



11-1041  
9/27/11  
Item 22

**RESOLUTION NO. 163-2011**

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

**Resolution Approving Records Disposition Schedule No. 4,  
superseding the existing Records Disposition Schedule No. 3,  
for Child Support Services and Revenue Recovery Division**

**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 above agency established such a records management program setting forth varying time periods for the retention of certain records; and

**WHEREAS**, the above agency received Board of Supervisors approval for the Records Disposition Schedule attached;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. That the attached Records Disposition Schedule No. 4 is hereby approved;
2. 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; and
3. That this resolution shall constitute continuing authority for the destruction of such records as authorized by the code sections cited above and this resolution shall remain in force and effect until amended or rescinded.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, Board of Supervisors.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 27th day of September 2011 by the following vote of said Board:

Ayes: Sweeney, Santiago, Knight, Nutting, Briggs

Noes: None  
Absent: None

ATTEST:

SUZANNE ALLEN DE SANCHEZ  
Clerk of the Board of Supervisors


By *Marcee MacFarland*  
Deputy Clerk

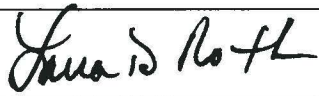
*Raymond J. Nutting*  
Chairman, Board of Supervisors  
Raymond J. Nutting

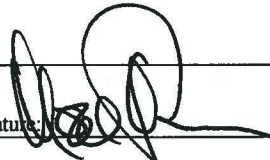
<b>County of El Dorado</b> <b>RECORDS DISPOSITION</b> <b>SCHEDULE</b>  Rev 12/02	<b>Department</b> Child Support Services	<b>Schedule #</b> 4	<b>Date</b> 08/30/11
	<b>Organizational Unit</b> Child Support Services & Revenue Recovery	<b>Page</b> 1 of 1 <b>Pages</b>	
	<b>Address</b> 3057 Briw Rd. Suite B Placerville, CA 95667	<b>B.O.S. Approval Number</b>	


Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS Include all applicable statutory And regulatory references
		Office	Dept	CRC	Total			
1	Closed Child Support Cases	CS	1 yr	4 yr	5 yr			22 CCR §111450
2	Accounts Payable Records	CS/ RR	1 yr	5 yr	6 yr			GC §26201
3	Payroll Records	CS/ RR	1 yr	4 yr	5 yr			LC §1197.5; ADEA; FLSA
4	Travel Authorization Records	CS/RR	1 yr	5 yr	6 yr			GC §26202
5	Annual IRS Security Forms	CS	1 yr	4 yr	5 yr			State DCSS
6	Personnel Records for Separated Employees	CS/RR	1 yr	4 yr	5 yr			EEOC; GC §26202
7	Budget Documentation	CS/RR	2 yr	4 yr	6 yr			GC §26202
8	Contracts	CS/RR	2 yr	4 yr	6 yr			GC §26202
9	Visitor Logs	CS/RR	1 yr	5 yr	6 yr			State DCSS
10	Background Checks (former staff)	CS/RR	1 yr	5 yr	6 yr			GC §26202
11	Revenue Recovery Closed Case Records	RR	1 yr	10 yr	11 yr			GC §26202; GC §68152
12	Revenue Recovery Closed Judgment Files	RR	1 yr	10 yr	11 yr			GC §26202; GC §68152
13	Month End CUBS Reports	RR	1 yr	5 yr	6 yr			GC §26202
14	Daily CHIT Reports	RR	1 yr	5 yr	6 yr			GC §26202
15	Revenue Recovery Deposit Records	RR	1 yr	5 yr	6 yr			GC §26202

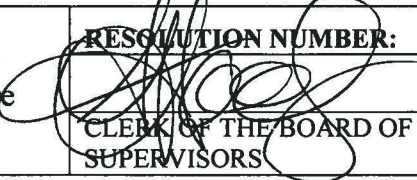
<b>REQUEST FOR APPROVAL OF RECORDS DISPOSITION SCHEDULE</b>  To: Board of Supervisors  The Board is requested to approve the attached Records Disposition Schedule(s). Approval constitutes continuing authority for the proper disposal of records.	DEPARTMENT: Child Support Services
	DIVISION/UNIT: Child Support Services & Revenue Recovery Division
	ADDRESS: 3057 Briw Rd, Suite B
	SCHEDULE NUMBER(S):

<b>1. RECORDS MANAGEMENT STATEMENT</b> I have examined the attached Schedule(s) for compliance with County standards and policies and conformance with accepted records management practices.	 Signature:	
	Title: <b>SUPV IT ANALYST</b>	Date: <b>4-12-11</b>

<b>2. DEPARTMENT STATEMENT</b>  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: Laura D Roth, Director	Date: <b>4/12/11</b>

<b>3. ARCHIVAL REVIEW</b> 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:	
	Title: <b>SUPV IT ANALYST</b>	Date: <b>4/12/11</b>

<b>4. COUNTY COUNSEL REVIEW</b> 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:	
	Title: <b>Deputy County Counsel</b>	Date: <b>8/30/11</b>

<b>5. BOARD OF SUPERVISORS APPROVAL</b>  The attached Records Disposition Schedules are approved.	<b>RESOLUTION NUMBER: 163-2011</b>	
	 CLERK OF THE BOARD OF SUPERVISORS	Date: <b>9.27.11</b>