



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 12-1065      **Version:** 1

**Type:** Agenda Item      **Status:** Adopted

**File created:** 8/14/2012      **In control:** Board of Supervisors

**On agenda:** 8/28/2012      **Final action:** 8/28/2012

**Title:** Information Technologies Department, Records Management Division, recommending the Board adopt Resolution 119-2012 approving Records Disposition Schedule's for the Department of Transportation.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Contract Route, Resolution, Schedules.PDF, 2. B - Resolution 119-2012

Date	Ver.	Action By	Action	Result
8/28/2012	1	Board of Supervisors	Adopted	Pass

Information Technologies Department, Records Management Division, recommending the Board adopt Resolution **119-2012** approving Records Disposition Schedule's for the Department of Transportation.

Background:

On May 9, 1989, the Board adopted Policy A-9 directing County departments to inventory records and establish record retention schedules.

Reason for Recommendation:

The Records Disposition Schedules for the Field Construction, Subdivision and Contract Services Units within the Department of Transportation are included in this agenda item. The schedule's have been prepared in compliance with statutory requirements with references defined in the remarks column on the schedule. They also comply with the Department specific retention policy.

Action to be taken following Board approval:

Information Technologies, Records Management division, will apply the parameters of the schedule for each of the referenced units in the Department of Transportation.

Contact:

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Concurrences:

County Counsel