

County of El Dorado RECORDS DISPOSITION SCHEDULE Rev 12/02	Department Child Support Services	Schedule # 4	Date 08/30/11
	Organizational Unit Child Support Services & Revenue Recovery	Page 1 of 1 Pages	
	Address 3057 Briw Rd. Suite B Placerville, CA 95667	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			
1	Closed Child Support Cases	CS	1 yr	4 yr	5 yr			22 CCR §111450
2	Accounts Payable Records	CS/ RR	1 yr	5 yr	6 yr			GC §26201
3	Payroll Records	CS/ RR	1 yr	4 yr	5 yr			LC §1197.5; ADEA; FLSA
4	Travel Authorization Records	CS/RR	1 yr	5 yr	6 yr			GC §26202
5	Annual IRS Security Forms	CS	1 yr	4 yr	5 yr			State DCSS
6	Personnel Records for Separated Employees	CS/RR	1 yr	4 yr	5 yr			EEOC; GC §26202
7	Budget Documentation	CS/RR	2 yr	4 yr	6 yr			GC §26202
8	Contracts	CS/RR	2 yr	4 yr	6 yr			GC §26202
9	Visitor Logs	CS/RR	1 yr	5 yr	6 yr			State DCSS
10	Background Checks (former staff)	CS/RR	1 yr	5 yr	6 yr			GC §26202
11	Revenue Recovery Closed Case Records	RR	1 yr	10 yr	11 yr			GC §26202; GC §68152
12	Revenue Recovery Closed Judgment Files	RR	1 yr	10 yr	11 yr			GC §26202; GC §68152
13	Month End CUBS Reports	RR	1 yr	5 yr	6 yr			GC §26202
14	Daily CHIT Reports	RR	1 yr	5 yr	6 yr			GC §26202
15	Revenue Recovery Deposit Records	RR	1 yr	5 yr	6 yr			GC §26202