

County of El Dorado RECORDS DISPOSITION SCHEDULE Rev 3/99		Department BOARD OF SUPERVISORS				NOTE: This Schedule supercedes ALL previous				Schedule #: Superceding #2		Date 4/16/07			
		Organizational Unit				Schedules and Amendments.				Page 1		of 13		Pages	
		Address 330 Fair Lane, 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	Abatement of Penalties		2	0	2			GC §26202, Board may authorize destruction of record over 2 years old.							
2	Agreements & Contracts - Employee Retirement, PERS, SSI, Employment Contracts		2	P	P			GC §§12946, 26202, 29 CFR 1627.3(2)							
3	Agreements & Contracts – Infrastructure Construction and related Consultant Services		comp +2	P	P			GC §26202, CCP §337.15(a) & (g) - Statute of limitations is 10 years past date of completion. California Clerks of the Board of Supervisors <u>Records Retention Schedule</u> suggests permanent retention.							
4	Agreements & Contracts – State & Federal Grants		exp +10	0	10			GC §26202; 10 years past expiration/date of completion or per specific grant requirements.							
5	Agreements – Insurance Contracts/Policies		exp +2	P	P			GC §26202; County Counsel recommends permanent retention.							

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6	Agreements - Joint Powers Authority, MOUs, Co-Ops	10	P	0	P			GC §26202	
7	Agreements & Contracts - Land Subdivisions, Lot Splits/Line Adjustments, Title Insurance, Land Records, Acquisition and Sale Agreements, etc.		P	P			GC §26202		
8	Agreements & Contracts - Service		exp + 2	8	exp +10			GC §26202, CCP §337.1 - Statute of limitations is 4 years past date of completion.	
9	Airports - Formation Placerville, Cameron Park, Lake Tahoe, Georgetown, El Dorado Hills (proposed)		2	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California</u> . * 2 years from date of formation.	
10	Annexations – City Formation Placerville, South Lake Tahoe	2	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California</u> . * 2 years from date of annexation.		

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11	Asbestos Abatement Projects, Decisions, Hearings		P	0	P			GC §26202		
12	Associations CSAC, NACO, TRPA, CTC, RCRC, etc. Bylaws, Membership Requirements, etc.		P	0	P			State guidelines suggest retention while membership is current.		
13	Audio Tapes		5	0	5			Cities may destroy audio tapes after minutes are approved unless they are retained longer for public reference; Video tapes are 90 days; Tapes may be recycled; Statewide guidelines propose 3 months. 64 Ops. Atty. Gen. 317. Board may authorize destruction of duplicate records. GC §26201.		
14	Awards/Proclamations/Board Certificates		3	0	3			GC §26202; State guidelines suggest retention for 3 years.		

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15	Board & Committee/Commission Rosters		3	0	3			GC §26202; State guidelines suggest retention for 3 years.	
16	Board of Equalization Files (Inactive) (Not Including Minutes)		5	0	5			Government Code §25105.5, destroy after 5 years; State Board of Equalization Rule 305(g) – destroy after 5 years from final action on application.	
17	Board of Equalization Minutes		5	P	P			GC §26202; State guidelines suggest retention for 2 years.	
18	Board of Supervisors Meeting Files Letters/Memoranda/Petitions		10	10	20			GC §50115; Retention period based on department experience.	

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19	Board of Supervisors Meeting Minutes		P	0	P*			GC §§25102, 26202; State guidelines suggest retention for 2 years. See state document <u>The Historical Records of County Government in California</u> .*
20	Budgets Drafts, Forecasts, etc.		2	0	2			GC §26202 –completion +2 years.
21	Budgets - Final		2	0	2			GC §26202; State guidelines suggest retention period of 4/7 years or until audited. Auditor's office permanently retains final budget after audit and recommends destruction of documents by BOS office after 2 years.

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22	Cemeteries - Formation		2	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California</u> . * 2 years after formation.
23	Claims Against the County		5	0	5			GC §25105.5; The Clerk of the Board may, without complying with any provision of law, destroy claims against the County and claims against special districts for which the Board of Supervisors is the governing body. Whenever the claims have been retained by the clerk for a period of not less than five years after final action on the claim. Final action means the date of payment or settlement of the claim, or denial or approval of the claim, or by operation of law, whichever comes first.
24	Committees, Commissions, Advisory Boards Applicants, Appointments, Correspondence, etc.		2	0	2			GC §26202; State guidelines suggest retention of 2 years.

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25	Correspondence/Petitions to Board of Supervisors/Mail		P	0	P			GC §26202; State guidelines suggest retention of 3 years. BOS office scans and saves items permanently.	
26	County Buildings/County Property		5	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California.*</u>	
27	County Code Books		P	0	P*			GC §26202; State guidelines suggest retention while active, disposition when revised. See state document <u>The Historical Records of County Government in California.*</u>	
28	County Libraries - Formation		10	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California.*</u>	
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29	County Roads & Thoroughfares (Except Subdivisions)		2	P	P*			GC §26202; See state document The Historical Records of County Government in California.*	
30	County Service Areas - Formation		2	P	P			GC §26202	
31	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; Board may authorize destruction of any document filed with or submitted to the Board more than one year previously if it determines there is no need for its retention. (Reports on file in Treasurer's office for two years and three years in Records Center per Treasurer's Retention Schedule.)	

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32	Documents of Conveyance Grant Deeds, Quitclaim Deeds, Grants of Easement, Offers of Dedication, Avigation and Noise Easements		5	P	P*	X		GC §26202; Archival record – to be retained permanently. See state document <u>The Historical Records of County Government in California.*</u>	
33	Elected Officials – Historical List		P	0	P*			GC §26202; See state document <u>The Historical Records of County Government in California.*</u>	
34	Employee MOUs		exp + 2	P	P			GC §§12946, 26202; California Clerks of the Board of Supervisors <u>Records Retention Schedule</u> suggests permanent retention.	
35	Fire Departments - Formation Diamond Springs, El Dorado, Georgetown, Lake Valley, Coloma Lotus, Placerville		2	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California.*</u>	

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36	General Plan – Adoption Area Plans, Specific Plans, Land Use Plans			P	P*			GC §26202; See state document <u>The Historical Records of County Government in California.*</u>		
37	Grand Jury Reports & Responses		10	0	10			GC §26202		
38	Historical Sites		5	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California.*</u>		
39	Hospitals Barton Memorial, Marshall Hospital, County		2	P	P			GC §26202		
40	Human Resources BOS Personnel Files		P	0	P			GC §§12946, 26202; 29 CFR 516.6(2), 29 CFR 1602.14		

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41	Lakes/Reservoirs/Waterways/Dams - Projects		2	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California</u> .*
42	Mileage & Expenses Board Members, Assistants		2	0	2			GC §26202
43	Ordinances Originals		30	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California</u> .*
44	Parks & Recreation - Historical		2	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California</u> .*
45	Payroll		2	0	2			GC §§12946, 26202; 29 CFR 516.6(2), 29 CFR 1602.14. Confidential destruction.

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46	Planning/Community Development Use Permits, Parcel Maps, Site Plans, Zone Changes, Industrial Parks, etc.		10	P	P			GC §26202	
47	Population Studies/Census Supervisory Districts		10	P	P			GC §26202	
48	Redevelopment Agency		10	P	P			GC §26202	
49	Release of Liens		10	P	P			GC §34090	
50	Resolutions Originals		30	P	P*			GC §§25102, 26202; See state document <u>The Historical Records of County Government in California.</u> *	
51	School Districts - Formation		10	P	P*			GC §26202; See state document <u>The Historical Records of County Government in California.</u> *	

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52	Special Districts Fire Protection, Water, Sanitation, Assessment, Community Services, Community Facility		10	P	P			GC §26202
53	Transportation - (Except County Roads & Thoroughfares) Highways, Public Transportation, Projects, Interchanges, etc.		10	P	P			GC §26202
54	Waste/Garbage (Except Fee Adjustments) Franchises, Disposal Sites		10	P	P			GC §26202
55	Williamson Act Contracts for Agricultural Preserves		10	P	P*	X		Archival record – to be retained permanently. See state document <u>The Historical Records of County Government in California</u> .*

*Historical value dictates permanent retention of these files as a source of study for important county, state, or cultural development issues.

COMP – Completion
EXP – Expiration
RB – Release of Bonds