



RESOLUTION NO. 003-2026
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), July 17, 2007 (Resolution 183-2007 and July 15, 2025 (Resolution 088-2025); 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as Exhibit A hereto is hereby approved and all previous Board of Supervisors Records Disposition Schedules are superceded by this resolution.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records as authorized by the Codes cited herein and this resolution shall remain in force and effect until amended or rescinded.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.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 6th day of January, 2026, by the following vote of said Board:

Attest:

Kim Dawson

Clerk of the Board of Supervisors

By: Kaylee Runke

Deputy Clerk

Ayes: Laine, Ferrero, Veerkamp, Turnboo, Parlin

Noes: None

Absent: None


Brooke Laine
Chair, Board of Supervisors

| County of El Dorado RECORDS DISPOSITION SCHEDULE | | Department BOARD OF SUPERVISORS | | | BOS Adopted: 1/6/2026 |
|---|--|---|---|---|---|
| | | | | | Page 1 of 3 |
| | | Address 330 Fair Lane, Placerville, CA 95667 | | | Legistar File: 25-1832 |
| Item Number | TITLE AND DESCRIPTION OF RECORDS | RETENTION | | | REMARKS Include all applicable statutory And regulatory references |
| 1 | Board of Equalization Abatement of Penalties, Assessment Appeals Applications, Minutes/Exhibits and Hearing Recordings | 5 | 0 | 5 | GC §25105.1; State Board of Equalization Rule 305(g) – destroy after 5 years from final action on application. Minutes – State Guidelines suggest retention 2 years. |
| 2 | Board of Supervisors Meeting Files Entire packet of agenda items brought before the Board including budget documents | 10 | P | P | GC §50115; Retention period based on department experience |
| 3 | Board of Supervisors Meeting Minutes Filed with agenda packets | 10 | P | P | GC §§25102, 26202; State guidelines suggest retention for 2 years. |
| 4 | Boards, Committees and Commissions Governing Documents (By-laws, statute references) | 3 | 0 | 3 | GC §26202; State guidelines suggest retention of 3 years. |

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|---|--|---|---|----|--|
| | | | | | Page 1 of 3 |
| | | Address 330 Fair Lane, Placerville, CA 95667 | | | Legistar File: 25-1832 |
| Item Number | TITLE AND DESCRIPTION OF RECORDS | RETENTION | | | REMARKS Include all applicable statutory And regulatory references |
| 5 | Claims Against the County | 5 | 0 | 5 | GC §25105.5 May be destroyed 5 years after final action on the claim. |
| 6 | Correspondence/US Mail | 2 | 0 | 2 | GC §26202; State guidelines suggest retention of 2 years. |
| 7 | 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 |
| 8 | 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. |
| 9 | 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 |
| 10 | Grand Jury Reports & Responses | 10 | 0 | 10 | GC §26202 |
| 11 | Historical List of County Supervisors | P | 0 | P* | GC §26202 |
| 12 | Legislative History Records (LHR) | 10 | P | P | GC §26202 |
| 13 | Ordinances Originals | P | 0 | P* | GC §26202 |

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|---|--|---|-----|-----------------|--|
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| | | RETENTION | | | REMARKS Include all applicable statutory And regulatory references |
| Item Number | TITLE AND DESCRIPTION OF RECORDS | Dept | CRC | Total | |
| 14 | Personnel Files | Termination of Employment or Death | 4 | Inactive + 4 | GC §§12946, 26202; 29 CFR 1602.31. Confidential destruction. |
| 15 | Resolutions Originals | P | 0 | P* | GC §§25102, 26202 |
| 16 | Williamson Act Contracts for Agricultural Preserves 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