

RESOLUTION ROUTING SHEET

Date Prepared: 11/09/2022

Need Date: 11/21/2022

PROCESSING DEPARTMENT:

Department: Human Resources

Contact Name: Heather Andersen

Phone: 6549

Email Address: heather.andersen@edcgov.us

Department Head Signature: Joseph Carruesco Digitally signed by Joseph Carruesco
Date: 2022.11.10 08:37:00 -08'00'

Requesting Department: Human Resources Org Code: 0800000

Service Requested: Resolution Review

Description:
Please review the attached resolution to update HR's retention schedule.

We have been working with Danny Vanderkoolwyk on the schedule itself.

COUNTY COUNSEL:

Approved:

Disapproved:

Date: 11/16/2022

County Counsel Signature: Daniel Vandekoolwyk Digitally signed by Daniel Vandekoolwyk
Date: 2022.11.16 11:58:52 -08'00'

County Counsel Comments:

HR APPROVAL: N/A (Resolution)

RISK MANAGEMENT: N/A (Resolution)

PLEASE EMAIL CHANGES/APPROVAL TO DEPARTMENT CONTACT