

# CONTRACT ROUTING SHEET

**PROCESSING DEPARTMENT:**

Department: Transportation  
 Dept. Contact: Robert S. Slater  
 Phone: x5918 5974  
 Department Head  
 Signature: [Signature]  
 Robert S. Slater, P.E.  
 Assistant Director of Transportation

**CONTRACTOR:**

Name: NA  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Transportation

Service Requested: Records Retention Schedules - Resolution

Contract Term: NA Contract/Amendment Amount: \$0

Compliance with Human Resources Requirements? Yes: NA No: \_\_\_\_\_

Compliance verified by: NA

**COUNTY COUNSEL:** (must approve all contracts and MOUs)

Approved:  Disapproved: \_\_\_\_\_ Date: 7/16/12 By: [Signature]  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

*with the understanding that the disposition schedules that are not attached with this agreement, have previously been approved by this office.*

EL DORADO COUNTY COMTEL  
 10/06/12 PM 3:45

**Please Return Directly To DOT.**

Index Code: <u>306500</u>	User Code: <u>25000 A</u>
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**RISK MANAGEMENT:** (All contracts and MOUs except boilerplate grant funding agreements)

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

C.A. O. C. 10/06/12  
 EL DORADO COUNTY COMTEL  
 2012 JUL 19 PM 4:14

RECEIVED  
 DOT  
 2012 JUL 18 PM 1:14

**OTHER APPROVAL** (Specify department(s) participating or directly affected by this contract).

Department(s): \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_



**RESOLUTION NO.**

**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**

**Resolution Approving the Records Disposition Schedules for the Field Construction, Subdivision and Contract Services Units for 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 Schedules attached;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. That the attached Records Disposition Schedules for the Field Construction, Subdivision and Contract Services Units are hereby approved.
2. That the records set forth in the schedules 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 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 the \_\_\_\_ day of \_\_\_\_\_, 2012, by the following vote of said Board:

Attest:  
Terri Daly  
Acting Clerk of the Board of Supervisors

Ayes:  
Noes:  
Absent:

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

\_\_\_\_\_ Chair, Board of Supervisors

**REQUEST FOR APPROVAL OF RECORDS DISPOSITION SCHEDULE**

DEPARTMENT: DEPARTMENT OF TRANSPORTATION

DIVISION/UNIT: Contract Services Unit

ADDRESS: 2850 Fairlane Court

SCHEDULE NUMBER(S):

11-53254, 11-53255 + 11-53256


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.

**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:

 MARK TURNER

Title:

SUPV IT ANALYST

Date:

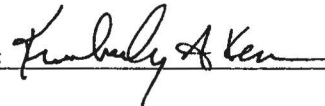
4.3.12

**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:

 Kimberly A. Ken

Title:

Interim DOT Director

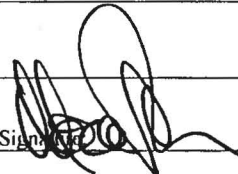
Date:

4/10/12

**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:



Title:

SUPV IT ANALYST

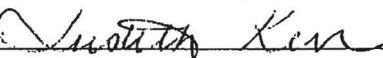
Date:

4.3.12

**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:

 Cynthia Ken

Title:

Deputy County Counsel

Date:

4/11/12

**5. BOARD OF SUPERVISORS APPROVAL**

The attached Records Disposition Schedules are approved.

RESOLUTION NUMBER:

CLERK OF THE BOARD OF SUPERVISORS

Date:

# RESUBMISSION

## CONTRACT ROUTING SHEET

**PROCESSING DEPARTMENT:**

Department: Transportation

Dept. Contact: Janel Gifford

Phone: x5974

Department Head \_\_\_\_\_

Signature: Janel Gifford

Janel Gifford, P.E. (Routing Only)  
Office Engineer/Contract Services Unit

**CONTRACTOR:**

Name: NA

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Transportation

Service Requested: Review and Approve Records Disposition Schedule

Contract Term: NA Contract Amount: NA

Compliance with Human Resources Requirements? Yes: NA No: \_\_\_\_\_

Compliance verified by: NA

**COUNTY COUNSEL:** (must approve all contracts and MOUs)

Approved: 1925 to Form Disapproved: \_\_\_\_\_ Date: 4/11/2012 By: Smith K

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

4/10 TC w J Gifford, Mary Beck and Mtg w K Kerr. This is an interim/transitional records disposition schedule. Kim Kerr would like to proceed with understanding that new schedule based on Project files will be submitted in the future. In addition # 16 will be clarified in the future to include to identify "etc." Dept will submit current records disposition sheet

Please Return Directly to DOT

2012 MAR 26 11:53 AM  
CORPORATE COMMUNITY COMPLIANCE

Index Code: <u>306500</u>	User Code: <u>25000.A</u>
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**RISK MANAGEMENT:** (All contracts and MOUs except boilerplate grant funding agreements)

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

**OTHER APPROVAL** (Specify department(s) participating or directly affected by this contract).

Department(s): IT

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

County of El Dorado <b>RECORDS DISPOSITION SCHEDULE</b>	Department Transportation (DOT)	Schedule 1	Date March 27, 2012
	Organizational Units Contract Services Unit Office Engineer Program Management/Services	Page 1 of 2 Pages	
	Address 2850 Fairlane Court 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, RFQs, RFPs Unsuccessful	CL + 1	E + 4	--	4	--	--	GC §25105, GC §26202, GC §26202.1
2	Bids, Proposals, RFQs, RFPs Successful	CL + 1	E + 4	--	4	--	--	GC §25105, GC §26202
3	California Environmental Quality Act, National Environmental Policy Act Copies	CL + 2	--	--	2	--	--	GC §26201, Originals are kept by the Department for a reasonable amount of time after completion of the project or for an indefinite amount of time if expansion is planned
4	Contracts & Agreements <sup>1</sup> Copies of Public Works Contracts <sup>3</sup> including Bonds, Professional Services Agreements <sup>3</sup> , Rental Agreements, Maintenance Agreements, Task Orders <sup>3</sup> , Insurance	CL + 1	E + 4	--	4	--	--	GC §25105, GC §26201, 49CFR18.42, CCM §5-104C All Original Bonds are kept by Board Clerk or Treasurer
5	Disadvantaged Business Enterprise Documents	CL + 1	E + 4		4			GC §25105, GC §26202
6	Correspondence General (i.e., emails, interoffice memoranda, etc.)	CL + 1	E + 4	--	4	--	--	GC §25105, GC §26202
7	Development Agreements Copies of Infrastructure Agreements, Subdivision Improvement Agreements, Road Improvement Agreements, Subdivision Grading Agreements, Assignment and Assumption Agreements, Reimbursement Agreements	CL + 1	E + 4	--	4	--	--	GC §25105, GC §26201, GC §26205, GC §26205.1, 49CFR18.42
8	General Subject Files Internal working files - Copies	CL + 1	E + 2	--	2	--	--	GC §25105, GC §26201, GC §26202
9	Grants Copies	CL + 2	--	--	2	--	--	GC §26201, GC §26202

County of El Dorado <b>RECORDS DISPOSITION SCHEDULE</b>	Department Transportation (DOT)	Schedule 1	Date March 27, 2012
	Organizational Units Contract Services Unit Office Engineer Program Management/Services	Page 2 of 2 Pages	
	Address 2850 Fairlane Court 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			
10	Lavenders Responses from County Counsel, Policy Issues	CL + 1	E + 10	--	10	--	--	GC §25105, GC §26202, GC §26205
11	Resolutions Copies	CL + 2	--	--	2	--	--	GC §26201, GC §26202, Originals are kept by the Board
12	Records Retention Schedules	S + 1	--	--	S + 1	--	--	GC §26202
13	Reports Copies - Soils, Geotechnical, Drainage – Final Reports	CL + 2	--	--	2	--	--	GC §26201, GC §26202
14	Special Districts Copies	CL + 2	--	--	2	--	--	GC §26201, GC §26202

E = Electronically Stored<sup>2</sup>  
CL = Closed/Completed  
S = Until Superseded  
A = Archive  
V = Vital

CFR = Code of Federal Regulations  
GC = Government Code  
CCM = Caltrans Construction Manual

Note<sup>1</sup> - If fully or partially funded through a Grant or administered through a State issued Master Agreement, the time allotment after the Closed/Completed (CL) date is to be determined either by this Schedule or by the Grant or Master Agreement, whichever is longer.

Note<sup>2</sup> - Through Board of Supervisors approval, records may be stored electronically (GC §12168.7 and GC §25105) after being scanned to a trusted system. The trusted system to be used by the Organizational Units will be DVD-Rs for permanent records or CD-Rs for non-permanent records. Documents are to be scanned electronically at the time the documents are considered Closed.

Note<sup>3</sup> – Including any printouts of related grant provision compliance (e.g., excluded parties listing).

# CONTRACT ROUTING SHEET

**PROCESSING DEPARTMENT:**

Department: Transportation  
 Dept. Contact: Janel Gifford  
 Phone: X5974  
 Department Head  
 Signature: Janel Gifford  
 Janel Gifford (Routing Only)  
 Office Engineer/Contract Services Unit

**CONTRACTOR:**

Name: NA  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Transportation

Service Requested: Review and Approve Records Disposition Schedule

Contract Term: NA Contract/Amendment Amount: NA

Compliance with Human Resources Requirements? Yes: NA No: \_\_\_\_\_

Compliance verified by: NA

**COUNTY COUNSEL:** (must approve all contracts and MOUs)

Approved:  Disapproved: \_\_\_\_\_ Date: 8/30/11 By: Janel Gifford  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

8/30 TC w J Gifford Item 1, 2 and 4 will change to 4 yrs (stat of limitations)

New document provided

Please provide a Request for Approval of Records Disposition form that I will sign. See attached example

EL DORADO COUNTY COUNSEL  
 26/1 JUL 18 PM 3:17

**Please forward to IT Upon Approval**

Index Code: 306500

User Code: 25000 A

**RISK MANAGEMENT:** (All contracts and MOUs except boilerplate grant funding agreements)

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

**OTHER APPROVAL** (Specify department(s) participating or directly affected by this contract).

Department(s): IT

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

County of El Dorado <b>RECORDS DISPOSITION SCHEDULE</b>	Department Transportation	Schedule # Field Construction	Date July 13, 2011
	Organizational Unit Construction Division	Page 1 of 3 Pages	
	Address 2441 Headington Road 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.	Media.	Total			
1	<p>Construction Project Records – Materials in Construction Files - Categories 1-4, 7 and 28. See Attachment A – Organization of Project Records.</p> <p>Note for Item Number 1: A. Categories refer to the organization of project records detailed in Chapter 5 of the Caltrans Construction Manual.</p>	CL	E + 4	--	4	--	--	CCM §5-104C
2	<p>Construction Project Records – Materials in Construction Files - Categories 5, 6, 8-27 and 29-63. See Attachment A – Organization of Project Records.</p> <p>Notes for Item Number 2: A. Categories refer to the organization of project records detailed in Chapter 5 of the Caltrans Construction Manual. B. If there are any labor compliance cases, claims, investigations or litigation, records to be retained for 3 years after settlement. C. Portions of the above listed Categories are transferred to the Project History File after completion. (See Item Number 3)</p>	CL	E + 4	--	4	--	--	CCM §5-104C, GC §12168.7, GC §25105, GC §26205, GC §26205.1, 49CFR18.42



County of El Dorado <b>RECORDS DISPOSITION SCHEDULE</b>	Department Transportation	Schedule # Field Construction	Date July 13, 2011
	Organizational Unit Construction Division	Page 2 of 3 Pages	
	Address 2441 Headington Road 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.	Media.	Total			
3	Project History Files: A. Notice to Proceed (Cat. 5) B. Special Provisions and Plans (Cat. 11) C. Notice to Bidders (Cat. 11) D. Proposal, Executed Contract and Bonds – Copies Only (Cat. 11) E. Environmental Permits (Cat. 11) F. Encroachment Permits and Agreements (Cat. 11 & 18) G. Insurance for Contractors (Cat. 12) H. Utility Agreements (Cat. 16) I. Final Weekly Statement of Working Days (Cat. 27) J. Contract Change Orders (Cat. 49) K. Final Materials Certification (Cat. 63) L. Acceptance Statement (Cat. 63)	CL	E	--	P	--	X	CCM §5-104C, GC §12168.7, GC §25105, 49CFR18.42
4	Record Drawings (As-Built Plans)	CL	E	--	P	--	X	CCM §5-104D, GC §12168.7, GC §25105
5	RFQs, RFPs, Proposals	CL + 1	E + 4	--	4	--	--	GC §12168.7, GC §25105, GC §26205, GC §26205.1
6	Claim Materials (Cat. 62) Claims, Excluding Notices of Potential Claim. Cases Related to Contracts.	CL	E	--	P	--	X	CCM §5-104C, GC §12168.7, GC §25105, 49CFR18.42
7	Consultant Contract Invoices – Copies Only	CL	E + 3	--	3	--	--	GC §12168.7, GC §25105, GC §26205, GC §26205.1, GC §26201
8	COZEEP Contract Records – Backup for Billing - Copies Only	CL	E + 3	--	3	--	--	CCM §5-104C, GC §12168.7, GC §25105, GC §26205, GC §26205.1, GC §26201
9	Records Disposition Schedule	S + 1	--	--	S + 1	--	--	GC §26205, GC §26205.1

County of El Dorado <b>RECORDS DISPOSITION SCHEDULE</b>	Department Transportation	Schedule # Field Construction	Date July 13, 2011
	Organizational Unit Construction Division	Page 3 of 3 Pages	
	Address 2441 Headington Road 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.	Media.	Total			

**CONSTRUCTION DIVISION RECORDS DISPOSITION SCHEDULE**

This schedule incorporates local, state and/or federal ordinances, codes, regulations and statutes which may define each record's retention period. It applies to all applicable records, regardless of format/media.

Through Board of Supervisors approval, records may be stored electronically (GC §12168.7 and GC §25105) after being scanned to a trusted system. The trusted system to be used by the Organizational Unit will be DVD-Rs for permanent records or CD-Rs for non-permanent records. Documents are to be scanned electronically at the time the documents are considered Closed.

The Department retains records to ensure that adequate information is available to defend the County of El Dorado in civil suits, especially those related to contractor's claims.

LEGEND FOR RETENTION SECTION

CL = Closed/Completed  
E = Electronic  
P = Permanent  
S = Until Superseded  
A = Archive  
V = Vital

ABBREVIATIONS

CCM = Caltrans Construction Manual  
CFR = Code of Federal Regulations  
GC = Government Code

## Attachment A – Organization of Project Records

- Category 1. Project Personnel
- Category 2. Project Office Equipment and Supplies
- Category 3. Equipment and Personnel Cost Reports
- Category 4. Service Contracts
- Category 5. General Correspondence
- Category 6. Safety
- Category 7. Public Relations
- Category 8. Construction Surveys
- Category 9. Welding
- Category 10. Weekly Meeting Agenda
- Category 11. Information Furnished at Start of Project
- Category 12. Contractor
- Category 13. Signs and Striping
- Category 14. Photograph Records
- Category 15. Accidents
- Category 16. Utility Agreements
- Category 17. Utility Work Performed
- Category 18. Agreements
- Category 19. Hazardous Waste and Hazardous Materials

## Attachment A – Organization of Project Records

- Category 20. Storm Water Pollution Prevention Plan
- Category 21. Fugitive Dust Prevention
- Category 22. Traffic Management Information
- Category 23. Board of Supervisors Items
- Category 24. Disadvantaged Business Enterprises and Disabled Veteran Business Enterprises
- Category 25. Labor Compliance and Equal Employment Opportunity
- Category 26. Progress Schedule
- Category 27. Weekly Statement of Working Days
- Category 28. Weekly Newsletter
- Category 29. Materials Information and Preliminary Tests
- Category 30. Basement Soil Test Results
- Category 31. Notice of Materials to be Used
- Category 32. Notice of Materials to be Inspected at the Jobsite
- Category 33. Notice of Materials to be Furnished
- Category 34. Treated Base
- Category 35. Asphalt Concrete
- Category 36. Portland Cement Concrete (*other than structure items*)
- Category 37. Initial Tests and Acceptance Tests

## Attachment A – Organization of Project Records

- Category 38. Quality Control and Quality Assurance
- Category 39. Materials Testing Qualification of Employees
- Category 40. Field Laboratory Assistant Reports to Resident Engineer
- Category 41. Report of Inspection of Material
- Category 42. Material Plants
- Category 43. Concrete and Reinforcing Steel
- Category 44. Construction Zone Enhanced Enforcement Program
- Category 45. Resident Engineer's Daily Reports
- Category 46. Assistant Resident Engineer's Daily Reports
- Category 47. Drainage Systems
- Category 48. Contract Item Quantity Documents
- Category 49. Contract Change Orders
- Category 50. Adjustment in Compensation Calculations
- Category 51. Materials on Hand
- Category 52. Charges to Total Contract Allotment

## Attachment A – Organization of Project Records

Category 53.	Credit to Contract
Category 54.	Deductions from Payment to Contractor
Category 55.	Extra Category Number
Category 56.	Extra Category Number
Category 57.	Extra Category Number
Category 58.	Extra Category Number
Category 59.	Bridge Estimate Data
Category 60.	Project Status Sheets
Category 61.	Estimate and Project Status
Category 62.	Disputes
Category 63.	Project Completion Documents

# CONTRACT ROUTING SHEET

**PROCESSING DEPARTMENT:**

Department: Transportation  
 Dept. Contact: Janel Gifford  
 Phone: X5974  
 Department Head  
 Signature: Janel Gifford  
 Janel Gifford (Routing Only)  
 Office Engineer/Contract Services Unit

**CONTRACTOR:**

Name: NA  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Transportation

Service Requested: Review and Approve Records Disposition Schedule

Contract Term: NA Contract/Amendment Amount: NA

Compliance with Human Resources Requirements? Yes: NA No: \_\_\_\_\_

Compliance verified by: NA

**COUNTY COUNSEL:** (must approve all contracts and MOUs)

Approved:  Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: 8/30/11  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY COUNSEL  
 2011 JUL 18 PM 3:18  
*JMK*

*Items 6, 7, 8 will change to 4 yrs (stat of limitation)  
 Items 11, 13, 15 will change to 4 yrs "  
 Dept will send copies of replacement pages.  
 Please provide a Request for Approval of Records  
 Disposition form See attached example.*

**Please forward to IT Upon Approval**

Index Code: <u>306500</u>	User Code: <u>25000 A</u>
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**RISK MANAGEMENT:** (All contracts and MOUs except boilerplate grant funding agreements)

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

**OTHER APPROVAL** (Specify department(s) participating or directly affected by this contract).

Department(s): IT  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

County of El Dorado RECORDS DISPOSITION SCHEDULE		Department Transportation				Schedule # Subdivision		Date July 13, 2011	
		Organizational Unit Construction Division				Page 1 of 3 Pages			
		Address 2441 Headington Road 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.	Media.	Total				
1	Agreements Copies - Subdivision Improvement and Subdivision Grading Agreements and Associated Documents	CL	E + 2	--	2	--	--	GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
2	Board of Supervisors Documents Copies	CL	E + 2	--	2	--	--	GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
3	Bonds and Insurance Copies	CL	E + 2		2			GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1,	
4	Contract Change Orders Copies	CL	E + 2	--	2	--	--	GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
5	County Counsel Documents Copies	CL	E + 2	--	2	--	--	GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
6	Construction Messages	CL	E + 4	--	4	--	--	GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
7	Correspondence	CL	E + 4	--	4	--	--	GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
8	Daily Activity Reports	CL	E + 4	--	4	--	--	GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
9	Fugitive Dust Plan/Storm Water Pollution Prevention Plan Copies	CL	E + 2	--	2	--	--	GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	



County of El Dorado <b>RECORDS DISPOSITION SCHEDULE</b>		Department Transportation				Schedule # Subdivision		Date July 13, 2011	
		Organizational Unit Construction Division				Page 2 of 3 Pages			
		Address 2441 Headington Road 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.	Media.	Total				
10	Laboratory Soils Reports Copies	CL	E + 2	--	2	--	--	GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
11	Photographs/Maps	CL	E + 4	--	4			GC §12168.7, GC §25105, GC §26205, GC §26205.1	
12	Right of Way Documents Copies	CL	E + 2		2			GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
13	Schedules	CL	E + 4		4			GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
14	Utilities Documents Copies	CL	E + 2		2			GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
15	Subdivision Checklist	CL	E + 4		4			GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
16	Miscellaneous Subdivision Related Documents Copies	CL	E + 2		2			GC §12168.7, GC §25105, GC §26201, GC §26205, GC §26205.1	
17	Records Disposition Schedule	S	E + 1	--	1	--	--	GC §26205, GC §26205.1	

County of El Dorado <b>RECORDS DISPOSITION SCHEDULE</b>	Department Transportation	Schedule # Subdivision	Date July 13, 2011
	Organizational Unit Construction Division	Page 3 of 3 Pages	
	Address 2441 Headington Road 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.	Media.	Total			

**CONSTRUCTION DIVISION RECORDS DISPOSITION SCHEDULE**

This schedule incorporates local, state and/or federal ordinances, codes, regulations and statutes which may define each record's retention period. It applies to all applicable records, regardless of format/media.

Through Board of Supervisors approval, records may be stored electronically (GC §12168.7 and GC §25105) after being scanned to a trusted system. The trusted system to be used by the Organizational Unit will be DVD-Rs for permanent records or CD-Rs for non-permanent records. Documents are to be scanned electronically at the time the documents are considered Closed.

LEGEND FOR RETENTION SECTION

CL = Closed/Completed  
E = Electronic  
S = Until Superseded  
A = Archive  
V = Vital

ABBREVIATIONS

GC = Government Code