



RESOLUTION NO. XXX-2021

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, Government Code Sections 60200 through 60203 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 Health and Human Services Agency, Public Guardian Division, 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 on 22 day of June 2021 by the following vote of said Board:

Attest:
Kim Dawson
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

John Hidahl, Chair
Board of Supervisors

Exhibit A – Record Retention Schedule

Public Guardian / Public Conservator

Record Title	Record Description	Responsible Business Unit	Retention Period	Authority Citations	Remarks
Conservatorship of the Person – Client Records (Referrals; Active, Terminated and Deceased Conservatorship)	Contains court documents, legal papers, and medical records.	Public Guardian	10 years after termination of Public Guardian’s conservatorship of the person	9 CCR 784.28(a); 22 CCR 75055(a); 22 CCR 79807(c); 42 CFR 482.24 (b)(1), AB 1688 Chapter 511, Statutes of 2017	Confidential
Conservatorship of the Estate Administration – Estate and Conservatorship Financial Records	Contains electronic and hardcopy reports, data, and negotiated checks for income, assets, disbursements, and distributions for the benefit of Public Guardian conservatorships.	Public Guardian	10 years after final discharge and distribution of estate	CA Prob. C. §§7600-7666, 2900-2955; CA Govt. C §§24350-24356	Confidential