



## **RESOLUTION NO.**

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

#### **Resolution Superseding the Disposition Schedule for the Board of Supervisors Department**

**WHEREAS**, on May 9, 1989, the Board of Supervisors (Board) adopted Policy Number A-9 directing County departments to inventory and establish a records management program; and

**WHEREAS**, on April 30, 1991 the Board adopted Resolution 129-91 establishing a Records Disposition Schedule for the Board of Supervisors Department and subsequently adopted amendments thereto on November 14, 2000 (Resolution 311-2000), April 8, 2003 (Resolution 074-2003) and July 17, 2007 (Resolution 183-2007; and

**WHEREAS**, the Clerk of the Board has performed an audit of the current Records Disposition Schedule and incorporated modifications thereto in Exhibit A of this Resolution;

**NOW, THEREFORE, BE IT RESOLVED** that the Board takes the following actions:

1. The Records Disposition Schedule represented as Exhibit A hereto is hereby approved and all previous Board of Supervisors Records Disposition Schedules are superceded by this resolution.
2. Records described herein may be maintained solely in an electronic format and the originals may be destroyed, so long as the electronic format meets requirements specified in Policy A-9 and the applicable provisions of the Government Code.
3. That the records set forth in the schedule may be destroyed after the designated periods of time pursuant to such schedules as authorized by the provisions of applicable Government Code sections. The Board finds that the records identified in Exhibit A that refer to Government Code section 26202 are no longer necessary for County purposes and may be destroyed after the designated period of time specified in Exhibit A.
4. That this resolution shall constitute continuing authority for the destruction of such records as authorized by the Codes cited herein and this resolution shall remain in force and effect until amended or rescinded. Original copy of the above schedule is on file with the Clerk of the Board of Supervisors.

EXHIBIT A

Resolution \_\_\_\_\_

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 \_\_\_\_\_, \_\_, by the following vote of said Board:

Attest:

Ayes:

Kim Dawson

Noes:

Clerk of the Board of Supervisors

Absent:

By: \_\_\_\_\_

\_\_\_\_\_

Deputy Clerk

Chair, Board of Supervisors

# EXHIBIT A

Resolution \_\_\_\_\_

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

# EXHIBIT A

Resolution \_\_\_\_\_

<b>County of El Dorado</b>  <b>RECORDS DISPOSITION SCHEDULE</b>		Department <b>BOARD OF SUPERVISORS</b>			BOS Adopted: [DATE TBD]
					Page 1 of 3
		Address 330 Fair Lane, Placerville, CA 95667			Legistar File: [Enter file ID]
Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS Include all applicable statutory And regulatory references
		Dept	CRC	Total	
6	Claims Against the County	5	0	5	GC §25105.5 May be destroyed 5 years after final action on the claim.
7	Correspondence/US Mail	2	0	2	GC §26202; State guidelines suggest retention of 2 years.
8	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
9	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.
10	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
11	Grand Jury Reports & Responses	10	0	10	GC §26202
12	Historical List of County Supervisors	P	0	P*	GC §26202
13	Legislative History Records (LHR)	10	P	P	GC §26202

# EXHIBIT A

Resolution \_\_\_\_\_

<b>County of El Dorado</b>  <b>RECORDS DISPOSITION SCHEDULE</b>		Department <b>BOARD OF SUPERVISORS</b>			BOS Adopted: [DATE TBD]
					Page 1 of 3
		Address 330 Fair Lane, Placerville, CA 95667			Legistar File: [Enter file ID]
Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION			REMARKS Include all applicable statutory And regulatory references
		Dept	CRC	Total	
14	<b>Ordinances</b> Originals	P	0	P*	GC §26202
15	<b>Personnel Files</b>	Termination of Employment or Death	4	Inactive + 4	GC §§12946, 26202; 29 CFR 1602.31. Confidential destruction.
16	<b>Resolutions</b> Originals	P	0	P*	GC §§25102, 26202
17	<b>Williamson Act Contracts for Agricultural Preserves</b> 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