inventories	Videotapes
Publications	Vouchers
Purchase Orders	Warrants
Questionnaires	Wills
Ration Books	Work Orders
Reading Files	Work Papers
	Work Sheets

2.5 CUBIC FOOT EQUIVALENTS

Cubic Foot Computation. To compute the cubic footage of records, their linear footage must be determined. Linear footage is the length of space occupied by records from front to back of a file drawer. If the drawer contains two or three rows of jackets or cards, the linear footage of the records in the drawer would be two or three times the inside length of the drawer. If the records are stored on edge shelving, it would be the length of shelving occupied by the records. Once linear footage is determined, cubic footage may be determined by this conversion table:

<u>Size of Document</u>	<u>Multiply Linear Footage By Ratio Factor</u>
3" x 5"	.10
4" x 6"	.17
4" x 9"	.25
5" x 8"	.28
8" x 10.5"	.58
8" x 12.5"	.70
8.5 x 11"	.65
8.5 x 14"	.83
9.5"x 12"	.79
9.5 x 15"	.99
11" x 17"	1.30

Cubic Foot Equivalents. The following list identifies cubic foot equivalents for some standard size containers, equipment or record types:

<u>Equipment/Containers</u>	<u>Cu.FT.</u>	<u>Map or Plan Drawers</u>	<u>Cu.Ft.</u>
Letter size drawer	1.5	2"x26"x38" (flat)	1.1
Legal size drawer	2.0	2"x38"x50" (flat)	2.2
Lateral 36" width drawer	2.0	4"x26"x38" (flat)	2.3
Lateral 42" width drawer	2.5	4"x38"x50" (flat)	4.4
Letter size 36" open shelf	2.4		
Legal size 36" open shelf	3.0		
<u>Records Center Containers</u>		<u>Map or Plan Tubes</u>	
Letter size Oxford file	2.0	2"x2"x38" (roll)	0.1
Legal size Oxford file	2.5	2"x2"x50" (roll)	0.1
Box 10" x 12" x 15"	1.0	4"x4"x38" (roll)	0.3
Box 3.5" x 8" x 14" (tab)	0.2	4"x4"x50" (roll)	0.5
Box 3.5" x 8" x 24" (ck)	0.4		
Box 6" x 6" x 36" (map)	0.6		
Box 6" x 6" x 48" (map)	0.8		
Box 6" x 4" x 48" (map)	0.3		

<u> </u>		<u>Cu.Ft.</u>	<u> </u>	<u>Cu.Ft.</u>
<u> </u>			<u> </u>	
5	14" Rows (tab)	1.0	3" x 5" x 26"	0.4
3	24" Rows (tab)	1.0	3" x 5" x 14"	0.2
10	12" Rows (3"x5")	1.0	3.5"x7.5"x 26"	0.4
4	12" Rows (5"x8")	1.0	3.5"x7.5"x 14"	0.2
			4" x 6" x 26"	0.5
			4" x 6" x 14"	0.2
<u>Docket Books (Courts)</u>			5" x 8" x 26"	0.7
			5" x 8" x 14"	0.4
1	30" x 24" x 6"	2.5	6" x 9" x 26"	1.0
1	15" x 12" x 6"	1.0	6" x 9" x 14"	0.6
1	8" x 12" x 6"	0.5	8" x 8" x 26"	1.2
			8" x 8" x 14"	0.6
<u>Microfilm Reels</u>			<u>Microfiche</u>	
50	(35mm) 100'	1.0	5 12" Rows (4"x6")	1.0
100	(16mm) 100'	1.0		
<u>Floppy Disks</u>			<u>Magnetic Tapes (Reels)</u>	
600	3"	1.0	10 (3/4" width x 2400')	1.0
300	5"	1.0	12 (3/4" width x 1200')	1.0
150	8"	1.0	30 (3/4" width x 600')	1.0
<u>Disk Pack (Computer)</u>				
2	3 Tier	1.0		
1	5 Tier	1.0		
1	7 Tier	1.0		

ALL OTHER USE FORMULA

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

1. One cubic foot of records equals 3,000 lettersize sheets of paper.
2. One cubic foot of records weighs approximately 30 pounds.
3. One ton of records equals 70 cubic feet.

COUNTY OF MENDOCINO
REQUEST FOR APPROVAL OF
RECORDS RETENTION SCHEDULE

DEPARTMENT _____
DIVISION _____
ADDRESS _____
SCHEULE NO: _____

TO BOARD OF SUPERVISORS:

DEPARTMENTAL APPROVAL

1. The Board of Supervisors is requested to approve the attached records retention schedule(s): approval constitutes continuing authority for the proper disposal of the records listed.

The Records Management Coordinator has examined the attached schedule(s) for compliance with countywide standards and policies and conformance with accepted records management practices.

The attached records retention schedule(s) has/have been prepared after careful examination of all records with regard to operating, administrative, legal, fiscal, research, historical or archival value as well as to application of appropriate county, state and federal rules, ordinances, regulations and/or statutes governing records retention.

I will review retention schedules on an annual basis, and bring any amendments to the Board of Supervisors for approval.

I hereby certify that I am the lawful head of this department or that I am authorized to act for the head of this department in matters pertaining to records disposal.

SIGNATURE TITLE DATE

3. COUNTY COUNSEL REVIEW

As County Counsel, I have reviewed the retention periods assigned to records on the attached schedule(s).

I hereby certify that I am the lawful head of this department or that I am authorized to act for the head of this department in matters pertaining to records disposal.

SIGNATURE TITLE DATE

4. AUDITOR-CONTROLLER REVIEW

As County Auditor-Controller, I have reviewed the retention periods assigned to records on the attached schedule(s) to determine their conformance with audit requirements.

SIGNATURE _____ TITLE _____ DATE _____

5. ARCHIVAL REVIEW

As Chairperson of the Mendocino County Historical Records Commission, I have examined the schedule and have identified those items which, in my judgment, have archival, historical or research values.

SIGNATURE _____ DATE _____

6. BOARD OF SUPERVISORS APPROVAL

THE ATTACHED RECORDS RETENTION SCHEDULE(S) IS/ARE APPROVED

RESOLUTION NUMBER: _____ DATE: _____

SIGNATURE _____