



# County of El Dorado

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## Legislation Text

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

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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