



RESOLUTION NO. 110-2015

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, Sections 60200 through 60203 of the Government Code provide procedures regulating the retention and destruction of records for all Counties; and

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 Human Resources Department seeks approval from the Board of Supervisors to provide for the proper disposal of County records; and

WHEREAS, the Human Resources Department finds it necessary to create a new El Dorado County Human Resources Records Retention/Disposition Schedule to comply with current State law; and


WHEREAS, the new El Dorado County Human Resources Records Retention/Disposition Schedule complies with the California Secretary of State Local Government Records Management Guidelines, as required under AB 474; and

WHEREAS, any records destroyed pursuant to the El Dorado County Human Resources Records Retention/Disposition Schedule will not adversely affect the County or the public.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors for the County of El Dorado adopt the new El Dorado County Human Resources Records Retention/Disposition Schedule, which is attached hereto as Exhibit A and incorporated herein by reference.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 14 day of July, 2015 by the following vote of said Board:

Attest:
James S. Mitrisin
Clerk of the Board of Supervisors

By: 
Deputy Clerk

Ayes: Mikulaco, Frentzen, Veerkamp, Ranalli, Novasel
Noes: none
Absent: none


Brian Veerkamp, Chair, Board of Supervisors

EXHIBIT A

California Government Code Sections 26200, et seq., applicable to counties, plus other applicable state and federal codes govern retention and destruction of records. Original public records may not be destroyed until the passage of two years and until the other requirements of Section 26200 et seq. have been met. Litigation claims, complaints, audits and/or investigations suspend destruction until they are settled/resolved.

Item #	Record Description	Office	Retention/Disposition Storage	Total	Image	Justification
Personnel Administration						
	Department Policies & Procedures	US	P	US	Yes	G.C. 26202 until superseded
	Personnel Management Resolution	US	P	P	Yes	G.C. 26202 permanent for search/historic value
	Employee Personnel Files - inactive	Term of employment and/or death	4	Term of employment and/or death - inactive + 4		29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR 3204(d)(1) et seq (medical, 30 yrs); G.C. 12946; Term of employment and/or death + 4; Statute of limitations is 4 yrs on wage issues; EEOC - 2 yrs fraction taken or after final disposition of litigation; DFEH - 2 yrs after employment action; Medical + 30 yrs for exposure.
	Federal I-9 Forms		6		Yes	Immigration Reform and Control Act 1986, Pub L. 99-603. Include controls to ensure the integrity, accuracy, detect and prevent the unauthorized or accidental creation of, addition to, alteration of, deletion of or deterioration of an electronically stored Form I-9, including the electronic signature, if used.
	General Memoranda regarding decisions on directives for personnel administration.	2	0	2	Yes	G.C. 26202: The board may authorize the destruction or disposition of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter.
	Grand Jury			2		
Classification						
	Classification Plan	US +2	4	6	Yes	G.C. 26202
	Classification Specifications (describes duties & functions of each job)	US	10	US	Yes	G.C. 26202
Classification, continue						
	New Position Requests (requests from departments for new positions & subsequent studies)	2	0	2	No	G.C. 26202
	Reclassification Requests (original requests, backup information for decision)	2	5	7	No	G.C. 26022
	Classification Study	US +2	0	US	No	G.C. 26202
	Memorandums regarding decisions on directives for classification administration.	2	0	2	Yes	G.C. 26202
Compensation & Benefits						
	Compensation Plan	US +2	4	6	Yes	G.C. 26202
	Compensation Surveys	1	3	4	No	G.C. 26202
	Deferred Compensation Study	US -2	0	US	No	G.C. 26202
	Deferred Compensation Plans (inactive)	3	0	4	No	G.C. 26202 - Auditor custodian of record
	Employee Health Benefits including EAP	3	2	5	No	G.C. 26202; 29 CFR 1627.3(b)(2); ERISA 107 29 USC 1027; G.C. 12946; DFEH administrative decision
	Retirement Plans	2	P	P	Yes	G.C. 26202; permanent for historical/research purposes
	Memorandums regarding decisions on directives for compensation and benefits administration.	2	0	4	Yes	G.C. 26202
Employee Relations						
	Civil Service Commission Appeals and Decisions. (final/inactive)	2	1		Yes	G.C. 26202; G.C. 12946, 29 CFR 1602 et seq. until settled; 3 years after settled. EEOC; * Civil Service Commission Decisions in support of EDC will go in employee personnel file.

EXHIBIT A

Item #	Record Description	Office	Storage	Total	Image	Justification
Personnel Administration						
	Civil Service Commission Agendas and Business Meeting Minutes	0	0	2	Yes	G.C. 26202
Employee Relations, continue						
	Discrimination Complaints and Related Supporting Documents (final/inactive)	Term of employment and/or death of Claimant and Accused		Term of employment and/or death of Claimant and Accused + 3	Yes	29 CFR 1602.31 EEOC & 1627.3(b)(ii); Safety 8 CFR 3204(a)(1) et seq; G.C. 12946; DFEH; ERISA; Term of employment and/or death + 3
	Memoranda regarding decisions on directives for employee relations. (final/inactive)	0	0	0	Yes	G.C. 26202
Labor Relations						
	Memoranda of Understanding	US	P	P	Yes	G.C. 26202 permanent for search/historic value
	Negotiations Minutes (inactive)	0	0	0	YES	G.C. 26202
	Employee Associations (History of bargaining units, election info, recognition)	US	P	P	Yes	G.C. 26202 permanent for search/historic value
	Grievances (inactive/final)	TBD	3	TBD + 3	Yes	G.C. 26202; G.C. 12946; 29 CFR 1602 et seq; until settled; 3 years after settled
Recruitment & Selection						
	Position Recruitment Records (Notice of recruitment, advertising, applications, selection materials, eligibility lists, certification lists)	4	0	4	No	G.C. 26202; EEOC; 29 CFR 1602 et seq; FEHA but says nothing; G.C. 12946; DFEH
	Complaints, Investigations, Appeals of Recruitments & Selections. (inactive/final)	2	2	4	Yes	G.C. 26202; G.C. 12946; 29 CFR 1602; EEOC

KEY:
 P = Permanent
 TBD = To Be Determined
 US = Until Superseded
 UC - Until Closed