



## Legislation Details (With Text)

**File #:** 22-2139      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 11/9/2022      **In control:** Board of Supervisors

**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