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

2850 Fairlane Ct. Placerville, Ca. 95687 SCHEDULE NUMBER(S):

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.

Title:SUPV IT AWALYSI

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:

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.

WARK TURNER TITLESON IT ANAUKS

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:

5. BOARD OF SUPERVISORS APPROVAL

The attached Records Disposition Schedules are approved.

RESOLUTION NUMBER:

CLERK OF THE BOARD OF **SUPERVISORS**

Date:

& Proposals (Unsuccessful) & Proposals (Unsuccessful) d Agendas - Copies only; Ods - Development Security toration Bonds securing Subcup; returned to developer at ege & Overpass Reports ge & Overpass Reports ge & Overpass Reports A - Transportation Planning d project EIR's, Neg Decs, M pletion & Determination com tracts/Agreements ies only. OPR Brd Clerk and/ plaints/Investigations ponses to reports of encroacl ncroachment permit has bee struction Tests ults of construction & materia respondence elopment Agmt's, Road Improvement Agmt's for subdivis rovement Agmt's for subdivis rovement Standards ults of construction elopment Standards ults of construction elopment Standards ults of construction struction elopment Standards ults of construction elopment Agmt's for subdivis rovement Agmt's for subdivis rovement Agmt's for subdivis rovement Agmt's for subdivis rovement Standards ults of construction elopment Standards ults construction elopment Standards udes signs, signing & striping ironmental Review respondence, consultants, iss respondence, consultants, iss respondence, consultants, iss respondence, consultants, iss	County of EI	County of El Dorado RECORDS DISPOSITION	Department Transportation			Schedu	Schedule TP/LD 1	_		Date
Address 2850 Fairlane Ct., Placerville, CA 95667 B.O.S. Approval Number ITITLE AND DESCRIPTION OF RECORDS	SCHED	JULE	Organizational Unit Transportation Planning/Land Develo	pment		Page		ω	Pag	ges
Bids & Proposals (Unsuccessful)	Rev 12/02		Address 2850 Fairlane Ct., Placervill	e, CA 95667		B.O.S.	Approva	Num	ber	
Bids & Proposals (Unsuccessful) Board Agendas - Copies only, OPR- Brd Clerk Board Agendas - Copies only, OPR- Brd Clerk Restoration Bonds securing Subdivision Grading Agmts - held in Unit CL+2 Beard Agendas - Copies only, OPR- Brd Clerk Restoration Bonds securing Subdivision Grading Agmts - held in Unit CL+2 Bredge & Overpass Reports CECA - Transportation Planning Bridge & Overpass Reports COMPLETE Rs, Neg Decs, Mitigation Monitoring, Notice Of Completion & Determination comments, Stmt of Over-riding Consider Completion & Determination comments. Stmt of Over-riding Consider Completion & Determination comments Stmt of Over-riding Consider Completion & Determination comments Stmt of Over-riding Consider Completion & Determination comments. Stmt of Over-riding Consider Completion & Determination comments Stmt of Over-riding Consider Completion & Determination comments. Stmt of Over-riding Consider Completion & Determination comments. Stmt of Over-riding Consider Construction Tests Copies only, OPR Brd Clerk and/or DOT Dept Engineer Construction Tests Construction & materials testing Construction & materials testing Construction Agmts, Koad improvement Agmts, Farcel Map Improvement Agmts, To subdivision infrastructure & public road improvements. OPR: Brd Clerk Div Copy retained 12 yrs after BOS Development Sandards Development Sandards Development Sandards Development Sandards Completed improvements P	†					NOIT				REMARKS
Bids & Proposals (Unsuccessful)	Number	AND	RIPTION OF RECORDS	Office	Dept	CRC	Total	D	<	Include all applicable statutory And regulatory references
Board Agendas - Copies only, OPR-Brd Clerk CU+2 Bonds - Development Security Bonds - Development Security Cut+2 Bonds - Development Security Cut+2 Bonds - Development Security Cut+2 Cut+2 Bonds - Development Security Cut+2	_	Bids & Proposals (Unsuccessfu		CU +2		0	2			GC26202.1
Bonds - Development Security Restoration bonds securing Subdivision Grading Agmts - held in Unit Restoration bonds securing Subdivision of 1 yr Warranty Period.	2	- 1	OPR- Brd Clerk	CU +2		0	2			GC26201
Restoration Bonds securing Subdivision Grading Agmits - held in Unit Bridge & Overpass Reports L L 0 L X X Bridge & Overpass Reports L L 0 L X X CEQA - Transportation Planning Road project EIR's , Neg Decs, Mitigation Monitoring, Notice Of Road project EIR's , Neg Decs, Mitigation Monitoring, Notice Of Road project EIR's , Neg Decs, Mitigation Monitoring, Notice Of Road project EIR's , Neg Decs, Mitigation Monitoring, Notice Of Road project EIR's , Neg Decs, Mitigation Monitoring, Notice Of Road project EIR's , Neg Decs, Mitigation CL+2 0 Development Agmements 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 CL+2 Construction Tests Results of construction & materials testing CU+2 0 CU+2 0 Development Agmits, Road Improvement Agmits, Pacific Notice Map Improvement Agmits, Road Improvement Agmits, Pacific Notice Map Improvement Agmits, Pacific Notice Map Improvement Standards CL+2 0 CL+12 0 Development Standards CDerk, Div copy retained 12 yrs after BOS CC+12 0 Development Standards Development Standards	ω	Bonds - Development Security		CL +2		0				GC26201
Bridge & Overpass Reports CECA - Transportation Planning Road project EIR's, Neg Decs, Mitigation Monitoring, Notice Of Completion & Determination comments, Stmt of Over-riding Considtn Contracts/Agreements Completion & Determination comments, Stmt of Over-riding Considtn Completion & Determination comments 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. Construction Tests Results of construction & materials testing Correspondence Cut+2 Operation Tests Results of construction & materials testing Cut+2 Correspondence Cut+2 Operation Tests Cut+3 Operation Tests Cut+4 Cut+4 Operation Tests Cut+4 Cut+4 Operation Tests Cut+4 Operation Tests Cut+4 Operation Tests Cut+4 Operation Tests Cut+4 Cut+4 Operation Tests Cut+4 Operation Tests Cut+4 Operation Tests Cut+4 Operation Tests Cut+4 Cut+4 Operation Tests Cut+4 Operation Tests Cut+4 Cut+4	2	Restoration Bonds securing Sullockup; returned to developer at	odivision Grading Agmts - held in Unit expiration of 1 yr Warranty Period.							
CEGA – Transportation Planning Road project EIR's, Neg Decs, Mitigation Monitoring, Notice Of Compelion & Determination comments, Stmt of Over-riding Considin Contracts/Agreements Copples only, OPR Brd Clerk and/or DOT Dept Engineer 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. Construction Tests Conrespondence Conrespondence Development Conditions Results of construction & materials testing COPR. Brd Clerk and/or Planning Services Development Agmit's, Road Improvement Agmit's, Parcel Map Improvements, OPR. Brd Clerk, Div copy retained 12 yrs after BOS Development Standards Development Standards CL+12 Development Standards Development Standards Development Standards Development Standards CL+12 Development Standards CL+12 Development Standards CL+12 Development Standards CL+12 Development Standards CL+2 Development Standards CL+12 Development Standards CL+12 Development Standards CL+12 Development Standards CL+2 Development Standards Development Stand	4	Bridge & Overpass Reports		٢	Г	0	Г	×	×	Retain for life of structure; GC26205
Road project EIR's, Neg Decs, Milgation Monitoring, Notice Of Completion & Determination comments, Strnt of Over-riding Considth Contracts/Agreements Copies only, OPR Brd Clerk and/or DOT Dept Engineer 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. Construction Tests Results of construction & materials testing Correspondence Development Conditions OPR: Brd Clerk and/or Planning Services OPR: Brd Clerk Div copy retained 12 yrs after BOS acceptance of completed improvements acceptance of completed improvements Development Standards Includes signs, signing & striping, road construction Drawings, Traffic Control Plans Includes signs, signing & striping, road construction Brawings, Traffic Control Plans Includes induced, consultants, issues General Subkect Files! Service Order Services CL +2 O P O P X X Internal working files including correspond	51	CEQA - Transportation Plannin	9	Р	ס	0	Р	×	×	GC26205; CEQA
Contracts/Agreements Copies only, OPR Brd Clerk and/or DOT Dept Engineer Copies only, OPR Brd Clerk and/or DOT Dept Engineer 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. Construction Tests Results of construction & materials testing Correspondence Development Conditions OPR: Brd Clerk and/or Planning Services 1 Development Agmets for subdivisions infrastructure & public road improvement Agmets for subdivisions infrastructure & public road improvements. OPR: Brd Clerk. Div copy retained 12 yrs after BOS acceptance of completed improvements 2 Development Standards CL+12 O P X X Environmental Review CL+2 O P X X Environmental Review CL+2 O P X X Environmental Review CL+2 O CL+2 O Beneral Subkect FilesI Internal working files including correspond		Road project EIR's, Neg Decs, Completion & Determination co	Mitigation Monitoring, Notice Of mments, Stmt of Over-riding Considtn							Guidelines
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. Construction Tests Results of construction & materials testing Correspondence Currespondence Completed improvement Agmt's, Parcel Map Improvements Completed improvements Completed improvements Correspondence of completed improvements Development Standards Includes landscape mediums, parkway landscape development, public Correspondence, consultants, issues Currespondence, consultants, issues	б	Contracts/Agreements Copies only. OPR Brd Clerk an	d/or DOT Dept Engineer	CL +2		0				GC26201
an encroachment permit has been issued & work is completed or determination is made that no permit is required. Construction Tests Results of construction & materials testing Correspondence Development Conditions OPR: Brd Clerk and/or Planning Services OPR: Brd Clerk and/or Planning Services 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 Development Standards Includes landscape mediums, parkway landscape development, public works construction Drawings, Traffic Control Plans Includes signs, signing & striping, road construction Environmental Review Correspondence, consultants, issues General Subkect FilesI Internal working files including correspond	7	Complaints/Investigations	obmont violations: file is closed when	CL +2		0				EDC 10.04.030, 12.08.090,
Construction Tests Results of construction & materials testing Correspondence Correspondence Correspondence Cu+2 Correspondence Cu+2 Correspondence Cu+2 Correspondence Cu+2 Cu+2 Cu+2 Cu+2 Cu+2 Cu+2 Cu+2 Cu+2		an encroachment permit has be determination is made that no	permit is required.							
Correspondence Correspondence	œ	Construction Tests		CL +12		0				CCP 337
Development Conditions OPR: Brd Clerk and/or Planning Services OPR: Brd Clerk and/or Planning Services 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 Development Standards Includes landscape mediums, parkway landscape development, public works construction Drawings, Traffic Control Plans Includes signs, signing & striping, road construction Environmental Review Correspondence, consultants, issues General Subkect Filest Internal working files including correspond	9	Correspondence	ימים וכטנוויט	CU +2		0	2			Working documentation; GC 26202
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 Development Standards Includes landscape mediums, parkway landscape development, public works construction Drawings, Traffic Control Plans Includes signs, signing & striping, road construction Environmental Review Correspondence, consultants, issues General Subkect FilesI Internal working files including correspond CL +2 0 CL +2 CL +2 0 CL +2 CL +2 O CL +2 CL +2 O CL +2 CL +2 O CL +2 CL	10	Development Conditions OPR: Brd Clerk and/or Plannin	g Services	CL +2		0				Retain 2 yrs after Warranty Period; GC26202
Improvement Agmt's for subdivisions infrastructure & public road improvements. OPR: Brd Clerk. Div copy retained 12 yrs after BOS acceptance of completed improvements Development Standards Includes landscape mediums, parkway landscape development, public works construction Drawings, Traffic Control Plans Includes signs, signing & striping, road construction Environmental Review Correspondence, consultants, issues General Subkect FilesI Internal working files including correspond	11	Development Agreements & Bo Improvement Agmt's, Road Imp	onds: Copies only of Subdivision provement Agmt's, Parcel Map	CL +12		0				CCP337, 337.1(a), 337.15; 48 CFR 4.703
Development Standards Includes landscape mediums, parkway landscape development, public works construction Drawings, Traffic Control Plans Includes signs, signing & striping, road construction Environmental Review Correspondence, consultants, issues General Subkect FilesI Internal working files including correspond		Improvement Agmt's for subdivimprovements. OPR: Brd Clerk	isions infrastructure & public road Div copy retained 12 yrs after BOS							
Includes landscape mediums, parkway landscape development, public works construction Drawings, Traffic Control Plans Includes signs, signing & striping, road construction Environmental Review Correspondence, consultants, issues General Subkect Filesl Internal working files including correspond CL +2 0 CL +2 0	12	Development Standards	Verification	ס		0	Р	×	×	GC26205
Drawings, Traffic Control Plans Includes signs, signing & striping, road construction Environmental Review Correspondence, consultants, issues General Subkect FilesI Internal working files including correspond	i	Includes landscape mediums, powers construction	parkway landscape development, public				,			
Environmental Review CL +2 0 Correspondence, consultants, issues General Subkect Filesl CL +2 0 Internal working files including correspond	13	Drawings, Traffic Control Plans Includes signs, signing & stripir	g, road construction	ס		0	Р	×	×	GC26205
General Subkect Filesl CL +2 0 Internal working files including correspond	14	Environmental Review	sanss	CL +2		0				GC26202
	15	General Subkect Filesl Internal working files including	correspond	CL +2		0				GC26202

	31 Utili	30 Utili	29 Stu	28 Spe Zon			25 Plar Sup sch			22 Per	21 Per Alte side			19 Per	18 Map	17 Mar Unit	sign	16 Log	mber	Item	Rev 12/02	SCHEDULE	County of El Dorado RECORDS DISPO
Water - Connections	Utilities - Underground	Utilities – Facilities County owned;	Studies: Engineering & Transpo	Special Districts Zones of Benefit, Mello-Roos Development Projects	ainage,	Policy/Procedures	Plans – Capital Improvement Program Support docs including bidders list, spi schedules	Inspections - Correspondence & fees info	Projects – Not Completed or Denied Related to building, engineering, planning project files	Permits: Oversize Load	Permits: Improvements Alterations including encroachment, exc sidewalk, & curb, utility, temporary uses	General & commercial	Private driveway & commercial	Permits: Encroachment	Maps & Plats Maps, plans, blueprints, drawings re: soil, utilities, road construction & repair, water mains, similar engineering	Management Reports Unit status & progress reports re projects and/c professional services or developer agreements	signature; plan check & utility activity	Log, Field Reports, Site Inspections: Commercial & Public Logs, registers or similar records listing permits issued, da his records listing permits issued, da his remark inspector notes.	TITE AND DESC			П	County of El Dorado RECORDS DISPOSITION
			Transportation Special Projects and Areas	evelopment Projects	Geotechnical - Final Reports		Plans – Capital Improvement Program Support docs including bidders list, specs, reports, plans, work orders, schedules	& fees info;	anied J. planning project files;		Permits: Improvements Alterations including encroachment, excavation, road, street, sidewalk, & curb, utility, temporary uses				gs re: soil, utilities, road & bridge ins, similar engineering & construction	Management Reports Unit status & progress reports re projects and/or permits in-house & professional services or developer agreements	ctivity	Log, Field Reports, Site Inspections: Commercial & Public Logs, registers or similar records listing permits issued, daily	THE AND DESCRIPTION OF RECORDS		Address 2850 Fairlane Ct., Placerville, CA 95667	Organizational Unit Transportation Planning/Land Development	Department Transportation
P	ס	T +2	CL +2	ס	ס	S +2	υ	CL +2	CL +2	CL +2	τ	, 7		ס	τ	CU +2		CL +5	Office		lle, CA 9566	opment	
																			Dept	RETEN	7		
0	0	0	0	0		0	0	0	0	0	c		0	0	0	0		0	CRC	ENTION	B.O.S.	Page	Schedu
D	Ъ			ס	ъ							7		U	υ	2			Total		B.O.S. Approval Number	2 of	Schedule TP/LD 1
							×)	>	Numb	ω	_
×	×			×	×							>	< ;	×	×				<	<	er	Pages	
GC26205	GC26205, GC4003, GC4004	26205.1	26205.1	GC26205	GC26205.1	GC26202	CC337.15	GC26202	GC26202	GC26202	GC26205	H&S19850	GC4004; H&S19850	GC26205 GC 4003	GC 26205.1	GC26202	GC26202	Retain 5 yrs following completion or BOS	statutory And regulatory references	REMARKS		S	Date

County	County of El Dorado	Department			Schedu	Schedule TP/LD 1	_		Date
RECOR	RECORDS DISPOSITION	Transportation							
SCHEDULE	DULE	Organizational Unit Transportation Planning/Land Development	pment		Page	Page 3 of 3 Pages	ω	Pag	es
		Address 2850 Fairlane Ct., Placerville, CA 95667	e, CA 95667		B.O.S.	B.O.S. Approval Number	Num	ber	
tom			71	RETEN	ENTION				REMARKS
Number	TITLE AND DESC	TITLE AND DESCRIPTION OF RECORDS	Office	Dept	CRC	Total	D	<	Include all applicable statutory
									And regulatory references
33	Water - NPDES Permits		P		0	ס	×		40 CFR122.28
	Compliance w/Clean Water Act re pollutants	re pollutants;							
0	CI = Closed/Completed	GC = Covernment Code							

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