



Legislation Details (With Text)

File #: 15-0635 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 5/7/2015 **In control:** Board of Supervisors

On agenda: 7/14/2015 **Final action:** 7/14/2015

Title: Human Resources recommending the Board consider the following:
 1) Adopt and authorize the Chair to sign Resolution 110-2015 adopting the new El Dorado County Human Resources Records Retention/Disposition Schedule in order to maintain compliance with Government Codes 60200 through 60203, as well as California Secretary of State Local Government Records Management Guidelines, as required under AB474; and
 2) Authorize Human Resources to implement the new El Dorado County Human Resources Records Retention/Disposition Schedule effective the date of Board approval.

Sponsors:

Indexes:

Code sections:

Attachments: , , ,

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|----------|--------|
| 7/14/2015 | 1 | Board of Supervisors | Approved | Pass |

Human Resources recommending the Board consider the following:
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 2) Authorize Human Resources to implement the new El Dorado County Human Resources Records Retention/Disposition Schedule effective the date of Board approval.

DEPARTMENT RECOMMENDATION

The Human Resources Department recommends that the Board of Supervisors adopt the new El Dorado County Human Resources Records Retention/Disposition Schedule in order to maintain an accurate and up-to-date records retention schedule that provides for the identification, maintenance, safeguarding and destruction of records in the normal course of business while complying with legal and regulatory requirements.

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 Human Resources Department wishes to follow the direction of said policy by providing an up-to-date records retention schedule for the Human Resources department that complies with current State law.

ALTERNATIVES

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

Approve department recommendations.

FINANCIAL IMPACT

N/A

CLERK OF THE BOARD FOLLOW UP ACTIONS

Provide the Human Resources department with a certified copy of the adopted resolution signed by the Chair.

STRATEGIC PLAN COMPONENT

N/A

CONTACT

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