



RESOLUTION NO. 302-2008

**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO
Resolution Approving A Disposition Schedule for the
Transportation Planning/Land Development Unit of the Department of Transportation**

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as authorized by the code sections cited above and this resolution shall remain in force and effect until amended or rescinded.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 18th day of November 2008 by the following vote of said Board:

Ayes: Rusty Dupray, Helen K. Baumann,
James R. Sweeney, Ron Briggs, Norma Santiago

Noes: None
Absent: None

ATTEST:
SUZANNE ALLEN DE SANCHEZ
Clerk of the Board of Supervisors

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


Chairman, Board of Supervisors
Rusty Dupray

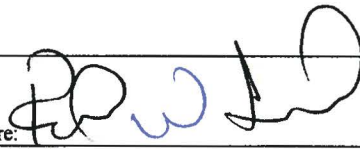
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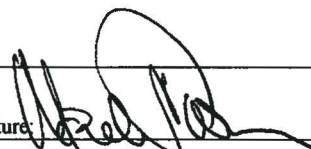
ATTEST: SUZANNE ALLEN DE SANCHEZ, Clerk of the Board of Supervisors of the County of El Dorado, State of California


By _____
Deputy Clerk

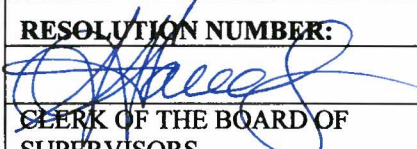
REQUEST FOR APPROVAL OF RECORDS DISPOSITION SCHEDULE To: Board of Supervisors The Board is requested to approve the attached Records Disposition Schedule(s). Approval constitutes continuing authority for the proper disposal of records.	DEPARTMENT: <u>Transportation</u>
	DIVISION/UNIT: <u>Transportation Planning/Land Development</u>
	ADDRESS: <u>2850 Fairlane Ct. Placerville, Ca. 95687</u>
	SCHEDULE NUMBER(S): <u>1</u>

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:  <u>MARK TURNER</u>	
	Title: <u>SUPV IT ANALYST</u>	Date: <u>9/4/08</u>

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: 	
	Title: <u>Director</u>	Date: <u>8/28/08</u>

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:  <u>MARK TURNER</u>	
	Title: <u>SUPV IT ANALYST</u>	Date: <u>9/4/08</u>

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: 	
	Title: <u>Deputy County Counsel</u>	Date: <u>10/6/08</u>

5. BOARD OF SUPERVISORS APPROVAL The attached Records Disposition Schedules are approved.	RESOLUTION NUMBER: _____	
		
	CLERK OF THE BOARD OF SUPERVISORS	Date: <u>11/20/08</u>

County of El Dorado RECORDS DISPOSITION SCHEDULE Rev 12/02	Department Transportation	Schedule TP/LD 1	Date
	Organizational Unit Transportation Planning/Land Development	Page 1 of 3 Pages	
	Address 2850 Fairlane Ct., Placerville, CA 95667	B.O.S. Approval Number	

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS Include all applicable statutory And regulatory references
		Office	Dept	CRC	Total			
1	Bids & Proposals (Unsuccessful)	CU +2		0	2			GC26202.1
2	Board Agendas - Copies only; OPR- Brd Clerk	CU +2		0	2			GC26201
3	Bonds – Development Security Restoration Bonds securing Subdivision Grading Agmts - held in Unit lockup; returned to developer at expiration of 1 yr Warranty Period.	CL +2		0				GC26201
4	Bridge & Overpass Reports	L	L	0	L	X	X	Retain for life of structure; GC26205
5	CEQA – Transportation Planning Road project EIR's, Neg Decs, Mitigation Monitoring, Notice Of Completion & Determination comments, Stmt of Over-riding Considtn	P	P	0	P	X	X	GC26205; CEQA Guidelines
6	Contracts/Agreements Copies only. OPR Brd Clerk and/or DOT Dept Engineer	CL +2		0				GC26201
7	Complaints/Investigations Responses to reports of encroachment violations; file is closed when an encroachment permit has been issued & work is completed or determination is made that no permit is required.	CL +2		0				EDC 10.04.030, 12.08.090, 15.14.110
8	Construction Tests Results of construction & materials testing	CL +12		0				CCP 337
9	Correspondence	CU +2		0	2			Working documentation; GC 26202
10	Development Conditions OPR: Brd Clerk and/or Planning Services	CL +2		0				Retain 2 yrs after Warranty Period; GC26202
11	Development Agreements & Bonds: Copies only of Subdivision Improvement Agmt's, Road Improvement Agmt's, Parcel Map Improvement Agmt's for subdivisions infrastructure & public road improvements. OPR: Brd Clerk. Div copy retained 12 yrs after BOS acceptance of completed improvements	CL +12		0				CCP337, 337.1(a), 337.15; 48 CFR 4.703
12	Development Standards Includes landscape mediums, parkway landscape development, public works construction	P		0	P	X	X	GC26205
13	Drawings, Traffic Control Plans Includes signs, signing & striping, road construction	P		0	P	X	X	GC26205
14	Environmental Review Correspondence, consultants, issues	CL +2		0				GC26202
15	General Subject Files Internal working files including correspond	CL +2		0				GC26202

County of El Dorado RECORDS DISPOSITION SCHEDULE Rev 12/02	Department Transportation	Schedule TP/LD 1	Date
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	Address 2850 Fairlane Ct., Placerville, CA 95667	B.O.S. Approval Number	

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS Include all applicable statutory and regulatory references
		Office	Dept	CRC	Total			
16	Log, Field Reports, Site Inspections: Commercial & Public Logs, registers or similar records listing permits issued, daily inspection requests & activity with inspector notes, remarks & signature; plan check & utility activity	CL +5		0				Retain 5 yrs following completion or BOS acceptance of improvmts; GC26202
17	Management Reports Unit status & progress reports re projects and/or permits in-house & professional services or developer agreements	CU +2		0	2			GC26202
18	Maps & Plats Maps, plans, blueprints, drawings re: soil, utilities, road & bridge construction & repair, water mains, similar engineering & construction related projects.	P		0	P		X	GC 26205.1
19	Permits: Encroachment Private driveway & commercial	P		0	P		X	GC26205, GC 4003, GC4004; H&S19850
20	Permits: Grading General & commercial	P		0	P		X	GC26205, GC4003, 4004; H&S19850
21	Permits: Improvements Alterations including encroachment, excavation, road, street, sidewalk, & curb, utility, temporary uses	P		0				GC26205
22	Permits: Oversize Load	CL +2		0				GC26202
23	Projects – Not Completed or Denied Related to building, engineering, planning project files;	CL +2		0				GC26202
24	Inspections - Correspondence & fees info;	CL +2		0				GC26202
25	Plans – Capital Improvement Program Support docs including bidders list, specs, reports, plans, work orders, schedules	P		0			X	CC337.15
26	Policy/Procedures	S +2		0				GC26202
27	Reports: Soils, Drainage, Geotechnical - Final Reports	P			P		X	GC26205.1
28	Special Districts Zones of Benefit, Mello-Roos Development Projects	P		0	P		X	GC26205
29	Studies: Engineering & Transportation Special Projects and Areas	CL +2		0				26205.1
30	Utilities – Facilities County owned;	T +2		0				26205.1
31	Utilities – Underground	P		0	P		X	GC26205, GC4003, GC4004
32	Water – Connections	P		0	P		X	GC26205

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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS Include all applicable statutory And regulatory references
		Office	Dept	CRC	Total			
33	Water – NPDES Permits Compliance w/Clean Water Act re pollutants;	P		0	P	X		40 CFR122.28

CL = Closed/Completed
 P = Permanent
 CU = Current Year
 T = Termination
 S = Until Superseded
 L = Life of Structure/Facility

GC = Government Code
 CCP = Code of Civil Procedure
 CEQA = California Environmental Quality Act
 CFR = Code of Federal Regulations