

County of El Dorado RECORDS DISPOSITION SCHEDULE		Department BOARD OF SUPERVISORS			BOS Adopted: 1/6/2026
					Page 1 of 3
		Address 330 Fair Lane, Placerville, CA 95667			Legistar File: 25-1832
Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS Include all applicable statutory And regulatory references
		Dept	CRC	Total	
1	Board of Equalization Abatement of Penalties, Assessment Appeals Applications, Minutes/Exhibits and Hearing Recordings	5	0	5	GC §25105.1; State Board of Equalization Rule 305(g) – destroy after 5 years from final action on application. Minutes – State Guidelines suggest retention 2 years.
2	Board of Supervisors Meeting Files Entire packet of agenda items brought before the Board including budget documents	10	P	P	GC §50115; Retention period based on department experience
3	Board of Supervisors Meeting Minutes Filed with agenda packets	10	P	P	GC §§25102, 26202; State guidelines suggest retention for 2 years.
4	Boards, Committees and Commissions Governing Documents (By-laws, statute references)	3	0	3	GC §26202; State guidelines suggest retention of 3 years.

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5	Claims Against the County	5	0	5	GC §25105.5 May be destroyed 5 years after final action on the claim.
6	Correspondence/US Mail	2	0	2	GC §26202; State guidelines suggest retention of 2 years.
7	County Treasurer's Monthly Reports Pooled Investment Portfolio Reports, Reconciliation of Deposits Received by Treasury, Exception Report and Cash Balance Report	1	0	1	GC §50115
8	DVDs of Board of Supervisor's meetings (through October 20, 2020 – thereafter maintained in the County's legislative management program Legistar)	P	0	P	GC §26202; Statewide guidelines propose 3 months. 64 Ops. Atty. Gen. 317.
9	General Plan – Adoption Area Plans, Specific Plans, Land Use Plans, Planning Community Development, Use Permits Parcel Maps, Site Plans, Zone changes, Industrial Parks	10	P	P*	GC §26202
10	Grand Jury Reports & Responses	10	0	10	GC §26202
11	Historical List of County Supervisors	P	0	P*	GC §26202
12	Legislative History Records (LHR)	10	P	P	GC §26202
13	Ordinances Originals	P	0	P*	GC §26202

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14	Personnel Files	Termination of Employment or Death	4	Inactive + 4	GC §§12946, 26202; 29 CFR 1602.31. Confidential destruction.
15	Resolutions Originals	P	0	P*	GC §§25102, 26202
16	Williamson Act Contracts for Agricultural Preserves As of 2016 retained in BOS Meeting Files (See Item 3)	10	P	P*	Archival record – to be retained permanently.

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

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.

CRC – County Records Center