

REQUEST FOR APPROVAL OF RECORDS DISPOSITION SCHEDULE

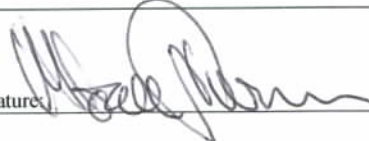
To: Board of Supervisors

The Board is requested to approve the attached Records Disposition Schedule(s). Approval constitutes continuing authority for the proper disposal of records.

DEPARTMENT:	Transportation	
DIVISION/UNIT:	Transportation Planning/Land Development	
ADDRESS:	2850 Fairlane Ct. Placerville, Ca. 95687	
SCHEDULE NUMBER(S):	1	

1. RECORDS MANAGEMENT STATEMENT

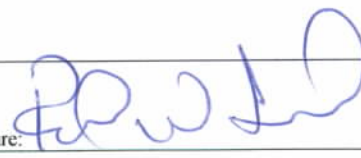
I have examined the attached Schedule(s) for compliance with County standards and policies and conformance with accepted records management practices.

Signature:	 MARK TURNER	
Title:	SUPV IT ANALYST	Date: 9/4/08

2. DEPARTMENT STATEMENT

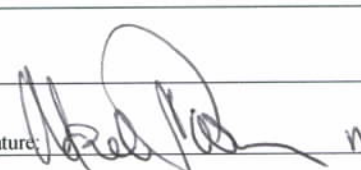
The attached Records Disposition Schedule(s) has/have been prepared after careful examination of all records with regard to operating, administrative, legal, fiscal, research, historical or archival value, as well as application of appropriate County, State and Federal rules, ordinances, regulations, 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:		
Title:	Director	Date: 8/28/08


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:	 MARK TURNER	
Title:	SUPV IT ANALYST	Date: 9/4/08

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:	 Heather Kern	
Title:	Deputy County Counsel	Date: 10/10/08

5. BOARD OF SUPERVISORS APPROVAL

The attached Records Disposition Schedules are approved.

RESOLUTION NUMBER:		
CLERK OF THE BOARD OF SUPERVISORS		Date:

County of El Dorado
**RECORDS DISPOSITION
 SCHEDULE**

Rev 12/02

Department
 Transportation
 Organizational Unit
 Transportation Planning/Land Development
 Address 2850 Fairlane Ct., Placerville, CA 95667

Schedule TP/LD 1
 Page 1 of 3 Pages
 B.O.S. Approval Number

Date

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 (Unsuccessful)	CU +2		0	2			GC26202.1
2	Board Agendas - Copies only: OPR- Brd Clerk	CU +2		0	2			GC26201
3	Bonds - Development Security Restoration Bonds securing Subdivision Grading Agmts - held in Unit lockup; returned to developer at expiration of 1 yr Warranty Period.	CL +2		0				GC26201
4	Bridge & Overpass Reports	L	L	0	L	X	X	Retain for life of structure; GC26205
5	CEQA - Transportation Planning Road project EIR's, Neg Decs, Mitigation Monitoring, Notice Of Completion & Determination comments, Stmt of Over-riding Consistn	P	P	0	P	X	X	GC26205; CEQA Guidelines
6	Contracts/Agreements Copies only. OPR Brd Clerk and/or DOT Dept Engineer	CL +2		0				GC26201
7	Complaints/Investigations Responses to reports of encroachment violations; file is closed when an encroachment permit has been issued & work is completed or determination is made that no permit is required.	CL +2		0				EDC 10.04.030, 12.08.090, 15.14.110
8	Construction Tests Results of construction & materials testing	CL +12		0				CCP 337
9	Correspondence	CU +2		0	2			Working documentation; GC 26202
10	Development Conditions OPR: Brd Clerk and/or Planning Services	CL +2		0				Retain 2 yrs after Warranty Period; GC26202
11	Development Agreements & Bonds: Copies only of Subdivision Improvement Agmt's, Road Improvement Agmt's, Parcel Map Improvement Agmt's for subdivisions infrastructure & public road improvements. OPR: Brd Clerk. Div copy retained 12 yrs after BOS acceptance of completed improvements	CL +12		0				CCP337, 337.1(a), 337.15; 48 CFR 4.703
12	Development Standards Includes landscape mediums, parkway landscape development, public works construction	P		0	P	X	X	GC26205
13	Drawings, Traffic Control Plans Includes signs, signing & striping, road construction	P		0	P	X	X	GC26205
14	Environmental Review Correspondence, consultants, issues	CL +2		0				GC26202
15	General Subject Files! Internal working files including correspond	CL +2		0				GC26202

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Schedule TP/LD 1
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Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS Include all applicable statutory And regulatory references
		Office	Dept	CRC	Total			
16	Log, Field Reports, Site Inspections: Commercial & Public Logs, registers or similar records listing permits issued, daily inspection requests & activity with inspector notes, remarks & signature: plan check & utility activity	CL +5		0				Retain 5 yrs following completion or BOS acceptance of Improvmts; GC26202
17	Management Reports Unit status & progress reports re projects and/or permits in-house & professional services or developer agreements	CU +2		0	2			GC26202
18	Maps & Plats Maps, plans, blueprints, drawings re: soil, utilities, road & bridge construction & repair, water mains, similar engineering & construction related projects.	P		0	P		X	GC 26205.1
19	Permits: Encroachment Private driveway & commercial	P		0	P		X	GC26205, GC 4003, GC4004; H&S19850
20	Permits: Grading General & commercial	P		0	P		X	GC26205, GC4003, 4004; H&S19850
21	Permits: Improvements Alterations including encroachment, excavation, road, street, sidewalk, & curb, utility, temporary uses	P		0				GC26205
22	Permits: Oversize Load	CL +2		0				GC26202
23	Projects – Not Completed or Denied Related to building, engineering, planning project files:	CL +2		0				GC26202
24	Inspections - Correspondence & fees info:	CL +2		0				GC26202
25	Plans – Capital Improvement Program Support docs including bidders list, specs, reports, plans, work orders, schedules	P		0			X	CC337.15
26	Policy/Procedures	S +2		0				GC26202
27	Reports: Soils, Drainage, Geotechnical - Final Reports	P			P		X	GC26205.1
28	Special Districts Zones of Benefit, Mello-Roos Development Projects	P		0	P		X	GC26205
29	Studies: Engineering & Transportation Special Projects and Areas	CL +2		0				26205.1
30	Utilities – Facilities County owned:	T +2		0				26205.1
31	Utilities – Underground	P		0	P		X	GC26205, GC4003, GC4004
32	Water – Connections	P		0	P		X	GC26205

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RECORDS DISPOSITION
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Rev 12/02

Department Transportation	Schedule TP/LD 1	Date
Organizational Unit Transportation Planning/Land Development	Page 3 of 3 Pages	
Address 2850 Fairlane Ct., Placerville, CA 95667	B.O.S. Approval Number	

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS Include all applicable statutory references
		Office	Dept	CRC	Total			
33	Water – NPDES Permits Compliance w/Clean Water Act re pollutants;	P		0	P	X		40 CFR122.28

CL = Closed/Completed
P = Permanent
CU = Current Year
T = Termination
S = Until Superseded
L = Life of Structure/Facility

GC = Government Code
CCP = Code of Civil Procedure
CEQA = California Environmental Quality Act
CFR = Code of Federal Regulations