

County of El Dorado
**RECORDS DISPOSITION
 SCHEDULE**

Rev 12/02

Department ASSESSOR	Schedule #A2	Date
Organizational Unit ADMINISTRATION/APPRaisal/BUSINESS	Page 1 of 2 Pages 2	9/02/08
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			
1	Abated Penalties	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
2	Accident Reports	3		4	7	
3	Agricultural Preserves	3		4	7	
4	Appeals	3		4	7	
5	Appraisal Records (old)	3		4	7	
6	Assessment Rolls (printouts, etc)	3		4	7	
7	B.O.S. Changes	3		4	7	
8	Building Permits	3		4	7	
9	Budget Information	3		4	7	
10	Correspondence	3		4	7	
11	Deleted Aircraft	3		8	11	
12	Deleted Boats	3		8	11	
13	"01" Boat Accounts	3		8	11	
14	Deleted Business	3		8	11	
15	"01" Business Accounts	3		8	11	
16	Deleted Leasing Companies	3		8	11	
17	Deleted Mining Claims (MPR Cards)	3		8	11	
18	Deleted Possessory Interests	3		8	11	
19	Dorpo's/DOD	3		4	7	
20	Forest Service/Summer Homes	3		4	7	
21	Homeowners Exemptions – Allowed Supps.	3		4	7	
22	Homeowners Exemptions – Denied Supps.	3		4	7	
23	Homeowners Exemptions – Last Allowed	3		4	7	
24	Inventory (fixed assets/office)	3		4	7	
25	Invoices (paid-misc.)	3		4	7	
26	LAFCO	3		4	7	
27	Mileage Claims	3		4	7	
28	Mobile Home Info	3		4	7	
29	Organizational Exemptions/Deletes	3		4	7	
30	MPR Cards	3		4	7	

Permanent in Office

County of El Dorado
**RECORDS DISPOSITION
 SCHEDULE**

Rev 12/02

Department ASSESSOR

Organizational Unit
 ADMINISTRATION/APPRaisal/BUSINESS

Address 360 FAIR LANE, PLACERVILLE

Schedule #A2

Date
 9/02/08

Page 2 of 2 Pages 2

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			
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	Timeshare (corresp., values, printouts, etc)	3		4	7	
42	Title or Transfer Changes/Problems	3		4	7	
43	Two Year Sales List	3		4	7	
44	Accounting/Fiscal	3		4	7	
45		3		4	7	