



County of El Dorado

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Legislation Text

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

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.

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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