

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Administrative Agency	Schedule Number (1)	01	Date	01/25/05
Division	Human Resources	Page	1 of 4	Pages	
Address	500 Argonaut Lane Jackson, CA 95642	Records Management Approval Number (2)	1400-2005-01 BOS Resolution: 05-118		

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	M e d i a (5)	V i t a l (6)	A r c h i v e (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
	<p>Note:</p> <p>Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.</p> <p>Pursuant to Government Code Section 26202, some records more than two years old may be destroyed.</p> <p>Retention periods shall be extended when necessary to comply with audits, civil and criminal action, and any other matter requiring the continued retention of the records.</p> <p>County Archives shall provide access to archived County records in accordance with applicable federal and State statutes and regulations and County ordinances and policies.</p> <p>Any records depicted in this schedule as confidential and require destruction by shredding are not eligible for review by Archives.</p> <p>County records, both originals and copies, are COUNTY PROPERTY and are required to be kept in the appropriate offices and files. They may not be removed therefrom except for inter-office work or otherwise as necessary in the ordinary course of conducting County business. Employees may not take County records home or to some location other than their offices except as required in the ordinary course of conducting County business.</p> <p>Based on current recycling policies, records not deemed confidential by the Agency possessing the records will be recycled unless otherwise noted.</p>							<p>"ADA" = Americans with Disabilities Act</p> <p>"ADEA" = Age Discrimination in Employment Act</p> <p>"Cal-OSHA" = California Occupational Safety and Health Administration</p> <p>"EO" = Executive Order</p> <p>"ERISA" = Employee Retirement Income Security Act</p> <p>"FEHA" = Fair Employment and Housing Act</p> <p>"OSHA" = Occupational Safety and Health Administration</p> <p>"Title VII" = Civil Rights Act</p> <p>"FLSA" = Fair Labor Standards Act</p> <p>All Amador County Human Resources records retention timeframes are in compliance with source requirement data provided by the California Chamber of Commerce: http://www.hrcalifornia.com. In the case of multiple source requirements for a particular data type, Amador County Human Resources records will be maintained in accordance with the source requiring the longest period of retention.</p>

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Administrative Agency	Schedule Number (1)	01	Date	01/25/05	
Division	Human Resources	Page	2	of	4	Pages
Address	500 Argonaut Lane Jackson, CA 95642	Records Management Approval Number (2)	1400-2005-01 BOS Resolution: 05-118			

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	Media (5)	Vital (6)	Archive (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
01	AFFIRMATIVE ACTION PROGRAMS AND DOCUMENTS***** May include: Federal reporting form submitted every odd year.	P		X	5 years		5 years	Pursuant to Title VII and EO 11246. Forward to Archives at end of retention period.
02	BACKGROUND CHECK RECORDS (HIRED)***** May include: investigation findings; credit checks; certificates.	P			3 years following termination		3 years following termination	Pursuant to Title VII; FEHA; ADA; and ADEA. Division preference to retain for three (3) years due to various types of information incorporated into the file. Confidential records. Destroy by shredding.
03	BACKGROUND CHECK RECORDS (NOT HIRED)***** May include: investigation findings; credit checks; certificates.	P			3 years		3 years	Pursuant to Title VII; FEHA; ADA; and ADEA. Division preference to retain for three (3) years due to various types of information incorporated into the file. Confidential records. Destroy by shredding.
04	EMPLOYMENT PERSONNEL FILES (PRIOR TO 1994)***** May include: disciplinary notices; promotions and demotions; performance evaluation; discharge, layoff, transfer, and recall files; training and testing files; physical files; child labor certificates and notices.	P				Permanent	Permanent	Pursuant to Title VII; ADEA; FEHA; and ADA. Due to filing practices, files with termination dates prior to 1994 will be retained permanently due to possible benefit records incorporated. Confidential records.

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Administrative Agency	Schedule Number (1)	01	Date	01/25/05
Division	Human Resources	Page	3	of	4
Address	500 Argonaut Lane Jackson, CA 95642	Records Management Approval Number (2)	1400-2005-01 BOS Resolution: 05-118		

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	M e d i a (5)	V i t a l (6)	A r c h i v e (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
05	EMPLOYMENT PERSONNEL FILES***** May include: disciplinary notices; promotions and demotions; performance evaluation; discharge, layoff, transfer, and recall files; training and testing files; physical files; child labor certificates and notices.	P	X		10 years	40 years	50 years	Pursuant to Title VII, ADEA, FEHA; FLSA; ADA. Confidential records. Destroy by shredding.
06	EMPLOYMENT ELIGIBILITY FORMS VERIFICATION (I-9 FORMS)***** Filed by year & other forms of ID.	P	X		3 years following termination		3 years following termination	Pursuant to Immigration Reform and Control Act. Confidential records. Destroy by shredding.
07	RECRUITMENT RECORDS***** May include: job application resumes; job inquiries; employment referral records; applicant identification records; help wanted ads; opportunities for training, promotion, or overtime; job announcements; employment testing results.	P			CY	2 years	3 years	Pursuant to Title VII, ADEA, FEHA, and ADA. Confidential Records. Destroy by shredding.
08	UNION AND EMPLOYEE CONTRACTS***** May include: MOU and side agreements.	P M	X		Permanent		Permanent	Pursuant to FLSA. Union and employee contracts will be kept permanently based on the recommendation of the Amador County Human Resources Division due to clarification and language reference. Confidential records.

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Administrative Agency	Schedule Number (1)	01	Date	01/25/05
Division	Human Resources	Page	4 of 4	Pages	
Address	500 Argonaut Lane Jackson, CA 95642	Records Management Approval Number (2) 1400-2005-01 BOS Resolution: 05-118			

ITEM NUMBER	TITLE AND DESCRIPTION OF RECORDS	M e d i a	V i t a l	A r c h i v e	RETENTION			REMARKS
					OFFICE	RC	TOTAL	
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
09	UNLAWFUL EMPLOYMENT PRACTICES, CLAIMS, INVESTIGATIONS, AND LEGAL PROCEEDINGS RECORDS***** May include: Human Resources and payroll records about complaining parties; Human Resources and payroll records about all others holding or applying for similar positions.	P	X		Permanent		Permanent	Pursuant to FLSA. Unlawful employment practices, claims, investigations and legal proceedings records will be kept permanently based on the recommendation of Amador County Legal Counsel. Confidential records.

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

INSTRUCTIONS

- 1) **Schedule Number.** Each department should establish its own system of numbering schedules. Enter this number on each page.
- 2) **Records Management Approval Number.** Please leave this space blank. Records Management will assign a number and return a copy of the Records Retention Schedule (RM3) upon approval by the Board of Supervisors.
- 3) **Item Number.** Item numbers must be sequential and begin with number 1 on the first page.
- 4) **Title and Description of Records.** Exact title of the records series must be entered here. DO NOT DELETE records for a discontinued series until all such records have been destroyed or ownership transferred to another department. A description must be included if the title is not sufficiently descriptive to explain the contents to someone unfamiliar with the records. An acronym must be spelled out in full the first time it is identified on the schedule.
- 5) **Media.** Enter the appropriate code for each type of record: P-paper (except computer printout); C-computer printout; M-magnetic or electronic (computer tapes or discs, or word processing discs); D-diazo (working copy) microfilm or microfiche; S-silver (master copy) microfilm or microfiche; F-floppy disk; O-optical disk. A listing for records received in one media and converted to another media, must include a retention period for each media.
- 6) **Vital.** Enter an "X" if this listing is vital (essential) to department operations. An "X" indicates that some special method of protection from loss is required. The special method of protection must be noted under REMARKS.
- 7) **Archives.** Please leave this space blank. The Archivist will mark this space with an "X", if applicable.
- 8) **Office Retention.** Enter the length of time records will be retained in the office. For records such as active tax accounts, enter the word "Active" in column 8. Then enter the length of time (if any) the records will be held in office space when the records are no longer active. Column 11 needs to state the event, which terminates the active life of the records.
- 9) **Records Center Retention.** Enter the length of time records will be retained in the Records Center. Records should be retained in the Records Center when they are not being referenced enough to warrant their storage in the office but must still be retained for a period of time or permanently. Permanent retention must be required by law. If law does not dictate permanent retention, records series shall be re-evaluated every five (5) years.
- 10) **Total Retention.** Enter the total number of years from Columns 8 and 9.
- 11) **Remarks.** Enter any information, which will explain or clarify treatment of the records. Other helpful information includes, but is not limited to:
 - a. Events that trigger purging, updating or transferring records, or that terminates active status.
 - b. Cross references to previous retention schedules.
 - c. Type of destruction required when the records have reached the end of the retention period.
 - d. Authority that exempts disclosure of information to the public.