



Legislation Details (With Text)

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On agenda: 12/13/2022 **Final action:** 12/13/2022

Title: Human Resources Department recommending the Board:
 1) Adopt resolution 185-2022 approving the revised Department of Human Resources Records Retention/Disposition Schedule and rescind any and all previous schedules, including, but not limited to: Resolution 002-2006 for Risk Management, and Resolutions 049-2004 and 110-2015 for Human Resources; and
 2) Authorize Department of Human Resources to implement the new El Dorado County Department of Human Resources Records Retention/Disposition Schedule effective the date of Board approval.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Approved Blue Route.pdf, 2. B - Retention Resolution & Disposition Schedule.pdf, 3. Executed Resolution 185-2022

Date	Ver.	Action By	Action	Result
12/13/2022	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:
 1) Adopt resolution **185-2022** approving the revised Department of Human Resources Records Retention/Disposition Schedule and rescind any and all previous schedules, including, but not limited to: Resolution 002-2006 for Risk Management, and Resolutions 049-2004 and 110-2015 for Human Resources; and
 2) Authorize Department of Human Resources to implement the new El Dorado County Department of Human Resources Records Retention/Disposition Schedule effective the date of Board approval.

FUNDING: N/A

DISCUSSION / BACKGROUND

On May 9, 1989, the Board of Supervisors adopted Policy Number A-9 directing County departments and agencies to inventory and establish a records management program. The Department of Human Resources wishes to follow the direction of said policy by providing an up-to-date records retention schedule for the Department that complies with current State law.

ALTERNATIVES

The Board could not approve or direct revisions to the proposed Human Resources Records Retention/Disposition Schedule.

PRIOR BOARD ACTION

Resolution 110-2015, Legistar item 15-0635
 Resolution 002-2006, Legistar item 3562-02
 Resolution 049-2004, Item 16 on February 24, 2004

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel.

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no financial impact associated with this item.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a copy of the executed Resolution to Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director of Human Resources