



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: RECORDS MANAGEMENT PROGRAM	Policy Number A-9	Page Number: 1 of 3
	Date Adopted: 05/09/1989	Revised Date:

BACKGROUND:

An inventory and assessment of all county records has been completed by a professional records management consultant. As there was no comprehensive inventory available of the records produced and retained by the departments, boards & commissions of El Dorado County, a records management program was designed and is outlined below.

POLICY:

A Records Management Program shall be established and operated by the County Recorder to provide county offices with an effective system of improved record keeping, records storage, disposal and preservation.

A central Records Center for the storage and servicing of records from all departments shall be established.

PROCEDURES:

1. All departments shall conduct a physical inventory of their records every three years and submit a copy to the Records Management office.
2. Departments should obtain record storage boxes from Stores.
 - a. The standard cardboard record storage container shall be 10"x12"x15".
3. Records shall be stored by type of document and either as active or inactive.

POLICY:



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To provide for orderly disposal of obsolete County records, all departments shall develop Records Disposition Schedules for their records and submit them to the Board of Supervisors for approval within six months after adoption of this policy.

General Records Disposition Schedules for records common to many or all county agencies shall be developed in coordination with the Records Management office, the Auditor, and County Counsel prior to submittal to the Board of Supervisors for approval. These schedules shall comprise the official plan for preservation and/or disposal of official records.

Letter size (8 1/2" x 11") paper will be used as the standard size paper for use throughout county offices for as many documents as possible. This will provide the most economy in terms of capacity, cost per filing inch, and use of filing space.

Five drawer, letter size file cabinets or open shelf files will be the standard filing equipment. Two, three & four drawer units shall only be purchased for special use and must be approved by the Chief Administrative office.

A limited freeze shall be placed on the purchase of all filing equipment until the Records Management Program is fully implemented. Approval for the purchase of filing equipment during this freeze must be approved through the Chief Administrative office.

All historical records shall be maintained in the County Records center until the National Historic Records and Publications Commission grant is obtained and an archival program is implemented.



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All microfilm shall be certified in accordance with California Evidence Code Section 1531, 1550, 1551, California Code of Civil Procedure 1935i, and Federal Public Law 129, Section 1732, with approval from County Counsel.

Primary Department: County Recorder References: None

References: None