

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

761



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
May 27, 2004

SUBJECT: Approval of a General Records Retention Schedule for the County

RECOMMENDED MOTION: That the Board of Supervisors approve the attached General Records Retention Schedule (Attachment A) and direct the Clerk of the Board to amend the list of Board-approved records retention schedules contained in Section D.7 of Board Policy A-43 to include this schedule.

BACKGROUND: In accordance with provisions of Policy A-43, approved on January 13, 2004, the Records Management and Archives Program worked with Risk Management, and the Auditor-Controller's, County Counsel's, and Executive Offices to develop a General Records Retention Schedule for the County. County departments thoroughly reviewed this schedule, and contributed many valuable suggestions, and the County Archives Commission reviewed and accepted the General Schedule in concept at their May 19, 2004, meeting (Attachment B).

Departmental Concurrence

The General Schedule authorizes disposal of common administrative records following minimum retention periods, and enables the County to eliminate storage and maintenance of thousands of cubic feet of obsolete materials, while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Gary Orso

Gary Orso
Assessor-County Clerk-Recorder

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|----------------------------|-------------------------------|-------|-------------------------|---|
| FINANCIAL DATA | Current F.Y. Total Cost: | \$ NA | In Current Year Budget: | NA |
| | Current F.Y. Net County Cost: | \$ NA | Budget Adjustment: | NA |
| | Annual Net County Cost: | \$ NA | For Fiscal Year: | NA |
| SOURCE OF FUNDS: NA | | | | Positions To Be Deleted Per A-30 <input type="checkbox"/> |
| | | | | Requires 4/5 Vote <input type="checkbox"/> |

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature

Dennis C. Gardner

- Dep't Recomm.: Policy
- Per Exec. Ofc.: Policy
- Consent
- Consent

COUNTY OF RIVERSIDE
CLERK OF THE BOARD OF SUPERVISORS
RECEIVED MAY 27 2004 3:50
OFFICE EXECUTIVE

Prev. Agn. Ref.: 01/13/04 #3.36 | **District:** | **Agenda Number:**

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3.8