

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as authorized by the code sections cited above and this resolution shall remain in force and effect until amended or rescinded.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 Supervisors of the County of El Dorado at a regular meeting of said Board, held the 21st day of September, 2010, by the following vote of said Board:

Ayes: Knight, Briggs, Nutting, Sweeney, Santiago  
Noes: None  
Absent: None

Attest:  
Suzanne Allen de Sanchez  
Clerk of the Board of Supervisors

By: *Marcie McFarland* Deputy Clerk      *Norma Santiago* 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 the Board of Supervisors of the County of El Dorado, State of California.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Clerk



**County of El Dorado  
RECORDS DISPOSITION  
SCHEDULE**

Rev 12/02

Department ASSESSOR

Schedule #A2

Date  
9/02/08

Organizational Unit  
ADMINISTRATION/APPRaisal/BUSINESS

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Address 360 FAIR LANE, PLACERVILLE

B.O.S. Approval Number

Item Number	TITLE AND DESCRIPTION OF RECORDS	RETENTION				A	V	REMARKS Include all applicable statutory And regulatory references
		Office	Dept	CRC	Total			
31	Parcel Deletions	3		4	7			Records in the Assessor's Office are Permanent and /or Inactive. Inactive Records may be destroyed after 7 or 3 years if microfilmed/scanned (R & T Code Section 465) 11 years for unsecured Business Personal Property due to 10 yr relien of taxes
32	Payroll (time-off slips, etc)	3		4	7			
33	Personnel Files	3		4	7			
34	Preliminary Change Of Ownership Prop 58's	3		4	7			
35	Public Acquisitions (PA's)	3		4	7			
36	"Q" Document Files	3		4	7			
37	Splits & Combines	3		4	7			
38	State Assessed Roll	3		4	7			
39	Systems (computer, programs, docs.)	3		4	7			
40	Tax Rate Area Changes (misc)	3		4	7			
41	Tax Rate Area Changes (misc)	3		4	7			
42	Timeshare (corresp., values, printouts, etc)	3		4	7			
43	Title or Transfer Changes/Problems	3		4	7			
44	Two Year Sales List	3		4	7			
45	Accounting/Fiscal	3		4	7			