County	of El Dorado	Department BOARD OF SUPERVISORS	NOTE: This Scho	dule si	inercec	los ALL	prev	vious	Schedule #: Superceding #2	Date 4/16/07
RECO SCHE	RDS DISPOSITION DULE	Organizational Unit	Schedules						Page of 1 43	Pages
Rev 3/99		Address 330 Fair Lane, Placerville, CA 95							B.O.S. Approval N Legistar File: (Ente	er file ID)
Item Number	TITLE A	ND DESCRIPTION OF RECORDS		RETEI			A	¥	REMARKS Include all applicable	statutory
4	Abatement of Penaltic		Office	Dept 2	<del>Q</del>	Total 2		ŧ	And regulatory refe GC §26202, Board authorize destruct record over 2 year	d may ion of
2	Agreements & Contra Retirement, PERS, SSI	cts - Employee , Employment Contracts		2	₽	₽			<del>3C §§12946, 262</del> <del>SFR 1627.3(2)</del>	<del>02, 29</del>
3	Agreements & Contra Construction and relate			eomp +2	₽	₽		1 1 1 1	GC §26202, CCP §337.15(a) & (g) of limitations is 10 past date of comp California Clerks of Board of Supervis Records Retention Schedule suggest permanent retenti	Statute years letion. of the ors
4	Agreements & Contra	cts - State & Federal Grants		exp +10	θ	10		<del>1</del>	SC §26202; 10 yespect expiration/da completion or per grant requirement	te of specific
5	Agreements - Insurar	ace Contracts/Policies		<del>exp</del> +2	₽	₽		(	GC-§26202; Cour Counsel recomme permanent retenti	<del>onds</del>

County	of El Dorado	Department BOARD OF SUPERVISORS							Schedule # Superceding #2	Date 4/16/07
RECO SCHE	RDS DISPOSITION	Organizational Unit							Page of 2 13	Pages
Rev 3/99	DOLL	Address 330 Fair Lane, Placerville, CA 95667							B.O.S. Approval N	umber
Item		,	I	RETE	NTION	1			REMARKS	
Number	TITLE AN	ID DESCRIPTION OF RECORDS	Office	Dept	CRC	Total	Α	V	Include all applicable And regulatory refer	
6	Agreements - Joint Pov	wers Authority, MOUs, Co-Ops		₽	0	₽		4	GC §26202	
7	Agreements & Contrac Subdivisions, Lot Splits/L Acquisition and Sale Agr	ine Adjustments, Title Insurance, Land Records,	<del>10</del>		₽	₽		4	<del>GC §26202</del>	
8	Agreements & Contrac	ts - Service		<del>exp</del> +2	8	<del>exp</del> +10		3	GC §26202, CCP - Statute of limitati years past date of completion.	<del>ons is 4</del>
9	Airports - Formation Placerville, Cameron Par (proposed)	rk, Lake Tahoe, Georgetown, El Dorado Hills		<del>-2</del>	₽	P*		4 1 1	GC §26202; See se decument The His Records of County Government in California.* 2 year date of formation.	torical t
<del>10</del>	Annexations – City For Placerville, South Lake T			2	₽	<u>P*</u>		4	GC §26202; See se decument The His Records of County Government in California.* 2 year date of annexatior	torical t s from

County	of El Dorado	Department BOARD OF SUPERVISORS							Schedule # Superceding #2	Date 4/16/07
RECO SCHEI	RDS DISPOSITION	Organizational Unit							Page of 3 13	Pages
Rev 3/99	DOLL	Address 330 Fair Lane, Placerville, CA 9566	7						B.O.S. Approval N	lumber
Item		Soo Fair Larie, Flagorvine, 671 3000		RETE	NOIT	ı			REMARKS	
Number	TITLE A	ND DESCRIPTION OF RECORDS	Office	Dept	CRC	Total	Α	V	Include all applicable And regulatory refe	statutory rences
<del>11</del>	Asbestos Abatement Projects, De	ecisions, Hearings		₽	0	₽		4	<del>GC §26202</del>	
<del>12</del>	Associations CSAC, NACO, TRPA, C Bylaws, Membership Re			₽	θ	₽		4	State guidelines s retention while membership is cu	
<del>13</del>	Audio Tapes			5	θ	5		4 4 4 4 4 4 4	Cities may destro- tapes after minute approved unless to retained longer for reference; Video to are 90 days; Tape be recycled; State guidelines propose months. 64 Ops. A Gen. 317. Board may author destruction of dup records. GC §262	es are chey are r public capes es may ewide e 3 Atty. cize
<del>14</del>	Awards/Proclamations	s/Board Certificates		3	0	3			GC §26202; State guidelines sugges retention for 3 yea	<del>it</del>

County	of El Dorado	Department BOARD OF SUPERVISORS							Schedule # Superceding #2	Date 4/16/07			
RECO SCHE	RDS DISPOSITION	Organizational Unit							Page of 4 13	Pages			
Rev 3/99	DOLL	Address 330 Fair Lane, Placerville, CA 95667							B.O.S. Approval Number				
		330 Fall Laite, Flace Ville, CA 33007		RETE	NTION	l			REMARKS				
Item Number	TITLE A	ND DESCRIPTION OF RECORDS	Office	Dept	CRC	Total	Α	V	Include all applicable And regulatory refe	statutory rences			
<del>15</del>	Board & Committee/C	ommission Rosters		3	0	3			GC §26202; State guidelines sugges retention for 3 years	ŧ			
<del>16</del> 1	Board of Equalization (Not Including Minutes) Abatement of Penalties			5	0	5			Government Code §25105.51; , dest 5 years; State Boa Equalization Rule – destroy after 5 y from final action o application.	ard of 305(g) ears			
<del>17</del> <u>2</u>	Board of Equalization	Minutes		5	Р	Р			GC §26202; Minu State guidelines s retention for 2 year	uggest			
<del>18</del> 3	Beard of Board of Su Letters/Memoranda/Pe before the Board include	pervisors Meeting Files  titions Entire packet of agenda items brought ing budget documents		10	10 P	20 P			GC §50115; Rete period based on department exper				

County	of El Dorado	Department BOARD OF SUPERVISORS							Schedule # Superceding #2	Date 4/16/07	
RECO SCHE	RDS DISPOSITION	Organizational Unit							Page of 5 13	Pages	
Rev 3/99	5022	Address 330 Fair Lane, Placerville, CA 95667							B.O.S. Approval Number		
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Number	IIILE AI	ND DESCRIPTION OF RECORDS	Office	Dept	CRC	Total	A	V	And regulatory refe	rences	
<u>19_4</u>	Board of Supervisors   Filed with agenda packe			<u>P</u> <u>10</u>	<u>0 P</u>	P*			GC §§25102, 262 State guidelines s retention for 2 yea state document <u>TI</u> <u>Historical Records</u> <u>County Governme</u> <u>California</u> .*	uggest irs. <del>See</del> <del>ie</del> <del>iof</del>	
<del>20</del>	Budgets Drafts, Forecasts, etc.			2	θ	2			GC §26202 com +2 years.	pletion	
24	Budgets - Final			2	Đ	2			GC §26202; State guidelines sugges retention period of years or until audi Auditor's office permanently retail budget after audit recommends dest of documents by Foffice after 2 years	t 4/7 ted. ns final and ruction 3OS	

County	of El Dorado	Department BOARD OF SUPERVISORS							Schedule # Superceding #2	Date 4/16/07
	RDS DISPOSITION	Organizational Unit							Page of 6 13	Pages
SCHE Rev 3/99	DULE	Address 330 Fair Lane, Placerville, CA 9566	57						B.O.S. Approval N	umber
Item				RETEI	NTION				REMARKS Include all applicable	ototuton/
Number	TITLE AN	ND DESCRIPTION OF RECORDS	Office	Dept	CRC	Total	Α	V	And regulatory refer	
<u>22.5</u>	Cemeteries - Formation Boards, Committees an Governing Documents (I	•		<u>23</u>	<u>P.0</u>	<u>P*</u> 3		<u>!</u>	GC §26202; See se document The His Records of County Government in California.* 2 year formation. GC §2620 guidelines suggest ret 3 years.	torical t s after 02: State
<u>23_6</u>	Claims Against the Co	unty		5	0	5		1	GC §25105.5; The Ck Board may, without or with any provision of I destroy claims agains County and claims ag special districts for wh Board of Supervisors governing body. Whet claims have been reta the clerk for a period of less than five years af action on the claim. Fi action means the date payment or settlemen claim, or denial or app the claim, or by opera law, whichever comes be destroyed 5 years action on the claim.	omplying aw, Lithe ainst ich the iss the ever the ined by of not ter final nal efficient of tion of first May

<del>24</del>	Committees, Commissions, Advisory Boards	2	0	2		GC §26202; State
	Applicants, Appointments, Correspondence, etc.					guidelines suggest
						retention of 2 years.

County									Schedule # Superceding #2	Date 4/16/07
	RDS DISPOSITION								Page of 7 13	Pages
SCHEI Rev 3/99	DULE	Address 330 Fair Lane, Placerville, CA 95667							B.O.S. Approval N	umber
Item Number	TITLE A	ND DESCRIPTION OF RECORDS			NTION		Α	V	REMARKS Include all applicable	statutory
25_7		ions to Board of Supervisors/MailUS Mail	Office	P_2	O CRC	P_2		( r	And regulatory reference And regulatory reference GC §26202; State guidelines sugges retention of 3_2 yespectation of 3_2 yesp	t ears.
<del>26</del>	County Buildings/Cou	nty Property		<del>5</del>	₽	<b>P</b> *		<u> </u>	GC §26202; See of the History of County Government in California.*	state storical
<del>27</del>	County Code Books			₽	θ	<u>P*</u>		<u> </u>	GC §26202; State guidelines sugges retention while act disposition when researched the state documents of the state o	tive, revised. ent <u>The</u>
<del>28</del>	County Libraries - For	<del>mation</del>		10	₽	<b>P</b> *		<u> </u>	GC §26202; See of document The His Records of Country Government in California.*	torical

County	Department  BOARD OF SUPERVISORS  Organizational Unit							Schedule # Superceding #2	Date 4/16/07	
RECO SCHEI	RDS DISPOSITION	Organizational Unit							Page of 8 13	Pages
Rev 3/99	DOLE	Address 330 Fair Lane, Placerville, CA 95667							B.O.S. Approval N	umber
Item Number	TITLE A	ND DESCRIPTION OF RECORDS	Office	RETEI Dept	NTION CRC	Total	Α	V	REMARKS Include all applicable And regulatory refe	statutory
<del>29</del>	County Roads & Thore (Except Subdivisions)	oughfares		2	₽	<b>P</b> *			GC §26202; See of document The His Records of County Government in California.*	storical
<del>30</del>	County Service Areas	- Formation		2	₽	₽			<del>GC §26202</del>	
<del>31</del> <u>8</u>		onthly Reports folio Reports, Reconciliation of Deposits Exception Report and Cash Balance Report		1	0	1			GC §50115; Bearauthorize destruct any document file or submitted to the more than one yes previously if it detethere is no need for tention. (Reports in Treasurer's offictwo years and threin Records Center Treasurer's Retention.)	ion of d with e Board ar ermines or its s on file ce for ee years

County	of El Dorado	Department BOARD OF SUPERVISORS							Schedule # Superceding #22	Date 4/16/07
RECO	RDS DISPOSITION	Organizational Unit							Page of 9 13	Pages
Rev 3/99		Address 330 Fair Lane, Placerville, CA 95667							B.O.S. Approval Number	
Item Number	TITLE AN	D DESCRIPTION OF RECORDS	Office	RETEI Dept	NTION CRC	Total	Α	V	REMARKS Include all applicable And regulatory refe	statutory
<del>32</del> <u>9</u>	Dedication, Avigation and DVDs of Board of Supe	Deeds, Grants of Easement, Offers of the Noise Easements  In Noise Easement  In Noise	Office	5 P	<u>P_0</u>	<u>P*</u>	×	1	GC §26202; Archi record to be reto permanently. See document The His Records of Count Government in California.*GC§26: Statewide guidelines 3 months. 64 Ops. At 317.	ival ained state storical Y 202; propose
<del>33</del>	Elected Officials - Histo	<del>orical List</del>		₽	0	<u>P*</u>			GC §26202; See of document The His Records of Count Government in California.*	storical
34	Employee MOUs			<del>exp</del> + 2	Þ	₽			GC §§12946, 262 California Clerks of Beard of Supervis Records Retention Schedule suggest permanent retenti	of the eors a

Fire Departments - Formation Diamond Springs, El Dorado, Georgetown, Lake Valley, Coloma Lotus, Placerville		2	₽	<u>P*</u>			GC §26202; See state document The Historical Records of County Government in California.*
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	County	of El Dorado	BOARD OF SUPERVISORS  Organizational Unit							Schedule # Superceding #2	Date 4/16/07
	RECO SCHE	RDS DISPOSITION	Organizational Unit							Page of 10 13	Pages
	Rev 3/99	DULE	Address 330 Fair Lane, Placerville, CA 95667							B.O.S. Approval N	
	Item		, , ,	F	RETEI	NTION				REMARKS Include all applicable statutory	
ı	Number	TITLE AN	D DESCRIPTION OF RECORDS	Office	Dept	CRC	Total	Α	V	And regulatory refe	rences
	<del>36</del> <u>10</u>		n s, Land Use Plans <u>, Planning Community</u> s Parcel Maps, Site Plans, Zone changes,		<u>10</u>	Р	P*		<u>₹</u>	GC §26202 <del>; See (</del> document The His Records of Count Government in California.*	storical
	<del>37</del> <u>11</u>	Grand Jury Reports & R	esponses		10	0	10		(	GC §26202	
	<del>38</del> <u>12</u>	Historical Sites List of C	County Supervisors		<u>5 P</u>	<u>P0</u>	P*		<u>1</u>	GC §26202; See (document The His Records of Count Government in California.*	storical
	39	Hospitals Barton Memorial, Marsha	Il Hospital, County		2	₽	₽		(	<del>GC §26202</del>	
	40	Human Resources BOS Personnel Files			₽	θ	₽		(	GC §§12946, 262 CFR 516.6(2), 29 1602.14	

County of El Dorado  RECORDS DISPOSITION  SCHEDULE  Rev 3/99		Department BOARD OF SUPERVISORS Organizational Unit  Address 330 Fair Lane, Placerville, CA 95667					Schedule # Date Superceding #2 4/16/07  Page of Pages 11 13  B.O.S. Approval Number	
tem Number	TITLE AND DESCRIPTION OF RECORDS		O Dept c e	C Total		AV	REMARKS Include all applicable statutory And regulatory references	Formatted Table
	Lakes/Reservoirs/Wate Legislative History Rec	rways/Dams - <u>-</u> Projects ords (LHR)	2 <u>10</u>	Р	P*		GC §26202 <del>; See state</del> document <u>The Historical</u> Records of County Government in California.*	
42	2 Mileage & Expenses Board Members, Assistants		2	0	2		<del>GC §26202</del>	
	<b>Ordinances</b> Originals		<u>30 P</u>	Р	P*		GC §26202 <del>; See state</del> document <u>The Historical</u> Records of County Government in California.*	
44	Parks & Recreation - Hi	i <del>storical</del>	2	P	<b>P*</b>		GC §26202; See state document The Historical Records of County Government in California.*	

<del>45</del> 15	Payroll Payroll	2	$\frac{4}{0}$ 2	GC §§12946, 26202; <del>29</del>	
	Personnel Files	Termination	Inact	CFR 516.6(2), 29 CFR	Formatted: Font: Bold
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		Employment	4	destruction	

County	Unty of El Dorado Department BOARD OF SUPERVISORS						Schedule #	Date 4/16/07		
DE00	RECORDS DISPOSITION Organizational Unit					Superceding #2 Page of	Pages			
	SCHEDULE SIGNAL STILL ST						12 13			
	Address						B.O.S. Approval Number			
Rev 3/99		330 Fair Lane, Placerville, CA 95667		RETE	NITION	J	REMARKS			
Item Number	TITLE A	ND DESCRIPTION OF RECORDS	Office	Dept			Α	V	Include all applicable statutory And regulatory references	
46	Planning/Community   Use Permits, Parcel Ma etc.	Development  ps, Site Plans, Zone Changes, Industrial Parks,	Office	<del>10</del>	P	P		4	GC §26202	
47	Population Studies/Co Supervisorial Districts	<del>ensus</del>		<del>10</del>	₽	₽		4	<del>GC §26202</del>	
48	Redevelopment Agend	<del>sy</del>		<del>10</del>	₽	₽		4	<del>GC §26202</del>	
49	Release of Liens			10	₽	₽			GC-§34090	
<del>50</del> <u>16</u>	<b>Resolutions</b> Originals			30 <u>P</u>	<u>P_0</u>	P*		<u> </u>	GC §§25102, 262 state document <u>TI</u> <u>Historical Records</u> <u>County Governme</u> <u>California</u> .*	<del>no</del> <del>s of</del>
<del>51</del>	School Districts - Fore	<del>nation</del>		<del>10</del>	₽	₽*		<u> </u>	GC §26202; See of document The History Records of Count Government in California.*	torical

County of El Dorado Department								Schedule # Date Superceding #2 4/16/07	
CORDS DISPOSITION								Superceding #2 4/16/07 Page of Pages	
	Organizational Offic							13 13	
HEDULE	Address							B.O.S. Approval Number	
3/99	330 Fair Lane, Placerville, CA 95667								
		F	RETE	NOITE	l			REMARKS	
	TITLE AND DESCRIPTION OF RECORDS				Total		V	Include all applicable statutory And regulatory references	
Special Districts Fire Protection, Water, S Community Facility	anitation, Assessment, Community Services,		<del>10</del>	₽	₽			<del>GC §26202</del>	
	Transportation - (Except County Roads & Thoroughfares) Highways, Public Transportation, Projects, Interchanges, etc.							<del>GC §26202</del>	
			<del>10</del>	₽	P			<del>GC §26202</del>	
			10	Р	P*	×		Archival record – to be retained permanently.  See state document The Historical Records of County Government in California.*	
	CORDS DISPOSITION HEDULE 3/99  TITLE AN  Special Districts Fire Protection, Water, Sc Community Facility  Transportation - (Exception Highways, Public Transportation Franchises, Disposal Site  Williamson Act Contract	CORDS DISPOSITION HEDULE  3/99  TITLE AND DESCRIPTION OF RECORDS  Special Districts Fire Protection, Water, Sanitation, Assessment, Community Services, Community Facility  Transportation - (Except County Roads & Thoroughfares) Highways, Public Transportation, Projects, Interchanges, etc.  Waste/Garbage (Except Fee Adjustments) Franchises, Disposal Sites	CORDS DISPOSITION HEDULE  3/99  TITLE AND DESCRIPTION OF RECORDS  Special Districts Fire Protection, Water, Sanitation, Assessment, Community Services, Community Facility  Transportation - (Except County Roads & Thoroughfares) Highways, Public Transportation, Projects, Interchanges, etc.  Waste/Garbage (Except Fee Adjustments) Franchises, Disposal Sites  Williamson Act Contracts for Agricultural Preserves	CORDS DISPOSITION HEDULE  3/99  TITLE AND DESCRIPTION OF RECORDS  Special Districts Fire Protection, Water, Sanitation, Assessment, Community Services, Community Facility  Transportation - (Except County Roads & Thoroughfares) Highways, Public Transportation, Projects, Interchanges, etc.  Waste/Garbage (Except Fee Adjustments) Franchises, Disposal Sites  BOARD OF SUPERVISORS Organizational Unit Address  330 Fair Lane, Placerville, CA 95667  RETER Office Dept  10  Welliamson Act Contracts for Agricultural Preserves	CORDS DISPOSITION HEDULE  3/99  TITLE AND DESCRIPTION OF RECORDS  Special Districts Fire Protection, Water, Sanitation, Assessment, Community Services, Community Facility  Transportation - (Except County Roads & Thoroughfares) Highways, Public Transportation, Projects, Interchanges, etc.  Waste/Garbage (Except Fee Adjustments) Franchises, Disposal Sites  BOARD OF SUPERVISORS Organizational Unit Address  330 Fair Lane, Placerville, CA 95667  RETENTION Office Dept CRC  40 P  40 P  Waste/Garbage (Except Fee Adjustments) Franchises, Disposal Sites  Williamson Act Contracts for Agricultural Preserves  10 P	CORDS DISPOSITION HEDULE  3/99  TITLE AND DESCRIPTION OF RECORDS  Special Districts Fire Protection, Water, Sanitation, Assessment, Community Services, Community Facility  Transportation - (Except County Roads & Thoroughfares) Highways, Public Transportation, Projects, Interchanges, etc.  Waste/Garbage (Except Fee Adjustments) Franchises, Disposal Sites  Poganizational Unit  Address  330 Fair Lane, Placerville, CA 95667  RETENTION Office Dept CRC Total  40 P P  Waste/Garbage (Except Fee Adjustments) Franchises, Disposal Sites  10 P P*	CORDS DISPOSITION HEDULE  Address  339 Fair Lane, Placerville, CA 95667  TITLE AND DESCRIPTION OF RECORDS  Special Districts Fire Protection, Water, Sanitation, Assessment, Community Services, Community Facility  Transportation - (Except County Roads & Thoroughfares) Highways, Public Transportation, Projects, Interchanges, etc.  Waste/Garbage (Except Fee Adjustments) Franchises, Disposal Sites  10 P P*   Williamson Act Contracts for Agricultural Preserves	BOARD OF SUPERVISORS	

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\*Historical value dictates permanent retention of these files as a source of study for important county, state, or cultural development issues.

COMP - Completion EXP - Expiration RB - Release of Bonds Litigation, complaints and/or claims suspend normal retention periods. Retention period begins after final action or settlement.

Records will be kept electronically where appropriate, with hard copies, if they exist, considered to be duplicates that do not need to be retained.

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