

**RESOLUTION NO.**  
**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**

**WHEREAS**, Sections 60200 through 60203 of the Government Code provide procedures regulating the retention and destruction of records for all Counties; and

**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 Human Resources Department seeks approval from the Board of Supervisors to provide for the proper disposal of County records; and

**WHEREAS**, the Human Resources Department finds it necessary to create a new El Dorado County Human Resources Records Retention/Disposition Schedule to comply with current State law; and

**WHEREAS**, the new El Dorado County Human Resources Records Retention/Disposition Schedule complies with the California Secretary of State Local Government Records Management Guidelines, as required under AB 474; and

**WHEREAS**, any records destroyed pursuant to the El Dorado County Human Resources Records Retention/Disposition Schedule will not adversely affect the County or the public.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors for the County of El Dorado adopt the new El Dorado County Human Resources Records Retention/Disposition Schedule, which is attached hereto as Exhibit A and incorporated herein by reference.

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 \_\_\_\_\_, 20\_\_, by the following vote of said Board:

Attest:  
James S. Mitrisin  
Clerk of the Board of Supervisors

Ayes:  
Noes:  
Absent:

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Brian Veerkamp, Chair, Board of Supervisors

EXHIBIT A

California Government Code Sections 26200, et.seq., applicable to counties, plus other applicable state and federal codes govern retention and destruction of records. Original public records may not be destroyed until the passage of two years and until the other requirements of Section 26200 et seq. have been met. Litigation claims, complaints, audits and/or investigations suspend destruction until they are settled/resolved.

Item #	Record Description	Retention/Disposition				Justification
		Office	Storage	Total	Image	
<b>Personnel Administration</b>						
	Department Policies & Procedures	US	P	US	Yes	G.C. 26202 until superseded
	Personnel Management Resolution	US	P	P	Yes	G.C. 26202 permanent for search/historic value
	Employee Personnel Files - inactive	Term of employment and/or death	4	Term of employment and/or death - inactive + 4		29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR 3204(d)(1) et seq (medical, 30 yrs); G.C. 12946; Term of employment and/or death + 4; Statute of limitations is 4 yrs on wage issues; EEOC - 2 yrs fraction taken or after final disposition of litigation; DFEH - 2 yrs after employment action; Medical + 30 yrs for exposure.
	Federal I-9 Forms		6		Yes	Immigration Reform and Control Act 1986, Pub L. 99-603. Include controls to ensure the integrity, accuracy, detect and prevent the unauthorized or accidental creation of, addition to, alteration of, deletion of or deterioration of an electronically stored Form I-9, including the electronic signature, if used.
	General Memoranda regarding decisions on directives for personnel administration.	2	0	2	Yes	G.C. 26202: The board may authorize the destruction or disposition 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 county charter.
	Grand Jury			2		
<b>Classification</b>						
	Classification Plan	US +2	4	6	Yes	G.C. 26202
	Classification Specifications (describes duties & functions of each job)	US	10	US	Yes	G.C. 26202
<b>Classification, continue</b>						
	New Position Requests (requests from departments for new positions & subsequent studies)	2	0	2	No	G.C. 26202
	Reclassification Requests (original requests, backup information for decision)	2	5	7	No	G.C. 26022
	Classification Study	US +2	0	US	No	G.C. 26202
	Memorandums regarding decisions on directives for classification administration.	2	0	2	Yes	G.C. 26202
<b>Compensation &amp; Benefits</b>						
	Compensation Plan	US +2	4	6	Yes	G.C. 26202
	Compensation Surveys	1	3	4	No	G.C. 26202
	Compensation Study	US - 2	0	US	No	G.C. 26202
	Deferred Compensation Plans (inactive)	3	0	4	No	G.C. 26202 - Auditor custodian of record
	Employee Health Benefits including EAP	3	2	5	No	G.C. 26202; 29 CFR 1627.3(b)(2);ERISA 107 29 USC 1027; G.C. 12946; DFEH administrative decision
	Retirement Plans	2	P	P	Yes	G.C. 26202; permanent for historical/research purposes
	Memorandums regarding decisions on directives for compensation and benefits administration.	2	0	4	Yes	G.C. 26202
<b>Employee Relations</b>						
	Civil Service Commission Appeals and Decisions. (final/inactive)	2	1		Yes	G.C. 26202; G.C. 12946, 29 CFR 1602 et seq; until settled; 3 years after settled. EEOC. * Civil Service Commission Decisions in support of EDC will go in employee personnel file.

EXHIBIT A

Item #	Record Description	Office	Storage	Total	Image	Justification
<b>Personnel Administration</b>						
	Civil Service Commission Agendas and Business Meeting Minutes	0	0	2	Yes	G.C. 26202
<b>Employee Relations, continue</b>						
	Discrimination Complaints and Related, Supporting Documents (final/inactive)	Term of employment and/or death of Claimant and Accused		Term of employment and/or death of Claimant and Accused + 3	Yes	29 CFR 1602.31 EEOC & 1627.3(b)(ii); Safety 8 CCR 3204(d)(1) et seq; G.C. 12946; DFEH; ERISA; Term of employment and/or death + 3
	Memoranda regarding decisions on directives for employee relations. (final/inactive)	0	0	0	Yes	G.C. 26202
<b>Labor Relations</b>						
	Memoranda of Understanding	US	P	P	Yes	G.C. 26202 permanent for search/historic value
	Negotiations Minutes (inactive)	0	0	0	YES	G.C. 26202
	Employee Associations (History of bargaining units, election info, recognition)	US	P	P	Yes	G.C. 26202 permanent for search/historic value
	Grievances (inactive/final)	TBD	3	TBD + 3	Yes	G.C. 26202; G.C. 12946, 29 CFR 1602 et seq; until settled; 3 years after settled
<b>Recruitment &amp; Selection</b>						
	Position Recruitment Records (Notice of recruitment, advertising, applications, selection materials, eligibility lists, certification lists)	4	0	4	No	G.C. 26202; EEOC; 29 CFR 1602 et seq; FEHA but says nothing; G.C. 12946; DFEH
	Complaints, Investigations, Appeals of Recruitments & Selections. (inactive/final)	2	2	4	Yes	G.C. 26202; G.C. 12946; 29 CFR 1602; EEOC

KEY: P= Permanent  
 TBD = To Be Determined  
 US = Until Superseded  
 UC - Until Closed