


EL DORADO COUNTY BOARD OF SUPERVISORS

AGENDA ITEM TRANSMITTAL

Meeting of October 31, 2006

AGENDA TITLE: Adopt the Resolution approving the Records Disposition Schedule Amendment I for the Department of Auditor/Controller.

DEPARTMENT: General Services	DEPT SIGNOFF:	CAO USE ONLY: C
CONTACT: Richard E. Collier		<i>See file 10/19/06</i>
DATE: 10/17/2006 PHONE: 6051		

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:
 The Department of General Services recommends that the Board of Supervisors adopt the Resolution, approving the Records Disposition Schedule Amendment I for the Department of Auditor/Controller.

CAO RECOMMENDATIONS: *Recommend approval. Laura S. Hill 10/20/06*

Financial impact? () Yes (X) No	Funding Source: () Gen Fund () Other
BUDGET SUMMARY:	Other: _____
Total Est. Cost _____	CAO Office Use Only:
Funding	4/5's Vote Required () Yes () No
Budgeted _____	Change in Policy () Yes () No
New Funding _____	New Personnel () Yes () No
Savings _____	CONCURRENCES:
Other* _____	Risk Management _____
Total Funding _____	County Counsel <input checked="" type="checkbox"/>
Change in Net County Cost _____	Other _____

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or _____ Ayes: _____ Noes: _____ Abstentions: _____ Absent: _____ Rev. 04/05	I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors Date: _____ Attest: Cindy Keck, Board of Supervisors Clerk By: _____
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The County of El Dorado
Department of General Services
Joanne M. Narloch, Director

Support Services Division
Richard Collier, Support Services Manager
Phone (530) 621-6051 Fax (530) 295-2725

October 17, 2006

Board of Supervisors
330 Fair Lane
Placerville, CA 95667

Re: Records Disposition Schedule Amendment I – Department of Auditor/Controller

Dear Board Members:

Recommendation:

The Department of General Services recommends that the Board of Supervisors adopt the Resolution, approving the Records Disposition Schedule Amendment I for the Department of Auditor/Controller.

Reason for Recommendation:

On May 9, 1989, the Board adopted Policy A-9, directing County departments to inventory and to establish a records retention schedule. The schedule amendment submitted for the Department of Auditor/Controller satisfies statutory requirements as well as meeting the department's policy.

Fiscal Impact:

There is no fiscal impact.

Action to be Taken Following Approval:

General Services/Records Management will apply the parameters of the schedule to appropriate Auditor/Controller Department records.

Respectfully submitted,

Joanne M. Narloch
Director

JNM: mhb



RESOLUTION NO. _____

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

Resolution Approving an Amended Disposition Schedule for the Office of Auditor - Controller

WHEREAS, on May 9, 1989, the Board of Supervisors adopted Policy Number A-9 directing County departments to inventory and establish a records management program; and

WHEREAS, the above agency established such a records management program setting forth varying time periods for the retention of certain records; and

WHEREAS, the above agency received Board of Supervisors approval for the Records Disposition Schedule attached;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the attached Records Disposition Schedule be, and hereby is approved.
2. That the records set forth in the schedule may be destroyed after the designated periods of time pursuant to such schedules as authorized by the provisions of applicable Government Code sections.
3. That this resolution shall constitute continuing authority for the destruction of such records as authorized by the code sections cited above and this resolution shall remain in force and effect until amended or rescinded. Original copy of the above schedule is on file with the Clerk, Board of Supervisors.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the _____ day of _____ 2004 by the following vote of said Board:

Ayes:

Noes:

Absent:

ATTEST:
DIXIE L. FOOTE
Clerk of the Board of Supervisors

By _____
Deputy Clerk

Chairman, Board of Supervisors

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE: _____
ATTEST: DIXIE L. FOOTE, Clerk of the Board of Supervisors of the County of El Dorado, State of California

By _____
Deputy Clerk

REQUEST FOR APPROVAL OF RECORDS DISPOSITION SCHEDULE To: Board of Supervisors The Board is requested to approve the attached Records Disposition Schedule(s). Approval constitutes continuing authority for the proper disposal of records.	DEPARTMENT: Auditor-Controller <i>JP</i>
	DIVISION/UNIT: Accounting, Property Tax, Payroll, Reporting, Administration
	ADDRESS: 360 Fair Lane, Placerville
	SCHEDULE NUMBER(S): Auditor 1 – 5

1. RECORDS MANAGEMENT STATEMENT I have examined the attached Schedule(s) for compliance with County standards and policies and conformance with accepted records management practices.	Signature: <i>Richard Keller</i>	
	Title: <i>Support Serv. Mgr</i>	Date: <i>9/25/06</i>

2. DEPARTMENT STATEMENT The attached Records Disposition 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 application of appropriate County, State and Federal rules, ordinances, regulations, and/or statutes governing records retention.		
I hereby certify that I am the lawful head of this department or that I am authorized to act for the lawful head of this department in matters pertaining to disposal of records.	Signature: <i>Bob Toscano</i>	
	Title: <i>Asst Auditor Controller</i>	Date: <i>9/25/06</i>

3. ARCHIVAL REVIEW As County Archivist, I have examined the Schedule(s) attached and have indicated those items which, in my judgment, have archival or research values and should be reviewed by my office before they are destroyed.		
	Signature: <i>Richard Keller</i>	
	Title: <i>Support Services Mgr.</i>	Date: <i>9/25/06</i>

4. COUNTY COUNSEL REVIEW As County Counsel, I have reviewed the retention periods assigned to records on the attached Schedule(s) to determine their conformance with all applicable laws, rules, decisions, and general policy of the Board of Supervisors.		
	Signature: <i>Judith Kerr</i>	
	Title: <i>Deputy County Counsel</i>	Date: <i>9/25/06</i>

5. BOARD OF SUPERVISORS APPROVAL The attached Records Disposition Schedules are approved.	RESOLUTION NUMBER:	
	CLERK OF THE BOARD OF SUPERVISORS	Date:

**REQUEST TO COUNTY COUNSEL
FOR LEGAL SERVICES
(Please put on Lavender Paper)**

TO: COUNTY COUNSEL

DATE: 07/11/2006

FROM:



DEPARTMENT HEAD SIGNATURE

(Request must be approved by Dept. Head)

CONTACT PERSON: Richard Collier

TELEPHONE: x6051

INDEX CODE: _____ (If Index Code is blank we will assign to general index code for the department)

TYPE OF SERVICE REQUESTED: Resolution

(Advice, Opinion, Analysis, Review, Litigation, Personnel, Evaluation, Ordinance, Resolution, Approval, Subpoena Preparation and/or detail review of Contract/Agreement, etc.)

Note: Requesting department must make every effort to find out if this legal services request or a related request has been made in the past prior to making a new request thereby reducing duplicating research/review work. If a related request has been made, please advise below.

SUBJECT: Amended Record Disposition Schedule - Office of Auditor-Controller

SPECIFIC LEGAL QUESTION(S)/LEGAL ACTION REQUESTED: (Please summarize request and include any attachments. Do not just say "see attached".)

Please review and approve the attached disposition schedule and return the approval page to Bert Drouin of this department.

BACKGROUND/DISCUSSION: (Submit all relevant documents. Letter/Memo may be attached in lieu of written discussion.)

The Office of the Auditor-Controller established a retention schedule for their records under Board Resolution No. 335-91 (copy also attached). The proposed schedule more clearly identifies the record items listed and changes the retention period for several records.

RELATED MATTERS: _____

ANY HEARING/MEETING DEADLINE DATE TO BE MET: Yes No

DATE NEEDED BY: _____

EL DORADO COUNTY COUNSEL

2006 JUN 12 PM 2:43

County of El Dorado
Office of Auditor-Controller

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667-4193
Phone (530) 621-5487 Fax (530) 295-2535


PLACER
05 JUN 20 10:41

memorandum

TO: GSD – Records Management
FROM: Heather Pence
DATE: May 15, 2006
SUBJECT: Records Disposition

Attached is the final, department head approved Records Disposition for the Auditor-Controller's Office. Please take the necessary steps to obtain Board of Supervisor's approval. Should you have any questions or changes regarding this Disposition, please contact me directly.

Thank you


Heather Pence
Ext 5854



Dept. Head Approval

6-21-06

Date

County of El Dorado RECORDS DISPOSITION SCHEDULE	Department	Schedule #	Date
	AUDITOR-CONTROLLER'S OFFICE	AUDITOR - 1	5/15/2006
	Organizational Unit	Page 1 of 8	
	ACCOUNTS PAYABLE & LEDGER POSTING		
	Address	BOS Approval Number	
360 FAIR LANE, PLACERVILLE, CA 95667			

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
		Office	Dept	CRC	Total			

1	CHECKS/WARRANTS							
101.01	Checks/Warrants Canceled and cleared checks, voids, mis-runs, and microfilm of cleared checks		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26907 Auditor may destroy any claim warrant or any other paper issued as a warrant voucher that is more than five years old or at any time after the document has been reproduced.
2	CLAIMS							
102.01	Manual and Interface Vouchers Not Scanned Original paper documents supporting payment claims from all County Departments, Schools, Districts, and other County Agencies.		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26907
102.02	Manual and Interface Vouchers Scanned Documents Original paper documents supporting payment claims from all County Departments, Schools, Districts, and other County Agencies that have been scanned to CD.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26907
102.03	Manual and Interface Vouchers CDs CDs of scanned documents supporting payment claims from all County Departments, Schools, Districts, and other County Agencies.		Perm	0 Yr	Perm			Gov't Code 26907 - Dept. Policy to retain permanently.

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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3 DEPOSITS								
103.01	Deposit Records/Cash Statements Not Scanned Original paper documents supporting receipt of funds and cash on hand in departments. Includes deposit permits and related backup, cash receipts, department cash statements and deposit index reports.		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26907.2 The Board may authorize the destruction or disposition of the copies of any county deposit permits or deposit receipts issued by the County Auditor, which are more than five years old.
103.02	Deposit Records/Cash Statements Scanned Documents Original paper documents supporting receipt of funds and cash on hand in departments. Includes deposit permits and related backup, department cash statements and deposit index reports that have been scanned to CD.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26205 The board of supervisors of any county may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if document has been electronically reproduced on an alternate media pursuant to the regulations as stated in this code. Gov't Code 26201 The board may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic reproduction of which is in the files of any officer or department of the county.

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
		Office	Dept	CRC	Total			
103.03	Deposit Records/Cash Statements CDs CDs of scanned documents supporting receipt of funds and cash on hand in departments. Includes deposit permits and related backup, cash receipts, department cash statements and deposit index reports.		Perm	0 Yr	Perm			Gov't Code 26907.2 – Dept. Policy to retain permanently.
4	INCOME TAX							
104.01	Income Tax Reporting Forms 1099, W9 and CA 590 forms. To record and report vendor amounts to the Federal and State Government. Includes any necessary supporting documents.		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 The board may authorize the destruction 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 charter and which is not expressly required by law to be filed and preserved. Dept Policy to retain longer.

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
		Office	Dept	CRC	Total			

5 JOURNALS								
105.01	Journal Entries/Interface Journal Not Scanned Original paper documents supporting manual and interfaced transactions posted to Ledgers not automatically generated by the accounting system. May include Journals, Department Billings, Purchase (Credit) Card Interfaces, Budget Transfers, School Transfers and Journals and Treasurer Journals.		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26202 – Dept Policy
105.02	Journal Entries/Interface Journals Scanned Documents Original paper documents supporting manual and interfaced transactions posted to Ledgers not automatically generated by the accounting system. May include Journals, Department Billings, Purchase (Credit) Card Interfaces, Budget Transfers, School Transfers and Journals and Treasurer Journals that have been scanned to CD.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26205, 26201 – Dept Policy (Duplicate Record)

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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105.03	Journal Entries/Interface Journals CDs CDs of scanned documents supporting manual and interfaced transactions posted to Ledgers not automatically generated by the accounting system. May include Journals, Department Billings, Purchase (Credit) Card Interfaces, Budget Transfers, School Transfers and Journals and Treasurer Journals.		Perm	0 Yr	Perm			Gov't Code 26205, 26201 – Dept. Policy to retain permanently.
6	FAM DAILY							
106.01	Control and Setup Daily control and batch reports of transactions to be generated by FAMIS. Including but not limited to interface control reports, daily setup sheets and checks added to outstanding.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26202
106.02	FAM Daily Balancing Documents used to balance and reconcile daily checks to be issued.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26202

County of El Dorado
RECORDS DISPOSITION SCHEDULE

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (include all statutory and regulatory references)
		Office	Dept	CRC	Total			

7 CHECK/WARRANT REGISTER								
107.01	Check Register – General Daily report of checks issued and/or cancelled. Including but not limited to County Departments, Schools, Districts and other County Agencies.		Curr Yr	0 Yr	1 Yr			Gov't Code 26205, 26201
107.02	Check Register – Microfilm/CD Daily report of checks issued and/or cancelled. Including but not limited to County Departments, Schools, Districts and other County Agencies.		Curr + 14 Yr	0 Yr	15 Yr			Gov't Code 26907
107.03	Check Register – Social Services Records of payments made to clients by Social Services. Report generated by Social Services system (ISAWS).		Curr Yr	5 Yr	6 Yr			Gov't Code 26907
107.04	Check Register – Child Support Records of payments made to clients by Child Support. Report generated by Child Support system (CASES).		Curr Yr	5 Yr	6 Yr			Gov't Code 26907
107.05	Stop Payment Documents including but not limited to Stop Payment Logs, Request Sheets and Bank Confirmations.		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26907

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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8	VENDOR							
108.01	Maintenance Log Includes printouts of vendor adds, changes and deletes		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26202
9	SIGNATURES							
109.01	Authorized Signatures Official signatures of those authorized to sign documents. Includes County Departments, Schools, Districts and other County Agencies.		Curr + 5 Yr	0 Yr	6 Yr			Gov't Code 26202 - Dept Policy
10	CREDIT CARD PROGRAM							
110.01	Bank Statements All Credit Card Bank Statements received from bank (not used as Visa Justification backup) including but not limited to B of A Corporate statements.		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26907
110.02	Visa Justifications Manual and interfaced credit card justifications including all related backup documentation from all County Departments, and may include Schools, Districts, and other County Agencies.		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26907
110.03	Credit Card Administration All records and supporting documents of credit card activity, history and issuance to departments/individuals.			0 Yr				Gov't Code 26202 Retained in Department for life of Card then moved to Closed account/Cancelled Card file.

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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110.04	Closed Accounts/Cancelled Cards All records and supporting documents of credit card activity and history of cancelled cards and closed accounts.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26202
11	WELFARE							
111.01	Welfare Checks/Warrants Any paper original Welfare check, cleared or cancelled that has not been otherwise electronically or photographically reproduced. Alternate media copy must be held in office.		Curr Yr	19 Yr	20 Yr			Gov't Code 26907, 26205 - Dept Policy To be kept as possible evidence for Welfare fraud cases.

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	PROPERTY TAX		
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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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1	CURRENT YEAR SECURED						
201.01	Tax Structure		Curr + 6 Yr	6 Yr	13 Yr		Gov't Code 26202 The board may authorize the destruction 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 charter and which is not expressly required by law to be filed and preserved. Dept Policy to retain longer. Revenue and Taxation Code 4377 Any delinquent tax roll and original secured roll on which it is based may be destroyed by the county officer in possession of the rolls if a) the destruction has first been approved by the BOS b) the abstract list has been certified as correct and complete and c) a certified permanent record on a substitute media has been prepared. The substitute media will be retained for 12 years but may be destroyed after the 12 year retention period.
201.02	Agency Value Reports		Curr + 6 Yr	6 Yr	13 Yr		Gov't Code 26202 – Dept Policy may be based on the suggested retention periods per the County Government Accounting Standards and Procedures Guidelines and/or State Controller's Office guidelines.
201.03	AB-8, ERAF, Unitary Calculations		Curr + 6 Yr	6 Yr	13 Yr		Gov't Code 26202 – Dept Policy
201.04	Admin Fee		Curr + 6 Yr	6 Yr	13 Yr		Gov't Code 26202 – Dept Policy
201.05	Original Charge		Curr + 2 Yr	10 Yr	13 Yr		Gov't Code 26202 – Dept Policy
201.06	Monthly Collections, Apportionments and Ledger		Curr + 2 Yr	10 Yr	13 Yr		Gov't Code 26202 – Dept Policy

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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201.07	<i>Roll Maintenance (including ARC & value/exemptions report</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
201.08	<i>FYE Reports & Ledgers</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
201.09	<i>Assessment Roll Fiche</i>		Curr + 12 Yr	0 Yr	13 Yr			Gov't Code 26202 – Dept Policy
201.10	<i>Original Tax Roll Fiche</i>		Curr + 12 Yr	0 Yr	13 Yr			Gov't Code 26202 – Dept Policy
201.11	<i>Corrected Tax Roll Fiche</i>		Curr + 12 Yr	0 Yr	13 Yr			Gov't Code 26202 – Dept Policy
201.12	<i>Miscellaneous Records for Current Year Secured</i>		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 – Dept Policy
2	SUPPLEMENTAL							
202.01	<i>Roll Maintenance – Weekly Bill/Refund Runs</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
202.02	<i>Monthly Collections, Apportionments and Ledgers</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
202.03	<i>5% Administration Reports and Files</i>		2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
202.04	<i>FYE Reports and Ledgers</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
202.05	<i>Miscellaneous Supplemental Records</i>		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 – Dept Policy

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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3 CURRENT YEAR UNSECURED								
203.01	<i>Original Charge</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy Revenue and Taxation Code 2928 Any original unsecured roll containing information set forth in the delinquent roll or the abstract list may be destroyed by the county officer in possession of the rolls if a) the destruction has first been approved by the BOS b) the delinquent roll or abstract list has been certified as correct and complete and c) a certified permanent record on a substitute media has been prepared. The substitute media will be retained for 5 years but may be destroyed after the 5 year retention period.
203.02	<i>Annual Transfer to Unsecured Abstract System</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
203.03	<i>FYE Reports and Ledgers</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
203.04	<i>Monthly Collections, Apportionments and Ledgers</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
203.05	<i>Roll Maintenance</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
203.06	<i>Miscellaneous Records for Current Year Unsecured</i>		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 – Dept Policy
4 SECURED ABSTRACT								
204.01	<i>Monthly Collections, Apportionments and Ledgers (AKA Redemption Roll or Prior Year Secured Roll)</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202, R & T Code 4377 – Dept Policy
204.02	<i>Roll Maintenance</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202, R & T Code 4377 – Dept Policy
204.03	<i>FYE Reports and Ledgers</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202, R & T Code 4377 – Dept Policy

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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204.04	<i>Miscellaneous Records for Secured Abstract</i>		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202, R & T Code 4377 – Dept Policy
5	UNSECURED ABSTRACT							
205.01	<i>Monthly Collections, Apportionments and Ledgers (AKA Redemption Roll or Prior Year Secured Roll)</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202, R & T Code 4377 – Dept Policy
205.02	<i>Roll Maintenance</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202, R & T Code 4377 – Dept Policy
205.03	<i>FYE Reports and Ledgers</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202, R & T Code 4377 – Dept Policy
205.04	<i>Miscellaneous Records for Secured Abstract</i>		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202, R & T Code 4377 – Dept Policy
6	CASH STATEMENTS							
206.01	<i>Monthly Documents</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
7	RECONCILIATIONS							
207.01	<i>General Ledger</i>		Curr + 2 Yr	8 Yr	11 Yr			Gov't Code 26202 – Dept Policy
8	GOVT ACCOUNTING STANDARDS BULLETIN 34							
208.01	<i>GASB 34</i>		Curr + 2 Yr	8 Yr	11 Yr			Gov't Code 26202 – Dept Policy
9	G/O BONDS							
209.01	<i>Annual Debt Service Rate Calculations</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy Gov't Code 26907.1 The Auditor or ex officio auditor may destroy any county, school or special district bonds or coupons which have been paid or canceled for a period of not less than five years.

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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209.02	<i>Miscellaneous G/O Bonds Records</i>		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202, 26907.1 – Dept Policy
10	DIRECT CHARGES							
210.01	<i>Original Charge</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
210.02	<i>Annual Files</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
210.03	<i>Handling Fee</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
210.04	<i>Miscellaneous Direct Charge Records</i>		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 – Dept Policy
11	TAX SALE							
211.01	<i>Tax Sale Journal Entries</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
211.02	<i>Excess Proceeds</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
12	PROPERTY TAX REFUNDS							
212.01	<i>Refund Files</i>		Curr + 2 Yr	8 Yr	11 Yr			Gov't Code 26202 – Dept Policy
212.02	<i>Refund Apportionments and Journal Entries</i>		Curr + 2 Yr	8 Yr	11 Yr			Gov't Code 26202 – Dept Policy
212.03	<i>Unclaimed Refunds</i>		Curr + 2 Yr	8 Yr	11 Yr			Gov't Code 26202 – Dept Policy
212.04	<i>Miscellaneous Property Tax Refund Records</i>		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 – Dept Policy
13	MISCELLANEOUS TAXES (Including but not limited to:)							
213.01	<i>Home Owner's Exemptions Claim and Apportionment</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy
213.02	<i>Timer Yield Tax</i>		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 – Dept Policy

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213.03	Federal In Lieu		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 - Dept Policy
213.04	Federal Grazing		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 - Dept Policy
213.05	State Highway Property Rental Tax		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 - Dept Policy
213.06	Racehorse Tax		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 - Dept Policy
213.07	Open Space Subvention		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 - Dept Policy
213.08	Disaster Relief		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 - Dept Policy
213.09	ERAF Rebate		Curr + 2 Yr	10 Yr	13 Yr			Gov't Code 26202 - Dept Policy
213.10	Miscellaneous Taxes		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 - Dept Policy
14	STATE REPORTING							
214.01	J29S School Information		Curr + 2 Yr	8 Yr	11 Yr			Gov't Code 26202 - Dept Policy
214.02	BOE-822 Information of Supplemental Roll		Curr + 2 Yr	8 Yr	11 Yr			Gov't Code 26202 - Dept Policy
214.03	Annual Report of Property Taxes LGFA/LGRS Information on current year equalized roll		Curr + 2 Yr	8 Yr	11 Yr			Gov't Code 26202 - Dept Policy
214.04	Semi-Annual Settlement (COL-255)		Curr + 2 Yr	8 Yr	11 Yr			Gov't Code 26202 - Dept Policy
214.05	Assessor Loan Program Certification		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 - Dept Policy
214.06	Miscellaneous State Reporting Documents		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 - Dept Policy

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures and State Controller's Office Guidelines.

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15	1915 BONDS							
215.01	Formation and Bonding Documents		Curr + 2 Yr	3 Yr	6 Yr			Gov't Code 26202 – Dept Policy Streets & Highways Code 8672 Bond registers, canceled bonds and bond coupons shall be retained by the paying for five years beyond the last maturity of the bond issue. Bonds filed at last maturity date.
215.02	Paying Agent Information		Curr + 2 Yr	3 Yr	6 Yr			Gov't Code 26202, SHC 8672
215.03	Amortization Schedules		Curr + 2 Yr	3 Yr	6 Yr			Gov't Code 26202, SHC 8672
215.04	Early Payoffs		Curr + 2 Yr	3 Yr	6 Yr			Gov't Code 26202, SHC 8672
215.05	Maturity Reports		Curr + 2 Yr	3 Yr	6 Yr			Gov't Code 26202, SHC 8672
215.06	Bond Calls		Curr + 2 Yr	3 Yr	6 Yr			Gov't Code 26202, SHC 8672
215.07	Foreclosure Information		Curr + 2 Yr	3 Yr	6 Yr			Gov't Code 26202, SHC 8672
215.08	Payment Information		Curr + 2 Yr	3 Yr	6 Yr			Gov't Code 26202, SHC 8672
215.09	Re-apportionment Information		Curr + 2 Yr	3 Yr	6 Yr			Gov't Code 26202, SHC 8672
16	LAFCO							
216.01	Annexations		Curr + 6 Yr	6 Yr	13 Yr			Gov't Code 26202 – Dept Policy
216.02	Billings		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 – Dept Policy
17	CORRESPONDENCE AND VARIOUS FILES							
217.01	General Correspondence		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 – Dept Policy

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217.02	Various Files		Curr + 2 Yr	6 Yr	9 Yr			Gov't Code 26202 - Dept Policy

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1								
TIME REPORTS								
301.01	Pay Period Reports Starting from PP1 of 1987 Certified department time sheets and/or time reports approved by departments and used for basis of payroll.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26205, 26201 – Duplicate Record (Confidential Destruction Required)
301.02	Pay Period Reports Starting from PP1 of 1987 – Microfiche Microfiche of certified department time sheets and/or time reports approved by departments and used for basis of payroll.		Curr + 24 Yr	46 Yr	71 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
301.03	Pay Period Printouts Prior to PP1 of 1987 Certified department time sheets and/or time reports approved by departments and used for basis of payroll.		Curr Yr	70 Yr	71 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
2								
PAYROLL REGISTER								
302.01	Pay Period Registers Starting From 11/19/1999 Pay period registers of employee's net pay showing gross pay minus deductions.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26205, 26201 – Duplicate Record (Confidential Destruction Required)
302.02	Pay Period Registers Starting From 11/19/1999 – Microfiche Microfiche of pay period registers of employee's net pay showing gross pay minus deductions.		Curr + 24 Yr	46 Yr	71 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
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302.03	Pay Period Registers Prior to 11/19/1999 Pay period registers of employee's net pay showing gross pay minus deductions		Curr Yr	15 Yr	16 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
302.04	Calendar Year-End Registers Prior to 11/19/1999 Calendar year-end registers of employee's net pay showing gross pay minus deductions		Curr + 2 Yr	68 Yr	71 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
3	HOURS REGISTER							
303.01	Hours Register Starting From 11/19/1999 Register of number and type of hours paid, earned and used.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26205, 26201 – Duplicate Record (Confidential Destruction Required)
303.02	Hours Register – Microfiche Microfiche of hours register of number and type of hours paid, earned and used.		Curr + 24 Yr	46 Yr	71 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
303.03	Hours Register Prior to 11/19/1999 Register of number and type of hours paid, earned and used.		Curr Yr	15 Yr	16 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
303.04	Calendar Year-End Registers Prior to 11/19/1999 Calendar year-end registers of number and type of hours paid, earned and used.		Curr + 2 Yr	68 Yr	71 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines

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4 DISTRIBUTION								
304.01	Interface Reports Starting From 11/19/1999 Printout of Distribution by Index Code and Department		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26205, 26201 - Duplicate Record (Confidential Destruction Required)
304.02	Interface Report - Microfiche Microfiche of Payroll cost distribution in FAMIS		Curr + 24 Yr	46 Yr	71 Yr			Gov't Code 26202 - Dept Policy (Confidential Destruction Required)
304.03	Interface Reports Prior to 11/19/1999 Printout of Distribution by Index and Department		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 - Dept Policy (Confidential Destruction Required)
5 DEDUCTIONS AND OTHER EARNINGS (DOE)								
305.01	DOE Reports by Employee Starting From 11/19/1999 Printout of all employees special earnings, county paid benefits, required and voluntary deductions by pay period		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26205, 26201 - Duplicate Record (Confidential Destruction Required)
305.02	Deductions and Other Earnings (DOE) - Microfiche Microfiche of all employees special earnings, county paid benefits, required and voluntary deductions by pay period		Curr + 24 Yr	46 Yr	71 Yr			Gov't Code 26202 - Dept Policy (Confidential Destruction Required)

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305.03	DOE Printout Prior to 11/19/1999 Printout of all employees special earnings, county paid benefits, required and voluntary deductions by pay period		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
305.04	Calendar Year-End Reports Prior to 11/19/1999 Calendar year-end printout of all employees special earnings, county paid benefits, required and voluntary deductions		Curr + 2 Yr	68 Yr	71 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
6	DEFERRED COMPENSATION							
306.01	Records of Employee Separation from Deferred Compensation Files of employees who separate from deferred compensation plan		Curr + 1 Yr	14 Yr	16 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
306.02	Quarterly Reports Plan Administrator reports by Administrator listing employees		Curr Yr	5 Yr	6Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
7	FLEXIBLE BENEFITS							
307.01	Flexible Benefit Records Worksheets summarizing payouts. Employee enrollment forms and annual 5500 IRS report		Curr Yr	15 Yr	16 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)

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8	SUPPLEMENTALS							
308.01	Checks/Warrants Corrected checks documents		Curr Yr	15 Yr	16 Yr			Gov't Code 26907 – Dept Policy (Confidential Destruction Required)
9	PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)							
309.01	PERS Reports of payment amounts to PERS		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
309.02	State Judges Retirement Quarterly reports filed with State Judges Retirement		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
10	EMPLOYEE (TERMS)							
310.01	Terminated/Retired Employee Records Original documents of employee payroll information utilized by the Auditor's Payroll division		Curr + 4 Yr	66 Yr	71 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
11	INCOME TAX							
311.01	W2 Forms Copies of Employee W2 Forms filed by calendar year		Curr + 3 Yr	12 Yr	16Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
311.02	Federal and State Quarterly Tax Reports Reports sent to Federal and State for Income Tax reporting		Curr Yr	15 Yr	16 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines

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12	FAIR LABOR STANDARS ACT (FLSA)							
312.01	FLSA Worksheets Documents and calculations of overtime paid in accordance with the FLSA		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
13	STATE REPORTS							
313.01	State Quarterly Reports Quarterly reports sent to the State including but not limited to Unemployment Tax due. Does not Include Income Tax		Curr Yr	15 Yr	16 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
14	HEALTH INSURANCE							
314.01	Health Insurance Worksheets Worksheets of health insurance payments prior to County becoming self insured		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
15	GARNISHMENTS							
315.01	Wage Garnishment Records All documents related to garnishments against wages. Includes garnishments from outside sources		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
16	CHECK REGISTER							
316.01	Check Writer Reports Report of all payroll checks written		Curr Yr	2 Yr	3 Yr			Gov't Code 26202 (Confidential Destruction Required)

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines

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1 STATE REPORTS								
401.01	State Reports of Financial Transactions Monthly, quarterly and annual State required reports and their supporting documents. Including but not limited to SLESF, LGFA, etc.		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy
401.02	Mandated Cost Claims for reimbursement of State Mandated Cost. Including but not limited to claims and labor distribution reports and all supporting documents	Until Paid by State	1 Yr	4 Yr	5 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required) Records retained by department until costs are paid by State plus one year.
401.03	Sales / Use Tax Documents and reports supporting Sales and Use taxes paid to the State for purchases from out of state vendors		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy
2 REALIGNMENT								
402.01	Realignment Records Documents received from the State and internal allocation work papers for County departments receiving State Realignment revenues. Includes all supporting documents		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26202 – Dept Policy

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3 ACCOUNTING								
403.01	Analysis Work Papers Including but not limited to work papers for items such as TDA/STA, trial/court reports, accounting reconciliation, ambulance billing		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy
403.02	Department Trust Fund Reconciliation Documents received from departments showing the reconciliation of their trust funds. May include documents from county schools, districts and agencies.		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 – Dept Policy
403.03	Transaction Ledgers Printed reports listing transactions that are not otherwise stored on a substitute media		Curr + 4 Yr	11 Yr	16 Yr			Gov't Code 26202 – Dept Policy
4 COURT RELATED ITEMS								
404.01	Court Revenue Monthly reports of County, City and State revenues from fines, fees and forfeitures. Including but not limited to completed TC31, copies of claim vouchers and journal entries, Sheriff parking ticket information and other Court revenue documents		Curr + 1 Yr	9 Yr	11 Yr			Gov't Code 26202 – Dept Policy

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5	COST PLAN							
405.01	Work Papers Support documents of Cost Plan filed by Fiscal Year		Curr + 2 Yr	13 Yr	16 Yr			Gov't Code 26202 – Dept Policy
405.02	Records Final approved/negotiated Cost Plan		Curr + 2 Yr	Perm	Perm			Gov't Code 26202 – Dept Policy
6	CHECK/WARRANTS							
406.01	Bank Statement – Paid Checks		Curr Yr	5 Yr	6 Yr			Gov't Code 26907 – Dept Policy
406.02	Outstanding Check Reports Monthly reports of outstanding checks and check error report by check type		Curr Yr	5 Yr	6 Yr			Gov't Code 26907 – Dept Policy
406.03	Check Clearance Report Prior to 7/1/1994 Report of purged checks paid		Curr + 1 Yr	24 Yr	26 Yr			Gov't Code 26907 – Dept Policy
7	RECONCILIATION							
407.01	Cash Reconciliation Quarterly and annual cash reconciliations		Curr Yr	15 Yr	16 Yr			Gov't Code 26922 – Dept Policy Duplicate record filed with BOS (permanent)

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines.

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8	FIXES ASSETS							
408.01	Certified Fixed Assets Inventories of County owned fixed assets. Including but not limited to department inventories, monthly acquisitions, copies of purchase claim vouchers and all other supporting documents		Curr Yr	5 Yr	6 Yr			Gov't Code 24051 – Dept Policy
408.02	Historical Cost Historical cost documents for land, buildings and capital improvements		Curr + 4 Yr	66 Yr	71 Yr			Gov't Code 24051 – Dept Policy Additional Departmental approval required before destruction.
9	GRANTS							
409.01	Grants Includes reports and any supporting grant documents for County departments, schools, districts and agencies	Until Grant Termination	1 Yr	4 Yr	5 Yr			Gov't Code 26202 – Dept Policy Filed after grant termination and audit
10	SOCIAL SERVICES/DCSS							
410.01	Claims and Trust Funds Including but not limited to Administrative/Assistance claims, trust fund reports and work papers, and integrated payroll reports		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26907 (Confidential Destruction Required)

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines.

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11	AUDITS							
411.01	County Audit Reports and Work Papers for County Wide External Audit Reports and documents supporting County audits. Includes internal documents prepared for external auditor. Including but not limited to fund balance, reconciliation, receivables, transfers in/out, audit journal entries, capital lease, debt service, etc.		Curr + 1 Yr	5 Yr	8 Yr			Gov't Code 26202 – Dept Policy
411.02	Special District – Independent Audit Reports Reports and documents supporting Special District audits performed by non-county staff		Curr + 1 Yr	69 Yr	71 Yr			Gov't Code 26202 – Dept Policy Additional Departmental approval required before destruction.
411.03	Special District – Internal Audit Reports Reports and documents supporting Special District audits performed by county staff		Curr + 1 Yr	69 Yr	71 Yr			Gov't Code 26202 – Dept Policy Additional Departmental approval required before destruction.
411.04	Internal County Audit Reports Reports and work papers for internal County audits of programs, grants and other related County activities		Curr + 1 Yr	69 Yr	71 Yr			Gov't Code 26202 – Dept Policy Additional Departmental approval required before destruction.
12	BUDGET							
412.01	Final Approved Budget – Copy Final approved budget books for the County and Special Districts		Curr Yr	25 Yr	26 Yr			Gov't Code 26202 – Dept Policy

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines.

County of El Dorado RECORDS DISPOSITION SCHEDULE	Department	Schedule #	Date
	AUDITOR-CONTROLLER'S OFFICE	AUDITOR - 4	5/16/2006
	Organizational Unit	Page 6 of 6	
	ACCOUNTING-REPORTING-AUDITING		
	Address	BOS Approval Number	
360 FAIR LANE, PLACERVILLE, CA 95667			

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
		Office	Dept	CRC	Total			
412.02	Final Approved Budget - Archival Final approved budget books for the County and Special Districts			PERM				Gov't Code 26202 - Dept Policy
412.03	Other Budget Books Copies of final and proposed budgets for the County and Special Districts		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26202 - Dept Policy
412.04	Budget Projects County proposed and final budget schedules, notes and all other related supporting documents		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 - Dept Policy
412.05	Special Districts Budget Projects County proposed and final budget schedules, notes and all other related supporting documents		Curr Yr	5 Yr	6 Yr			Gov't Code 26202 - Dept Policy
13	REPORTS							
413.01	Other Reports All other accounting and auditing reports and any supporting documents		Curr + 1 Yr	4 Yr	6 Yr			Gov't Code 26202 - Dept Policy

County of El Dorado RECORDS DISPOSITION SCHEDULE	Department	Schedule #	Date
	AUDITOR-CONTROLLER'S OFFICE	AUDITOR – 5	5/15/2006
	Organizational Unit	Page 1 of 5	
	ADMINISTRATION		
	Address	BOS Approval Number	
360 FAIR LANE, PLACERVILLE, CA 95667			

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
		Office	Dept	CRC	Total			

1 DEPT PAYROLL RECORDS								
501.01	Internal Payroll Records Not Scanned Paper originals of Auditor Department time sheets and other Payroll documents		Curr + 5 Yr	0 Yr	6 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
501.02	Internal Payroll Records Scanned Documents Paper Originals of Auditor Department time sheets and other payroll documents that have been scanned to CD.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26202 (Confidential Destruction Required)
501.03	Internal Payroll Records CDs CDs of Auditor Department time sheets and other payroll documents that have been scanned to CD.		Perm	0 Yr	Perm			Gov't Code 26202 – Dept. Policy to retain permanently (Confidential Destruction Required)
501.04	Payroll Registers Auditor Department Payroll registers including but not limited to Leave Balances, Distribution by Index Code, etc.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26201 – Dept Policy (Confidential Destruction Required) (Duplicate Record)
2 PERSONNEL FILES								
502.01	Current Personnel Related Files All documents related to permanent and extra-help employee personnel activities. Including but not limited to applications, performance evaluations, disciplinary actions, correspondence, training records, terminations, etc.			0 Yr				Gov't Code 26202 – Dept Policy (Confidential Destruction Required) Records kept in Department until separation of employee then moved to Separated Employee file.

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines.

County of El Dorado RECORDS DISPOSITION SCHEDULE	Department	Schedule #	Date
	AUDITOR-CONTROLLER'S OFFICE	AUDITOR – 5	5/15/2006
	Organizational Unit	Page 2 of 5	
	ADMINISTRATION		
	Address	BOS Approval Number	
	360 FAIR LANE, PLACERVILLE, CA 95667		

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
		Office	Dept	CRC	Total			
502.02	Separated Employee Files All documents related to separated employee personnel activities. Including but not limited to applications, performance evaluations, disciplinary actions, correspondence, training records, terminations, etc.		Curr + 1 Yr	6 Yr	8 Yr			Gov't Code 26202 – Dept Policy (Confidential Destruction Required)
3	ACCOUNTS PAYABLE							
503.01	Direct Bills All direct billings and their related backup received for services provided to department including but not limited to, Central Stores, Central Duplicating, Postage, Information Services, etc.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26202 – Dept Policy (Duplicate Record)
503.02	Accounts Payable All internal Accounts Payable documents and their related backup including but not limited to Manual and Interfaced Claim Vouchers, Visa Justification Journals, Expired Contracts, etc.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26201 – Dept Policy (Duplicate Record)

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines.

County of El Dorado RECORDS DISPOSITION SCHEDULE	Department	Schedule #	Date
	AUDITOR-CONTROLLER'S OFFICE	AUDITOR – 5	5/15/2006
	Organizational Unit	Page 3 of 5	
	ADMINISTRATION		
	Address	BOS Approval Number	
360 FAIR LANE, PLACERVILLE, CA 95667			

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
		Office	Dept	CRC	Total			
4	LEGAL ISSUES							
504.01	Court Cases, Lawsuits All records, legal documents and correspondence related to Court Cases or Lawsuits pertaining to the operation of the Auditor-Controller's Office.		Curr + 5 Yr	0 Yr	6 Yr			Gov't Code 26202 – Dept Policy (Retained for five years after conclusion of case)
5	AGENDAS & LEGAL OPINIONS							
505.01	Board of Supervisors Agenda Items All agenda item transmittals and their related backup acted upon by the BOS including but not limited to resolutions, contracts, etc.		Curr + 2 Yr	0 Yr	3 Yr			Gov't Code 26201 – Dept Policy (Duplicate Record)
505.02	Legal Opinions Legal opinions solicited from County Counsel pertaining to the Auditor-Controller's Office.		Curr + 1 Yr	28 Yr	30 Yr			Gov't Code 26201 – Dept Policy (Duplicate Record)
6	BONDS							
506.01	Screening Committee All documents, correspondence and materials related to or acted upon by the Bond Screening Committee. Including but not limited to potential bond sales, applications, policies, etc.		Curr + 1 Yr	34 Yr	36 Yr			Gov't Code 26202, SHC 8672 – Dept Policy (Retained for five years beyond life of Bond)

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines.

County of El Dorado RECORDS DISPOSITION SCHEDULE	Department	Schedule #	Date
	AUDITOR-CONTROLLER'S OFFICE	AUDITOR – 5	5/15/2006
	Organizational Unit	Page 4 of 5	
	ADMINISTRATION		
	Address	BOS Approval Number	
360 FAIR LANE, PLACERVILLE, CA 95667			

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
		Office	Dept	CRC	Total			
506.02	Bond Sales All documents related to the development of districts and actual bond sales for Mello Roos and all other Special District financing. Including but not limited to transcripts, reimbursements, etc.		Curr + 1 Yr	34 Yr	36 Yr			State & Highway Code 8672 . . . The register, cancelled bonds, and coupons shall be retained for five years beyond the last maturity of the bond issue.
7	TAX & REVENUE ANTICIPATION NOTE							
507.01	TRAN All records and backup documentation related to TRAN.		Curr + 1 Yr	6 Yr	8 Yr			Gov't Code 26202 – Dept Policy
8	GENERAL							
508.01	General Information General information files including but not limited to correspondence, memos, reports, policies, procedures, and all other materials and documents related to administrative functions.		Curr + 1 Yr	8 Yr	10 Yr			Gov't Code 26202 – Dept Policy
508.02	Long Term All correspondence, information, staff reimbursements to County and other materials with long term value related to administrative functions.		Curr + 1 Yr	28 Yr	30 Yr			Gov't Code 26202 – Dept Policy

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines.

County of El Dorado RECORDS DISPOSITION SCHEDULE	Department	Schedule #	Date
	AUDITOR-CONTROLLER'S OFFICE	AUDITOR - 5	5/15/2006
	Organizational Unit	Page 5 of 5	
	ADMINISTRATION		
	Address	BOS Approval Number	
	360 FAIR LANE, PLACERVILLE, CA 95667		

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all statutory and regulatory references)
		Office	Dept	CRC	Total			
9	SOFTWARE							
509.01	Software and Manuals All obsolete software disks, manuals and documents.		Curr Yr	0 Yr	1 Yr			County Policy based on the Computer and Network Resource Usage Policies and Standards Guide, Section 1, 1.5

Department policy may be based on the suggested retention period per the County Accounting Standards and Procedures Guidelines.

**EL DORADO COUNTY
BOARD OF SUPERVISORS**

OCT 01 1991

AGENDA TITLE: RECORDS DISPOSITION SCHEDULES

8555

DEPARTMENT: RECORDS MANAGEMENT

DATE: 10/1/91

CAO USE ONLY

CONTACT: BILL SCHULTZ *Bill Schultz*

PHONE: 621-5560

C: 10/7/91 *AS*

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

Board of Supervisors Policy Number A-9 adopted May 9, 1989, requires Board approval of all departmental Records Disposition Schedules. The attached Records Disposition Schedules for: ~~AUDITOR-CONTROLLER~~, ELECTIONS, TRANSPORTATION, WELFARE: have been developed by those departments with consultation from the Records Management Unit of the County Recorder's Office and County Counsel Request approval of Board Resolution.

Records Disposition schedules for listed departments on file at the Board Clerk's office.

CAO RECOMMENDATION:

CAO CONCURS

RECEIVED
OCT 7 11 53 AM '91
EL DORADO COUNTY BOARD OF SUPERVISORS

BUDGET SUMMARY:

Total Est. Cost \$ _____
Funding
 Budgeted \$ _____
 New Funding \$ _____
 Savings* \$ _____
 Other \$ _____
 Total Funding Available \$ _____
 Change in Net County Cost \$ _____
 *Explain: _____

Funding Source: () Gen Fund () Other

CAO Office Use Only:

4/5's Vote Req'd () Yes () No
 Change In Policy () Yes () No
 New Personnel () Yes () No

CONCURRENCES:

Risk Management _____
 County Counsel _____
 Other _____

BOARD ACTIONS: OCT 22 1991

Resolution No. 335-91

Vote: Unanimous _____ or _____
Ayes: *Supervisors Upton, Surver, Sweeney, Center*
Noes: *none*
Abstentions: *none*
Absent: *Supervisor Robert E. Dorr*

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors.

Date: _____

Attest: DIXIE L. FOOTE, Board of Supervisors Clerk

By: _____



RESOLUTION NO. 335-91

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

Resolution Approving Records Disposition Schedules For the Following Agencies:

WELFARE, AUDITOR-CONTROLLER, ELECTIONS, TRANSPORTATION

And Authorizing Destruction of Records Pursuant to That Schedule.

Whereas, on May 9, 1988, the Board of Supervisors adopted Policy Number A-9 directing County departments to inventory and establish a records management program; and

Whereas, the above agencies have established such a records management program setting forth varying time periods for the retention of certain records; and

Whereas, the above agencies request the Board of Supervisors approve the attached Records Disposition Schedules;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the attached Records Disposition Schedules be, and hereby are approved.

2. That records set forth in those schedules may be destroyed after the designated periods of time pursuant to such schedules as authorized by the provisions of Government Code Sections 26202, 26205 and 26205.1;

3. That this resolution shall constitute continuing authority for the destruction of such records as authorized by the Code sections cited above, and this resolution shall remain in force and effect until amended or rescinded. Original copies of the above schedules are on file with the Clerk, Board of Supervisors.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 22nd day of October, 1991, by the following vote of said Board:

Ayes: Supervisors Vernon F. Gerwer,
James R. Sweeney, William N. Center,
John E. Upton

ATTEST

DIXIE L. FOOTE

Clerk of the Board of Supervisors

By Margaret Moody
Deputy Clerk

Noes: None

Absent: Supervisor Robert E. Dorr
By James R. Sweeney
Chairman, Board of Supervisors

I CERTIFY THAT:

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE _____

ATTEST: DIXIE L. FOOTE, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By _____
Deputy Clerk

REQUEST FOR APPROVAL OF RECORDS DISPOSITION SCHEDULE

TO: BOARD OF SUPERVISORS
The Board is requested to approve the attached Records Disposition Schedule(s). Approval constitutes continuing authority for the proper disposal of records.

RM 1 (New 6/89)

Department

Auditor - Controller

Division/Unit

Payroll Accounting

Address

360 Fair Lane, Placerville

Schedule Number(s)

number - 3

1. Records Management Statement

I have examined the attached Schedule(s) for compliance with County standards and policies and conformance with accepted records management practices

Title

Bill Schaff
Records Management Coordinator

Date

5-29-91

2. Department Statement

The attached Records Disposition 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 application of appropriate County, State and Federal rules, ordinances, regulations, and/or statutes governing records retention.

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

Title

Richard H. Sporn
E.O.C. Assistant Auditor
Controller

Date

5-24-91

3. Archival Review

As County Archivist, I have examined the Schedule(s) attached and have indicated those items which, in my judgement, have archival or research values and should be reviewed by my office before they are destroyed.

Title

Recorder/Clerk
L. James Bell

Date

5/30/91

4. County Counsel Review

As County Counsel, I have reviewed the retention periods assigned to records on the attached schedule(s) to determine their conformance with all applicable laws, rules, decisions, and general policy of the Board of Supervisors.

Title

Kenoye Lynn
County Counsel

Date

5/25/91

5. Board of Supervisors Approval

The attached Records Disposition Schedules are approved.

RESOLUTION NUMBER

335-91

CLERK OF THE BOARD OF SUPERVISORS

Date

RECORDS DISPOSITION SCHEDULE

RM 2 (New 6/89)

Department AUDITGR-CGNTROLL.

Organizational Unit PAYROLL ACCOUNTING

Address City
360 FAIR LANE PLACERVILLE

Schedule Number
AUDITGR - 3 7-91

Page of Pages
1 2

B.O.S. Approval Number

Item Number	Cubic Feet	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all applicable statutory and regulatory references)
			Office	Dept.	C.R.C.	Total			
(A)		PAYROLL TIME RECORDS PAYROLL BACKUP SALARY UPDATE TERMINATIONS LEAVE BALANCE LIST FLSA WORKSHEETS ADVANCE STEP NOTICE		1 YR	4 YR	5 YR			GGV'T CODE 26202
(B)		PAYROLL REGISTERS AGENCY DETAIL CHECK REGISTERS SUPPLEMENTAL CHECKS & INFO DISTRIBUTION BY DEPARTMENT DEDUCTION TRANSMITTALS		1 YR	14 YR	15 YR			GGV'T CODE 26907

County of El Dorado
RECORDS DISPOSITION SCHEDULE
 RM 2 (New 6/89)

Department AUDITOR-CONTROLLER
 Organizational Unit PAYROLL ACCOUNTING
 Address City

Schedule Number AUDITOR 3
 5-7-91
 Page 2 of Pages 2
 B.O.S. Approval Number

Item Number	Cubic Feet	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all applicable statutory and regulatory references)
			Office	Dept.	C.R.C.	Total			
(C)	.	EARNINGS LIST SALARY UPDATES		1 YR	4 YR	5 YR			GOV'T CODE 26202
(D)		TERMINATED EMPLOYEE RECORDS RETIREMENTS		1 YR	9 YR	10YR			GOV'T CODE 26202
(E)		EMPLOYEE BENEFIT RECORDS BLUE CROSS REFUND RECORDS PERS REPORTS COUNTY FAIR UNEMPLOY TRANSMITTAL SICK LEAVE /VACATION RECORDS DEDUCTION REGISTER TAX INFORMATION PERS PERSONNEL ALLOCATION		2 YR	3 YR	5 YR			GOV'T CODE 26202

REQUEST FOR APPROVAL OF RECORDS DISPOSITION SCHEDULE

TO: BOARD OF SUPERVISORS

The Board is requested to approve the attached Records Disposition Schedule(s). Approval constitutes continuing authority for the proper disposal of records.

RM 1 (Nov 6/89)

Department

Auditor - Controller

Division/Unit

Property Tax Billing

Address

360 Fair Lane Placerville

Schedule Number(s)

Auditor - 2

1. Records Management Statement

I have examined the attached Schedule(s) for compliance with County standards and policies and conformance with accepted records management practices

Title

Bill Schultz
Records Management Coordinator

Date

5-29-91

2. Department Statement

The attached Records Disposition 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 application of appropriate County, State and Federal rules, ordinances, regulations, and/or statutes governing records retention.

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

Title

Richard H. Brown
E.D.C. Assistant Auditor - Controller

Date

5-7-91

3. Archival Review

As County Archivist, I have examined the Schedule(s) attached and have indicated those items which, in my judgement, have archival or research values and should be reviewed by my office before they are destroyed.

Title

Recorder / Clerk
L. Gene Bell

Date

5/30/91

4. County Counsel Review

As County Counsel, I have reviewed the retention periods assigned to records on the attached schedule(s) to determine their conformance with all applicable laws, rules, decisions, and general policy of the Board of Supervisors.

Title

Anthony Lopez
for County Counsel

Date

7-25-91

5. Board of Supervisors Approval

The attached Records Disposition Schedules are approved.

RESOLUTION NUMBER _____

CLERK OF THE BOARD OF SUPERVISORS

Date

County of El. do
**RECORDS DISPOSITION
 SCHEDULE**

RM 2 (New 6/89)

Department AUDITGR/CONTRROLLER		Schedule Number AUDITGR - 2
Organizational Unit property tax billing		of Pages 1 3
Address 360 FAIR LANE	City PLACERVILLE	B.O.S. Approval Number

Item Number	Cubic Feet	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all applicable statutory and regulatory references)
			Office	Dept.	C.R.C.	Total			
(A)	.	SECURED TAX ABSTRACTS HGME OWNER LOGS SECURED REDEMPTIONS BOND INFORMATION UNPAID ASSMTS ABSTRACT CORRECTIONS	3 YR	9 YR	12 YR			REVENUE & TAXATION 4377	
(B)		CANCELLED BONDS & COUPONS 1915 MATURED ASSESSMENTS BOND CALL TREASURERS 1911 ASSM'T CONST B OF A BOND STATEMENTS 1911 BOND CHECK REGISTER PAID/UNPAID 1915 TAX DISTRIBUTION 1915 CARD FILE SCHEDULE OF PAYMENT CARDS		1 YR	4 YR	5 YR		GGV'T CODE 26907.1 12 YEARS FROM MATURED DATE	

County of El. do

RECORDS DISPOSITION SCHEDULE

RM 2 (New 6/89)

Department AUDITGR/CONTRGLL

Schedule Number
AUDITGR - 2

'e
5-7-91

Organizational Unit
PROPERTY TAX BILLING

Page of Pages
2 3

Address City
360 FAIR LANE PLACERVILLE

B.O.S. Approval Number

Item Number	Cubic Feet	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all applicable statutory and regulatory references)
			Office	Dept.	C.R.C.	Total			
(C)		TAX COLLECTION LEDGERS SECURED TAX ROLL UNSECURED TAX ROLL SECURED REFUNDS SECURED TAX SEGREGATION BALANCES FOR 1911/1915 SUPPLEMENTAL TAX LEDGER PRIOR YRS-NON ALT COLL IN SEC ABSTR		5 YR	5 YR	10 YR			GGV'T CODE 26202
(D)		TAX ROLL CORRECTION DOCUMENTS SECURED CORRECTIONS 1915 DIRECT CHARGES SUPPLEMENTAL WORKSHEETS UNSECURED PROPERTY TRANSFERS SEGREGATIONS AGENCY VALUES - BOARD ORDER NETS ADJUSTMENT CONTROL REPORT		2 YR	3 YR	5 YR			GGV'T CODE 26202

County of El. do
RECORDS DISPOSITION SCHEDULE
 RM 2 (New 6/89)

Department: AUDITOR - CONTROLLER
 Organizational Unit: PROPERTY TAX BILLING
 Address: City

Schedule Number: AUDITOR - 2
 Page 3 of 3 Pages
 B.O.S. Approval Number: 7-91

Item Number	Cubic Feet	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all applicable statutory and regulatory references)
			Office	Dept.	C.R.C.	Total			
(D)	.	SUPPLEMENTAL PURGE							
(E)		PROPERTY TAX DISTRIBUTION-CALCULATION WORK SHEETS PUBLIC UTILITY ROLL PROPERTY VALUE LIST AB-8 ANNEXATIONS PROPERTY 13 REFUNDS MOBIL HOME FEE DEL ACC CLASS AUGMENTATION FUND VALUATION REPORTS LIVESTOCK INFO ORIGINAL CHARGES, CASH STATEMENTS, AIRPORT DIR ASSESSMENTS DIRECT TAX CHARGES TELEVIDEO X-REF EXEMPT REPORT		10 YR	5 YR	15 YR			GGV'T CGDE 26202

REQUEST FOR APPROVAL OF RECORDS DISPOSITION SCHEDULE

TO: BOARD OF SUPERVISORS

The Board is requested to approve the attached Records Disposition Schedule(s). Approval constitutes continuing authority for the proper disposal of records.

RM 1 (New 6/89)

Department

Auditor - Controller

Division/Unit

Administration

Address

36

Placerville

Schedule Number(s)

Auditor - 4

1. Records Management Statement

I have examined the attached Schedule(s) for compliance with County standards and policies and conformance with accepted records management practices

Title

Bill Schmitt
Records Management Coordinator

Date

5-29-91

2. Department Statement

The attached Records Disposition 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 application of appropriate County, State and Federal rules, ordinances, regulations, and/or statutes governing records retention.

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

Title

Richard H. Loomis
E.D.C. Assistant Auditor
Controller

Date

5/7/91

3. Archival Review

As County Archivist, I have examined the Schedule(s) attached and have indicated those items which, in my judgement, have archival or research values and should be reviewed by my office before they are destroyed.

Title

Records Clerk
L. Jean Bell

Date

5/31/91

4. County Counsel Review

As County Counsel, I have reviewed the retention periods assigned to records on the attached schedule(s) to determine their conformance with all applicable laws, rules, decisions, and general policy of the Board of Supervisors.

Title

Joseph Ferris
County Counsel

Date

9/25/91

5. Board of Supervisors Approval

The attached Records Disposition Schedules are approved.

RESOLUTION NUMBER _____

CLERK OF THE BOARD OF SUPERVISORS

Date

County of El. do

RECORDS DISPOSITION SCHEDULE

RM 2 (New 6/89)

Department AUDITOR-CONTROLLED

Organizational Unit ADMINISTRATION

Address 360 FAIR LANE
CITY PLACERVILLE

Schedule Number

AUDITOR - 4

-7-91

Page 1 of 1 Pages

B.O.S. Approval Number

Item Number

Cubic Feet

TITLE AND DESCRIPTION OF RECORDS

RETENTION

Office Dept. C.R.C. Total

A V

REMARKS
(Include all applicable statutory and regulatory references)

(A)

DEPARTMENTAL CORRESPONDENCE

4 YR 1 YR 5 YR

GOV'T CODE 26202

REQUEST FOR APPROVAL OF RECORDS DISPOSITION SCHEDULE

TO: BOARD OF SUPERVISORS
The Board is requested to approve the attached Records Disposition Schedule(s). Approval constitutes continuing authority for the proper disposal of records.

RM 1 (New 6/89)

Department Auditor - Controller
Division/Unit Claims Auditing / Vendor Payments
Address 360 Fair Lane, Placerville
Schedule Number(s) Auditor - 1

1. Records Management Statement

I have examined the attached Schedule(s) for compliance with County standards and policies and conformance with accepted records management practices

Title Bill Schultz Date 5-27-91
Records Management Coordinator

2. Department Statement

The attached Records Disposition 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 application of appropriate County, State and Federal rules, ordinances, regulations, and/or statutes governing records retention.

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

Title Richard H. Brown Date 5-7-91
E.D.C. Assistant Auditor - Controller

3. Archival Review

As County Archivist, I have examined the Schedule(s) attached and have indicated those items which, in my judgement, have archival or research values and should be reviewed by my office before they are destroyed.

Title Records Clerk Date 5/30/91
L. J. Bell

4. County Counsel Review

As County Counsel, I have reviewed the retention periods assigned to records on the attached schedule(s) to determine their conformance with all applicable laws, rules, decisions, and general policy of the Board of Supervisors.

Title Penelope Thomas Date 9/25/91
for County Counsel

5. Board of Supervisors Approval

The attached Records Disposition Schedules are approved.

RESOLUTION NUMBER _____

CLERK OF THE BOARD OF SUPERVISORS

Date _____

County of El Dorado RECORDS DISPOSITION SCHEDULE RM 2 (New 6/89)	Department AUDITOR/CONYROL..	Schedule Number AUDITGR-1 91
	Organizational Unit CLAIMS AUDITING/VENDOR PAYMENTS	Page of Pages 1 7
	Address City 360 FAIR LANE PLACERVILLE	B.O.S. Approval Number

Item Number	Cubic Feet	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all applicable statutory and regulatory references)
			Office	Dept.	C.R.C.	Total			
(A)		CHECK/WARRANT VOUCHERS > * MONY INSURANCE FIXED ASSETS DILE-A-RIDE INVOICES CONSTRUCTION ITEMS - JAIL PHONE BILLS TRAVEL CLAIMS, COMPLETED SALARY UPDATES REMODELING FIXED ASSETS MILEAGE JURY PAYMENTS		1 YR	4 YR	5 YR			GOV'T CODE 26202 SAVE UNTIL 1994
(B)		DEPOSIT PERMITS/RECEIPTS CASH RECEIPTS		1 YR	4 YR	5 YR			GOV'T 26907.2

County of El Dorado
**RECORDS DISPOSITION
 SCHEDULE**

RM 2 (New 6/89)

Department AUDITOR/CONTROL	Schedule Number AUDITOR - 1	7-91
Organizational Unit CLAIMS AUDITING /VENDOR PAYMENTS	Page of Pages 2 4	
Address 360 FAIR LANE	City PLACERVILLE	B.O.S. Approval Number

Item Number	Cubic Feet	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all applicable statutory and regulatory references)
			Office	Dept.	C.R.C.	Total			
(C)		CHECK/WARRANTS SCHOOL CHECKS ADDED TO OUTSTANDING		1 YR	4 YR	5 YR			GOV'T CODE 26907
(D)		ACCOUNTING LEDGERS (REVENUE, BUDGETARY, GENERAL) COUNTY & SCHOOL TRANSFERS JOURNAL ENTRIES		5 YR	5 YR	10 YR			GOV'T CODE 26907
(E)		INCOME TAX REPORTING STATEMENTS (1099 REPORTS)		2 YR	3 YR	5 YR			GOV'T CODE 26202
(F)		ACCOUNTING ANALYSIS WORKPAPERS INTEREST APPORTIONMENT BUDGETS WARRANT RECON		2 YR	3 YR	5 YR			GOV'T CODE 26202

CASHRATCH TAPES

County of El Dorado

**RECORDS DISPOSITION
SCHEDULE**

RM 2 (New 6/89)

Department AUDITOR/CONTROLLER

Schedule Number
AUDITOR - 1 -91

Organizational Unit
CLAIMS AUDITING/VENDOR PAYMENTS

Page 3 of Pages 4

Address City
360 FAIR LANE PLACERVILLE

B.O.S. Approval Number

Item Number	Cubic Feet	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS (Include all applicable statutory and regulatory references)
			Office	Dept.	C.R.C.	Total			
(F)		BUDGETARY ACCOUNTING REPORTS							
		SCHOOL WARRANT RECON							
		BUDGET WORKSHEETS							
		TREASURES REPORT							
		BANK STATEMENTS							
		CHECK AUDIT TRAIL							
		FINANCIAL REPORTS							
		ENCUMBRANCES							
		AUTO BATCHES B.G.A. BILLINGS							
		AIRPORT FILES							
PERM		CASH STATEMENTS							
		WELFARE REGISTERS							
		WELFARE CHECKS							
		WELFARE CLAIMS							
		WELFARE SPGUSAL SUPPORT							

County of ELLADO
**RECORDS DISPOSITION
 SCHEDULE**

RM 2 (New 6/89)

Department AUDITOR/CONTROLLER	Schedule Number AUDITOR - 1	9
Organizational Unit CLAIMS AUDITING/VENDOR PAYMENTS	Page of Pages 4 of 4	-7-91
Address 360 FAIR LANE PLACERVILLE	City PLACERVILLE	B.O.S. Approval Number

Item Number	Cubic Foot	TITLE AND DESCRIPTION OF RECORDS	RETENTION			A	V	REMARKS (Include all applicable statutory and regulatory references)
			Office	Dept.	C.R.C. Total			
PERM		WELFARE ADDED TO OUTSTANDING WELFARE INTEGRATED PR SUMMARY						