

10-0971 9/21/10 #15

## RESOLUTION NO. 153-2010

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

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 #A2 be, and hereby is 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.
- 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as authorized by the code sections cited above and this resolution shall remain in force and effect until amended or rescinded.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 Sup Board, held the <u>21st</u> day of <u>September</u>	ervisors of the County of El Dorado at a regular meeting of said . , 2010, by the following vote of said Board:
Attest:	Ayes: Knight,Briggs,Nutting,Sweeney,Santiago Noes: None
Suzanne Allen de Sanchez	Absent: None
Clerk of the Board of Supervisors  By:   Macie Mary and M	Norme Santiage
Deputy Clerk	Chair, Board of Supervisors Norma Santiago
I CERTIFY THAT: THE FOREGOING INSTRUMENT IS A CORRECT (	COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.
Attest: Suzanne Allen de Sanchez, Clerk of th California.	ne Board of Supervisors of the County of El Dorado, State of
Ву:	Date:
Deputy Clerk	

RECÓRDS DISPO	RECORDS DISPOSITION							9/02/08
SCHEDULE	Organizational Unit  ADMINSTRATION/APPRAISAL/BUSINESS	USINESS	:	Page	o <u>r</u>	N	Pages	N
Rev 12/02	Address 360 FAIR LANE, PLACERVILLE	ERVILLE		B.O.S.	B.O.S. Approval Number	Num	ber	
ltem			RETEN	NOITN	į			REMARKS
Number	TITLE AND DESCRIPTION OF RECORDS	Office	Dept	CRC	Total	➤	<	Include all applicable statutory
	Abated Penalties	۵		4	7			And regulatory references
	Accident Reports	ယ (		4	7 -			Assessor's Office are
	Agricultural Preserves	<u></u>		4	7			Permanent and /or
	Appeals	ω		4	7			Inactive. Inactive
<u> </u>	Appraisal Records (old)	ω		4	7			
<u>ი</u>	S	ဒ		4	7			destroyed after 7
_	B.O.S. Changes	ω		4	7			or 3 years if
ω	Building Permits	ω		4	7			microfilmed/scanned
9	Budget Information	ယ		4	7			(R & T Code Section
10	Correspondence	ω		4	7			465)
<u> </u>	Deleted Aircraft	ω		∞	⇉			11 years for unsecured
12	Deleted Boats	ω		ω	<u> </u>			<b>Business Personal</b>
ω	"01" Boat Accounts	ဒ		00	=			Property due to 10 yr
4	Deleted Business	ω		ω	<u></u>			relien of taxes
<u>ග</u>	"01" Business Accounts	ω		∞	<u>=</u>			**
<u></u>	Deleted Leasing Companies	ω		ω	<b>1</b>			66
17	Deleted Mining Claims (MPR Cards)	ω		ω	<b>1</b>			66
8	Deleted Possessory Interests	ω		ω	1			66
19	Dorpo's/DOD	ω		4	7			88
20	Forest Service/Summer Homes	ω		4	7	(4)		æ
21	Homeowners Exemptions – Allowed Supps.	ω		4	7			r
3 K		ω		4	7			: 8
24	Inventory (fixed assets/office)	<i>ن</i> د		1 ~	7 ^			æ
<u>.</u>	Invoices (paid-misc.)	ယ (		. 4	7			æ
<u>წ</u>	LAFCO	ω		4	7			n
.7	Mileage Claims	ω		4	7			n n
28	Mobile Home Info	ω		4	7			R R
9	Organizational Exemptions/Deletes	ω		4	7			R
30	MPR Cards							Permanent in Office

County of EI	County of El Dorado RECORDS DISPOSITION	Department ASSESSOR	2/	=	Schedule #A2	le #A2			Date 9/02/08
SCHEDULE	ULE	Organizational Unit ADMINSTRATION/APPRAISAL/BUSINESS	INESS		Page 2	o <u>f</u>	N	Pages	N
Rev 12/02		Address 360 FAIR LANE, PLACERVILLE	/ILLE		B.O.S. /	B.O.S. Approval Number	Numb	er	
ltem	=1			RETENT	ENTION				REMARKS
Number	TITLE AND DES	TITLE AND DESCRIPTION OF RECORDS	Office		CRC	Total	Þ	<	Include all applicable statutory
Par	Parcel Deletions		۵		_	7			Doordo in the
Pa\	Payroll (time-off slips, etc)		ယ ပ		4 4	7 ^			Assessor's Office are
Per	Personnel Files		، در		Δ.	7 .			Permanent and /or
Pre	Preliminary Change Of Ownership	nership	ω		. 4	7			Inactive Inactive
Pro	Prop 58's		ယ		4	7			Records may be
Put	Public Acquisitions (PA's)		ω		4	7			destroyed after 7
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g v	oplits & Combines		ω		4	7			microfilmed/scanned
o cia	State Assessed Holl	•	ω		4	7			(R & T Code Section
- ys	Systems (computer, programs, docs.)	ims, docs.)	ယ		4	7			465)
i ax	lax Hate Area Changes (misc)	nisc)	ω		4	7			11 years for unsecured
! <u>-</u>	I imeshare (corresp., values, printouts, etc)	s, printouts, etc)	ω	<u> </u>	4	7			<b>Business Personal</b>
l itte	Title or Transfer Changes/Problems	roblems	ω	¥	4	7	-(90		Property due to 10 yr
Two	Two Year Sales List		ယ		4	7			relien of taxes
Acc	Accounting/Fiscal		ω		4	7			