

REVIEW AND APPROVAL REQUESTED FOR:

☐ Contract ☐ Amendment ☒ Resolution ☐ Ordinance ☐ Policy ☐ Other

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 10/23/25Need Date: 11/20/25**PROCESSING DEPARTMENT**

Department: Clerk of the Board
Dept Contact: Kim Dawson
Phone: 530-621-5393
Dept. Signature: Kim Dawson Digitally signed by Kim Dawson
Date: 2025.10.23 12:10:37 -0700
Title: Clerk of the Board

Org Code: 0100000
Funding Source: General Fund
PL String: N/A
Legistar #: 25-1832

CONTRACT INFORMATION

CONTRACT #: _____

CONTRACT AMENDMENT #: _____

Contracting Department: _____

Contractor/Vendor Name: _____

Contract Term: _____ Contract Value: _____

*Note - HR & RISK review will take place during Fenix Contract workflow - amendments see below.***ORDINANCE/RESOLUTION/POLICY INFORMATION**TITLE / SUBJECT: Records Retention Resolution and Schedule update

NUMBER (If Assigned): _____

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL

Upon further analysis, it was determined that Assessment Appeals hearing minutes do not
require permanent retention. This decision aligns with state regulations which allow assessment
appeal records to be destroyed five years after the final action.

COUNTY COUNSEL

Approved ☒ Disapproved ☐ Date: 12/5/25
Approved ☐ Disapproved ☐ Date: _____

By: David Livingston Digitally signed by David Livingston
Date: 2025.12.05 15:29:41 -08'00'
By: _____

COMMENTS**CONTRACT AMENDMENT ONLY****HR APPROVAL**Compliance with Human Resources requirements? Yes: ☐ No: ☐

Compliance verified by: _____

RISK APPROVAL

Approved ☐ Disapproved ☐ Date: _____
Approved ☐ Disapproved ☐ Date: _____

By: _____
By: _____

COMMENTS