

**Item #5 Attachment A
RECORDS DISPOSITION SCHEDULE**

RECORDS DISPOSITION SCHEDULE		El Dorado Local Agency Formation Commission				Schedule #	Date	
		Organizational Unit				Page 1 of 1 Pages	2/22/06	
Rev 2/2006		Address BLDG. C				B.O.S. Approval Number		
Item Number	TITLE AND DESCRIPTION OF RECORDS (All time increments are in years unless noted otherwise)	RETENTION				A	V	REMARKS Include all applicable statutory And regulatory references
		Office	Dept	CRC	Total			
1	ADMINISTRATIVE RECORDS Budget	5		5	10			GOVT. CODE SEC 56382 CORTESE KNOX HERTZBERG Not less than 30 days following Effective Date
	Accounts Payable/Receivable	2		3	5			
	Payroll	2		8	10			
2	AGENCY FILES & SPHERE OF INFLUENCE							
	Districts	Perm		Perm	Perm			
	Cities	Perm		Perm	Perm			
3	APPROVED LAFCO RESOLUTIONS	Perm		Perm	Perm			
4	CONDUCTING AUTHORITY PROCEEDINGS	Perm		Perm	Perm			
5	LAFCO PROJECT FILES	5		Perm	Perm			
6	LAFCO MEETING MINUTES (Hard Copy & Tapes)	5		Perm	Perm			
7	SUBJECT FILES	Perm		Perm	Perm			
9	LITIGATION FILES	Perm		Perm	Perm			
10	ELECTRONIC CORRESPONDENCE (EMAIL)	30 days			30 days			