

166

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



FROM: Assessor-County Clerk-Recorder

December 28, 2006

SUBJECT: Approval of Departmental Record Retention Schedules for the Assessor-County Clerk-Recorder and several sections for the Community Health Agency.

RECOMMENDED MOTION: That the Board of Supervisors approve the attached Departmental Records Retention Schedules for the Assessor-County Clerk-Recorder and several sections of the Community Health Agency 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 these schedules.

BACKGROUND: In accordance with the provisions of Policy A-43, approved on June 8, 2004, the Records Management and Archives Program worked with Risk Management, and the Auditor-Controller's, County Counsel and the Executive Offices to assist in the development and review of the Record Retention Schedules listed on Attachment A.

Approval of the attached schedules will authorize the disposal of department-specific records following minimum retention periods, and enables the County to eliminate storage and maintenance of obsolete materials, while ensuring that administrative, fiscal, legal, archival and other recordkeeping responsibilities are met.

FORM APPROVED
COUNTY COUNSEL

JAN 14 2007

Departmental Counsel
[Signature]

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, Auditor-Controller

[Signature]
Deputy

[Signature]
Larry Ward

Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ None	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ None	Budget Adjustment:	No
	Annual Net County Cost:	\$ None	For Fiscal Year:	2006-2007

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 *[Signature]*

Dept's Recomm.: Consent Policy Policy
Per Exec. Ofc.: Consent Policy

RECEIVED RIVERSIDE COUNTY
JAN 14 2007

Prev. Agn. Ref.: | District: | Agenda Number:

3.5

**Departmental Record Retention
Schedules
Requesting Section by Department
January 23, 2007**

Assessor-County Clerk-Recorder

Assessor
Clerk
Recorder

**Community Health Agency
Environmental Health**

District Environmental Services
ERM

Public Health

Children's Medical Services
Clinic Management
Community Outreach
Disease Control
Epidemiology & Public Evaluation
Maternal Child & Adolescent
Industrial Hygiene
Women Infants Children
HIV/AIDS

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Assessor-County Clerk-Recorder**
 Address: 2724 Gateway Dr., Riverside, CA 92507
 Division: **Assessor**
 Board of Supervisors Agenda Date: January 23, 2007

Section: **Valuation, Title, Mapping, Assessment Services & Exemptions**

Date: December 7, 2006
 Page 1 of 4 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-A 0001	Annual Racehorse Tax Return	Identifies racehorses subject to the in-lieu tax.	Five years from the date the returns became due.	CCR Title 18, Div 1, Ch 12, Sec 1045	Business Personal Property
ACR-A 0002	Appraisal Records	Used to determine a value for taxable property in the County. Information includes parcel number, name of owner, and description of property.	Permanent.	Best Practice: Assessor-County Clerk Recorder Executive Management.	Various Valuation Divisions: Residential; Agriculture; Commercial; & Total Property
ACR-A 0003	Assessment Appeals	Evidence to support the property's assessed value. May include other documentation which is presented to the Review Board to establish the taxable value of the property.	When five years have elapsed since the final action on the application.	GC 25105.5	Assessment Services
ACR-A 0004	Assessment Rolls / Accumulated Journal / Parcel Number Change List	List(s) of the assessed values for all property in the county. Includes situs roll, name roll, exempt roll and subdivision roll. Also includes assessment and parcel maintenance activity.	Permanent.	Best Practice: Assessor-County Clerk Recorder Executive Management.	Assessment Services
ACR-A 0005	Business Property Records	Used to locate all taxable property in the county, to identify the owners, describe the property and determine a value. May include mandatory and non-mandatory audit reports and work papers that verify the accuracy of the information provided by the taxpayer.	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a) & 834	Business Personal Property

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Board of Supervisors Agenda Date:
January 23, 2007

Address: 2724 Gateway Dr., Riverside, CA
92507

Department / Agency: Assessor-County Clerk-Recorder

Division: Assessor

Section: Valuation, Title, Mapping, Assessment Services & Exemptions

Date:
December 7, 2006

Page 2 of 4 Pages

Citation / Rationale

Copy of Record

Retention

Record Series Description

Record Series Title

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-A 0006	Preliminary Change of Ownership Report (PCOR)/Change in Ownership Statement (CIO)	The PCOR or CIO report the type of real property transfer, parcel numbers, addresses, and the amount paid. State law requires any transferee acquiring an interest in real property or manufactured home subject to property taxation, and that is assessed by the Assessor, to file a PCOR. If a PCOR is not filed at the time of recording, then the Assessor requires a CIO to be filed.	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a) & 834	Title
ACR-A 0007	Change in Ownership - Completed Deeds / Special Deeds	Record of change in ownership for purposes of determining type of re-assessment.	Permanent.	Best Practice: Assessor-County Clerk Recorder Executive Management.	Title
ACR-A 0008	Change of Mailing Address	Taxpayer requesting a change of address for the mailing of the property tax bill.	2 fiscal years from the receipt date of the request.	GC 26202	Assessment Services
ACR-A 0009	Exclusions from Re-Assessment / Transfer of Value to Replacement Dwellings	Request from taxpayer for exclusion from re-assessment for property transfers (i.e., Parent and Child, Grandparent to Grandchild & between and Individual and Legal Entity). Also, request from taxpayer for transfer of base year value to replacement dwellings for seniors and disabled persons.	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a) & 834	Title
ACR-A 0010	Exemption Claims - Homeowners', Veterans' or Disabled Veterans'	Filing of property tax exemption from a homeowner, veteran or disabled veteran.	Six years after the lien date of the tax year for which the exemption was last granted.	R&T 465(b)	Public Service
ACR-A 0011	Exemption Claims - Welfare; Church; Religious; & Historical Aircraft.	Filing of property tax exemption from qualifying organizations, e.g., Welfare, Church, Religious organizations, Historical Aircraft, Colleges, Public School, Cemetery, Library and Museum.	Six years after the lien date of the tax year for which the exemption was last granted.	R&T 465(b)	Exemptions



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Board of Supervisors Agenda Date:
January 23, 2007

Address: 2724 Gateway Dr., Riverside, CA
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Department / Agency: Assessor-County Clerk-Recorder

Division: Assessor


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Page 3 of 4 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-A 0012	Assessor Mapping Package - Cuts/Combines	Documentation used to assign new assessor parcel numbers: Includes, but is not limited to, forms completed by the property owners, plans, and recorded documents.	Six years from the completion date of the mapping package.	R&T 465(a)	Mapping
ACR-A 0013	Assessor Maps	Assessor maps: Assessment illustrations to define physical location and size. For assessment purposes only.	When ten years have elapsed since the first lien date for the tax year for which that document was created.	Best Practice: Assessor-County Clerk Recorder Executive Management.	Mapping
ACR-A 0014	Manufactured Home Title Records	Records indicating name and address of mobile home owner, description of mobile home, and mobile home park plans. Includes Housing and Community Development (HCD) title reports and HCD 433(A).	Permanent.	Best Practice: Assessor-County Clerk Recorder Executive Management.	Manufactured Homes
ACR-A 0016	Manufactured Home Building Records	Records describing the assessment and value information thereof. mobile home park plans. Includes Kelley Blue Book Worksheets, park plans, and dealer reports/invoices.	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a)	Manufactured Homes
ACR-A 0017	Separate Valuations	A separation of values to a parcel(s) that is split or combined into several or one parcel(s), respectively.	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a)	Assessment Services
ACR-A 0018	State Board of Equalization Maps	Record of property assessed by the state (e.g., railroads and straddle counties).	Permanent.	Best Practice: Assessor-County Clerk Recorder Executive Management.	Mapping
ACR-A 0019	Subvention Reports	California Open Space Subvention Act Program: provides the state with information regarding Agricultural Preserve acreage changes for the year. Substantiates refunds for lost monies due to the Williamson Act.	9 fiscal years after the fiscal year in which created.	Best Practice: Assessor-County Clerk Recorder Executive Management.	Agriculture

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

		Department / Agency: Assessor-County Clerk-Recorder Address: 2724 Gateway Dr., Riverside, CA 92507 Division: Assessor Section: Valuation, Title, Mapping, Assessment Services & Exemptions		Board of Supervisors Agenda Date: January 23, 2007	
	Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale
	ACR-A 0020	Undivided Interest	Creation of an assessment to a portion of a parcel with multiple owners based on the percentage of ownership and base year acquisition.	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a)
				Date: December 7, 2006	Page 4 of 4 Pages
				Copy of Record	Assessment Services

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

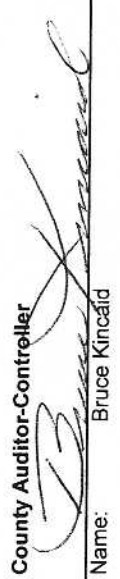
	Department / Agency:	Assessor-County Clerk-Recorder	Schedule Type:	Departmental
	Division:	Assessor		
	Section:	Valuation, Title, Mapping, Assessment Services & Exemptions		

SIGNATURE PAGE


Persuant to Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. In addition, RMAP sign-off of any proposed records retention schedule requires certification the schedule was reviewed by a professional archivist and/or historian. The undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.



 Name: Christine Figueroa Title: Consultant Date: 12/22/2006
 Consultant Professional Archivist/Historian


 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006
 County Risk Management


 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06
 County Auditor-Controller


 Name: Lucy Fujuta Title: Deputy County Counsel Date: 12/28/06
 County Counsel


 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006
 Records Management


 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 1/9/07
 Records Management & Archives Program

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor-County Clerk-Recorder Address: 2720 Gateway Dr., Riverside CA 92507		Board of Supervisors Agenda Date: January 23, 2007		
Division: County Clerk		Page 1 of 6 Pages		
Section: County Clerk		Date: December 7, 2006		
Schedule Type: DEPARTMENTAL		Citation / Rationale		
Item #	Record Series Title	Record Series Description	Retention	Copy of Record
ACR-C 0001	Bonds & Surety Companies, List of	The Department of Insurance issues an annual list of registered Bond & Surety companies which is filed with clerk by date. Financial Statements; Annual financial statements of admitted sureties in California, on file with clerk by date. Power of Attorney, Appointment of/ Power of Attorney Revocation; Surety company employee powers. Includes copies of power of attorney/revocation of power of attorney. On file with clerk by date. Bail Bond Insurance Issuance/Revocation; Bail licenses issued/revoked by the Department of Insurance on file with the clerk by date.	Calendar year-end + 3 years	County Clerk
ACR-C 0002	Environmental Findings	California Environmental Quality Act: Negative Declaration and Notice of Determination, Public Notice of Environmental Finding (Posting Page) Duplicate copies of notices of projects with environmental impact implications.	9 months	County Clerk
ACR-C 0003	Fictitious Business Name Index	Permanent Index of Fictitious Business Names statements maintained by clerk.	Permanent	County Clerk
ACR-C 0004	Fictitious Business Name Statements, Abandonments, Withdrawal Statements, Affidavit of Publication	Original Fictitious Business Name Statements of for profit businesses, on file with clerk by file number. Statement of Abandonment and Withdrawal of Partnership, records of business name statements that have been abandoned or withdrawn, on file with clerk by file number. Affidavit of Publication of Fictitious Business Name Statement, proof that FBN statement was published with an adjudicated newspaper, on file with clerk by file number.	Calendar year-end + 9 years (Delay implementation pending systems development.)	County Clerk
ACR-C 0005	Environmental Findings Index	Index is used to create the posting page.	Calendar year-end + 3 years (Delay implementation pending systems development.)	County Clerk
ACR-C 0006	Humane Officer Oath of Office	Record of appointed Humane Officers, badge number, and judge appointment, date of revocation if applicable.	Calendar year-end + 3 Years	County Clerk



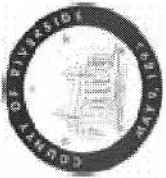
COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor-County Clerk-Recorder Address: 2720 Gateway Dr., Riverside CA 92507 Division: County Clerk Section: County Clerk		Board of Supervisors Agenda Date: January 23, 2007 Page 2 of 6 Pages			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-C 0007	Humane Officer Registry	Permanent record of Humane Officers listing name, badge number, appointing judge, appointment date, revocation date.	Permanent	Civ. Code 607(f); Corp. Code 14502(a)(c)(3)(f)	County Clerk
ACR-C 0008	Index of Deputy County Clerks	List information on appointments and revocations.	Permanent	Gov. Code 24102	County Clerk
ACR-C 0009	Legal Document Assistant, Certificate of Registration/Bond	Records of registrations of legal document assistants listing name, file number, date filed.	Calendar year-end + 3 Years (Delay implementation pending systems development.)	Bus. & Prof. Code 6406(a)	County Clerk
ACR-C 0010	Legal Document Assistant, Certificate of Registration (cash deposit)	Records of registrations of legal document assistants listing name, file number, date filed.	Calendar year-end + 3 years. (Delay implementation pending systems development.)	Bus. & Prof. Code 6406(a)	County Clerk
ACR-C 0011	Legal Document Assistant Log	Permanent record of Legal Document Assistants listing name, file number, date filed.	Permanent	Bus. & Prof. Code 6407(a)	County Clerk
ACR-C 0012	Marriages, Application and Court Order to Obtain Information re: Confidential	Application submitted to a judge to obtain information regarding a confidential marriage.	Calendar year-end + 5 Years (Delay implementation pending systems development.)	Fam. Code 500	County Clerk
ACR-C 0013	Marriages, Application for Confidential	Application worksheet, supporting documentation for license such as Affidavit of Inability to Appear, Affidavit of Identifying Witness, Affidavit for Duplicate Certificate of Marriage filed by license number.	Calendar year-end + 3 years (Delay implementation pending systems development.)	California Marriage Certificate Registration Handbook from DHS Pg. 6, Par 1, dated 03/11/2005	County Clerk
ACR-C 0014	Marriages, Application for Public (Public, Declared, Non-Clergy)	Application worksheet, supporting documentation for license such as Affidavit of Identifying Witness, Affidavit for Duplicate Certificate of Marriage, Application for Permission to Marry and Order, Consent to Marriage of Minor, Consent of Parent or Guardian to Issuance of Marriage, all applications filed by license number.	Calendar year-end + 3 years (Delay implementation pending systems development.)	California Marriage Certificate Registration Handbook from DHS Pg. 6, Par 1, dated 03/11/2005	County Clerk



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor-County Clerk-Recorder Address: 2720 Gateway Dr., Riverside CA 92507		Board of Supervisors: Agenda Date: January 23, 2007			
Division: County Clerk		Schedule Type: DEPARTMENTAL			
Section: County Clerk		Date: December 7, 2006			
Page 3 of 6 Pages					
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-C 0015	Marriages, Certificate of Confidential	Establishes a record of marriage.	Permanent	Fam. Code 511(b) may be microfilmed per Gov. Code 26205	County Clerk
ACR-C 0016	Marriage, Index of Confidential	Permanent Index of Registered Marriages	Permanent	Fam. Code 511(b) may be microfilmed per Gov. Code 26205	County Clerk
ACR-C 0017	Marriages, Notary Authorization to Issue Confidential Marriages	Notary public must submit application for approval to authorize confidential marriages	Calendar year-end + 3 Years	Fam. Code 500	County Clerk
ACR-C 0018	Notary Journals	Notary journals are deposited with county clerk and contain signatures and personal data pertaining to each notarial act.	10 years from receipt or reset date due to line item inquiry. Journals cannot be destroyed without court order.	Gov. Code 8209(c).	County Clerk
ACR-C 0019	Notary Journals, Index	Permanent index of deposited journals listing notary name, commission number, date journals were surrendered, destruction date of journals.	Permanent	Gov. Code 8209(c).	County Clerk
ACR-C 0020	Notary Public Oaths	Notary public oaths taken, commission number, date of commission and copy of oath. On file with clerk by file number.	4 years (Delay implementation pending systems development.)	Gov. Code 8213(a)	County Clerk



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor-County Clerk-Recorder Address: 2720 Gateway Dr. , Riverside CA 92507 Board of Supervisors: Agenda Date: January 23, 2007		Division: County Clerk Section: County Clerk Schedule Type: DEPARTMENTAL Date: December 7, 2006 Page 4 of 6 Pages			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-C 0021	Oaths of Office and Revocations of County Clerk Deputies	Authorizes the signature of Deputy County Clerks to perform duties for the County Clerk. Appointment of Deputy County Clerks is filed with the County Clerk and expires upon revocation.	Revocation + 5 Years	Gov Code 24102	County Clerk
ACR-C 0022	Passport Application Transmittal	Transmittal listing all passport applications processed.	3 Years	Department of State recommends at least 6 month retention	County Clerk
ACR-C 0023	Power of Attorney Index	Permanent Index of Power Of Attorneys listing appointee, file number, file date, surety company.	Permanent	Ins. Code 12070	County Clerk
ACR-C 0024	Process Server, Certificate of Registration and Bond of	Records of registrations of process servers.	Calendar year-end + 3 Years (Delay implementation pending systems development.)	Bus. & Prof. Code 22350 & 22354	County Clerk
ACR-C 0025	Process Server, Certificate of Registration (cash deposit)	Records of registrations of process servers.	Calendar year-end + 3 years (Delay implementation pending systems development.)	Bus. & Prof. Code 22350 & 22354	County Clerk
ACR-C 0026	Process Server Log	Permanent log of process server registrations listing name, file number, file date.	Permanent	Bus. & Prof. Code 22355(a)	County Clerk
ACR-C 0027	Professional Photocopier, Certificate of Registration and Bond of	Records of registrations of professional photocopiers.	Calendar year-end + 3 Years (Delay implementation pending systems development.)	Bus. & Prof. Code 22456	County Clerk
ACR-C 0028	Professional Photocopier, Certificate of Registration of (cash deposit)	Records of registrations of professional photocopiers.	Calendar year-end + 3 years (Delay implementation pending systems development.)	Bus. & Prof. Code 22456	County Clerk



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor-County Clerk-Recorder Address: 2720 Gateway Dr., Riverside CA 92507 Board of Supervisors: Agenda Date: January 23, 2007		Division: County Clerk Section: County Clerk Schedule Type: DEPARTMENTAL Date: December 7, 2006 Page 5 of 6 Pages			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-C 0029	Professional Photocopier Log	Permanent log of professional photocopiers listing name, file number, file date.	Permanent	Bus. & Prof. Code 22457(a)	County Clerk
ACR-C 0030	Public Agency, Statement of and Roster of	Roster of names and addresses of Public Agencies and their Officials as submitted by the public agency.	Permanent	Gov. Code 53051(c)	County Clerk; Secretary of State
ACR-C 0031	Unlawful Detainer Assistant, Certificate of Registration and Bond of	Records of registrations of Unlawful Detainer Assistants, on file with clerk by file number. Also includes applications for identification cards.	Calendar year-end + 3 Years (Delay implementation pending systems development.)	Bus. & Prof. Code 6406(a)	County Clerk
ACR-C 0032	Unlawful Detainer Assistant, Certificate of Registration of (cash deposit)	Records of registrations of Unlawful Detainer Assistants.	Calendar year-end + 3 years (Delay implementation pending systems development.)	Bus. & Prof. Code 6406	County Clerk
ACR-C 0033	Unlawful Detainer Assistant Log	Permanent log of Unlawful Detainer Assistants listing name, file number, file date.	Permanent	Bus. & Prof. Code 6406(a); Bus. & Prof. Code 6407(a)	County Clerk
ACR-R 0019	Customer Comment Cards	Forms Completed by customers's of the Assessor-Clerk-Recorder's office where customers comment on the services provided to them. Customers rate customer service and provide suggestions for improvement of the services provided by the Assessor-Clerk-Recorder.	3 Years	Best Practices, Dept. Policy	Assessor-County Clerk-Recorder
ACR-R 0048	Production/ Assignment Logs	Record of an employee's work rate and assigned duties. May include standards to be met and success rate	3 Years	Recommended retention by the Secretary of State local government record management guidelines. Gov. Code 12236 (a)	Assessor-County Clerk-Recorder



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor-County Clerk-Recorder Address: 2720 Gateway Dr., Riverside CA 92507 Division: County Clerk Section: County Clerk		Board of Supervisors: Agenda Date: January 23, 2007			
Schedule Type: DEPARTMENTAL		Date: December 7, 2006			
Page 6 of 6 Pages					
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-R 0049	Public Records Request	A request for public records held by the Assessor-County Clerk-Recorder's office. Includes: The name and address of the requestor, information being requested.	Calendar year-end + 3 Years	Gov. Code 6250-6270, Recommended retention by the Secretary of State local government record management guidelines. Gov. Code 12236(a)	Assessor-County Clerk-Recorder
ACR-R 0053	Studies and Statistics	Record of Department's activities and accomplishments. They may include statistics, narrative reports, graphs and diagrams.	Calendar year-end + 3 Years	Recommended retention by the Secretary of State local government record management guidelines. Gov. Code 12236 (a)	Assessor-County Clerk-Recorder

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Assessor-County Clerk-Recorder	Schedule Type:	Departmental
Division:	County Clerk-Recorder		
Section:	County Clerk		

SIGNATURE PAGE

Persuant to Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. In addition, RMAP sign-off of any proposed records retention schedule requires certification the schedule was reviewed by a professional archivist and/or historian. The undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.

County Archives Manager
Beth Crawford for Anne Ostendarp
 Name: Anne Ostendarp, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
[Signature]
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006

County Auditor-Controller
[Signature]
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06

County Counsel
[Signature]
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
[Signature]
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
[Signature]
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 1/09/07

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department/ Agency: Assessor-County Clerk-Recorder Division: Recorder Section: Recorder		Address: 2724 Gateway Dr., Riverside, CA 92507 Board of Supervisors: Agenda Date: January 23, 2007		Page 1 of 8 Pages	
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-R 0001	ABSTRACT OF MORTGAGE	RECORDS OF MORTGAGES (1893-1897). INCLUDES: INDEXES, NAMES OF BORROWERS AND LENDERS, DATES OF DOCUMENTS AND DESCRIPTION OF PROPERTY. ARRANGED CHRONOLOGICALLY (HANDWRITTEN RECORDS)	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0002	ABSTRACT OF SALES MADE STATE TO STATE	AN ABRIDGEMENT AS AN ABBREVIATED FORM OR A SUMMARY OF SALES MADE STATE TO STATE. (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0003	AMENDMENT LOGS	WORKING FILES ON INCOMING BIRTH, DEATH AND MARRIAGE AMENDMENTS. INCLUDES: DATE AND BOOK AND PAGE NUMBER.	UNTIL SUPERSEDED	Best Practices, Dept. Policy.	RECORDER
ACR-R 0004	APPLICATION FOR COPY OF OFFICIAL RECORDS	A REQUEST FOR COPIES OF OFFICIAL RECORDS. INCLUDE: DOCUMENT NUMBERS REQUESTED, CUSTOMER'S NAME AND ADDRESS.	3 YEARS	GC 6250-6270	RECORDER
ACR-R 0005	APPLICATION FOR A SEARCH OR CERTIFIED COPY OF A BIRTH CERTIFICATE	A REQUEST FOR A SEARCH OR A CERTIFIED COPY OF A BIRTH CERTIFICATE ON FILE IN THE RIVERSIDE COUNTY RECORDER'S OFFICE. INCLUDES: NAME AND ADDRESS OF REQUESTOR, NAME ON CERTIFICATE AND DATE OF EVENT.	3 YEARS	GC 6250-6270	RECORDER
ACR-R 0006	APPLICATION FOR CERTIFIED COPY OR SEARCH OF A DEATH RECORD	A REQUEST FOR A SEARCH OR A CERTIFIED COPY OF A DEATH CERTIFICATE ON FILE IN THE RIVERSIDE COUNTY RECORDER'S OFFICE. INCLUDES: NAME AND ADDRESS OF REQUESTOR, NAME ON CERTIFICATE AND DATE OF EVENT.	3 YEARS	GC 6250-6270	RECORDER
ACR-R 0007	APPLICATION FOR CERTIFIED COPY OR SEARCH OF A MARRIAGE RECORD	A REQUEST FOR A SEARCH OR A CERTIFIED COPY OF A MARRIAGE CERTIFICATE ON FILE IN THE RIVERSIDE COUNTY RECORDER'S OFFICE. INCLUDES: NAME AND ADDRESS OF REQUESTOR, NAMES ON CERTIFICATE AND DATE OF EVENT.	3 YEARS	GC 6250-6270	RECORDER
ACR-R 0008	ASSIGNMENTS OF MORTGAGES	RECORDED TRANSFERS OF REAL PROPERTY ENCUMBRANCES FROM OLD TO NEW HOLDERS (1893-1930). INCLUDES: INDEX, DATE OF ASSIGNMENT, NAMES OF ASSIGNOR AND ASSIGNEE, LOCATION AND DESCRIPTION OF PROPERTY AND DATE OF RECORDING. COMBINED WITH MORTGAGES THEN RECORDED IN OFFICIAL RECORDS AFTER 1930. (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0009	BANK ASSETS	STATEMENTS OF BANKS FINANCIAL CONDITION. (1893 - 1894) INCLUDES: INDEX, NAMES OF BANKS, SWORN STATEMENTS OF FINANCIAL CONDITION. ARRANGED CHRONOLOGICALLY. (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0010	BANK STOCKS	STATEMENT OF THE PAID UP CAPITAL STOCK OF BANKS. (1893-1894) INCLUDES: INDEX, NAMES OF BANKS, DATE OF STATEMENT. ARRANGED CHRONOLOGICALLY. (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER

Note: Per Government Code Section 26205.7, the Secretary of State has the right to accession the handwritten records with 90 days notice, if the handwritten format will no longer be retained by the Recorder's office.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department/ Agency: Assessor-County Clerk-Recorder Address: 2724 Gateway Dr., Riverside, CA 92507		Board of Supervisors: Agenda Date: January 23, 2007			
Division: Recorder		Page 2 of 8 Pages			
Section: Recorder		Date December 7, 2006			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-R 0011	BIRTHS	REGISTER OF ALL BIRTHS OCCURRING IN RIVERSIDE COUNTY FROM 1893 TO THE PRESENT TIME. INCLUDES: INDEXES, BIRTH CERTIFICATES, HANDWRITTEN ENTRIES OF BIRTHS, DELAYED BIRTH CERTIFICATES, AMENDMENTS, NAMES OF CHILDREN, DATE OF EVENT AND SEX OF CHILD. RECORDING OF VITAL STATISTICS BECAME A STATE FUNCTION IN 1905. FORMS CHANGE OVER TIME. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5 H & S 102235	RECORDER (1893 to 1905) CALIFORNIA STATE DEPARTMENT OF HEALTH (1906 TO CURRENT)
ACR-R 0012	CANDIDATES, RECEIPTS AND EXPENDITURES	CANDIDATES AFFIDAVIT OF RECEIPTS AND EXPENDITURES FOR PRIMARY ELECTION, (1926-1932). (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0013	CERTIFICATE OF SALES	RECORDS OF SALES BY SHERIFF ON FORECLOSURES (1893-1930). INCLUDES: INDEX, NAME OF PROPERTY OWNER, VALUE, DATE OF TAX DUE, DATE OF SALE AND PROPERTY DESCRIPTION. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0014	CERTIFICATES OF RESIDENCE	INDEX INCLUDES NAME, RESIDENCE, PLACE WHERE SUMMONS MAY BE SERVED AND DATE (1893-1930). ARRANGED ALPHABETICALLY BY NAME. (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0015	CERTIFICATES OF REVIVOR	INDEX TO RECORDS SHOWING THE REVIVAL OF A SUIT WHICH IS ABATED BY THE DEATH OR MARRIAGE OF ANY OF THE PARTIES. ALSO KNOW AS A BILL OF REVIVOR. (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0016	CHATTEL MORTGAGES	RECORDS OF LOANS SECURED BY PERSONAL PROPERTY (1893-1930). INCLUDES: INDEX, BORROWERS AND LENDERS NAMES, DATE OF LOAN, AMOUNT OF LOAN, DESCRIPTION OF PROPERTY. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0017	CITY CHARTERS	A LEGAL DOCUMENT ESTABLISHING A CITY. CHARTERS ARE ADOPTED BY CITIES WHERE SPECIAL CONDITIONS CREATE NEEDS THAT CAN'T BE ADEQUATELY MET BY THE GENERAL LAWS. A CITY CAN ADOPT A CHARTER AND TAILOR ITS ORGANIZATION AND ELECTIVE OFFICES TO PROVIDE FOR UNIQUE LOCAL CONDITIONS AND NEEDS. A CHARTER CAN ONLY BE ADOPTED AND/OR CHANGED BY A MAJORITY VOTE OF CITY RESIDENTS— NOT BY A VOTE OF THE CITY COUNCIL. (JULY, 1899-CURRENT). THE SECRETARY OF STATE HOLDS THE OFFICIAL RECORD.	PERMANENT	GC 34460, Best Practices	RECORDER
ACR-R 0018	CO PARTNERSHIPS	AGREEMENTS OF CO-PARTNERSHIP (1893-1930). INCLUDES: INDEX, AGREEMENTS, NAMES OF PARTNERS, FIRM AND DATE OF RECORD. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0019	CUSTOMER COMMENT CARDS	FORMS COMPLETED BY CUSTOMERS OF THE ASSESSOR-CLERK-RECORDERS OFFICE WHERE CUSTOMERS COMMENT ON THE SERVICES PROVIDED TO THEM. CUSTOMERS RATE CUSTOMER SERVICE AND PROVIDE SUGGESTIONS FOR IMPROVEMENT OF THE SERVICES PROVIDED BY THE ASSESSOR-CLERK-RECORDER.	3 YEARS	Best Practices, Dept. Policy.	ASSESSOR-COUNTY CLERK-RECORDER

Note: Per Government Code Section 26205.7, the Secretary of State has the right to accession the handwritten records with 90 days notice, if the handwritten format will no longer be retained by the Recorder's office.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department/ Agency: Assessor-County Clerk-Recorder		Address: 2724 Gateway Dr., Riverside, CA 92507		Board of Supervisors' Agenda Date: January 23, 2007	
Division: Recorder				Page 3 of 8 Pages	
Section: Recorder				Date	December 7, 2006
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-R 0020	DEATHS	REGISTER OF ALL DEATHS OCCURRING IN RIVERSIDE COUNTY FROM 1893 TO THE PRESENT TIME. INCLUDES: INDEXES, DEATH CERTIFICATES, DELAYED DEATH CERTIFICATES, AMENDMENTS, NAME OF DECEDENT, DATE OF DEATH, ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5 H & S 102235	RECORDER (1893 to 1905) CALIFORNIA STATE DEPARTMENT OF HEALTH (1906 TO CURRENT)
ACR-R 0021	DECLARATIONS OF HOMESTEAD	RECORDS OF PERSONS CLAIMING HOMESTEADS (1893-1930). INCLUDES: INDEXES, NAMES OF HOMESTEADERS, DESCRIPTIONS OF PROPERTY, ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0022	DECREEES OF DISTRIBUTION	RECORD OF PROBATE COURT FOR THE DISTRIBUTION OF THE ESTATES OF DECEASED PERSONS (1893-1930). INCLUDES: INDEX, NAMES OF DECEDENT, ADMINISTRATOR, DISTRIBUTES AND DESCRIPTION OF ESTATE. ARRANGED CHRONOLOGICALLY. (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0023	DEEDS	RECORDS TRANSFERRING TITLE TO REAL PROPERTY (1893-1930). INCLUDES: INDEXES, NATURE AND TERMS OF DOCUMENT, DESCRIPTION AND LOCATION OF PROPERTY, NAMES OF GRANTOR AND GRANTEE, RECORDED IN OFFICIAL RECORDS AFTER 1930.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0024	DELINQUENT TAX LIST	COPY OF PUBLICATION AND AFFIDAVIT FILED BY THE TAX COLLECTOR. AFFIDAVIT IS PUBLISHED TO SHOW THAT THE REAL PROPERTY ON WHICH TAXES, ASSESSMENTS, PENALTIES AND COSTS HAD NOT BEEN FULLY PAID ARE IN DEFAULT, TOGETHER WITH A LIST OF ALL THAT REAL PROPERTY.	7 YEARS AFTER THE DATE OF FILING	R & T 3371-3374	RECORDER
ACR-R 0025	DOCUMENTS UNDELIVERABLE BY MAIL & UNCALLED FOR	ORIGINAL DOCUMENTS LEFT WITH AND RECORDED BY THE COUNTY RECORDER WHICH ARE UNDELIVERABLE BY MAIL AND UNCALLED FOR.	10 YEARS AFTER THE RECORDING DATE 2 YEARS AFTER THE RECORDING DATE IF IMAGED	GC 26205.6	RECORDER
ACR-R 0026	FEDERAL TAX LIENS	INDEX TO TAX LIENS (1923-1967). INCLUDES: INDEX, FILE NUMBER, NAME OF TAXPAYER, ADDRESS, AMOUNT DUE, DATE OF NOTICE AND DEMAND.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0027	GENERAL INDEX	INDEX (1893-CURRENT) TO OFFICIAL RECORDS AND TO SEPARATE VOLUMES OF INSTRUMENTS THAT EXIST PRIOR TO THE CONSOLIDATION OF THE OF THE RECORDER'S DOCUMENTS INTO THE OFFICIAL RECORDS IN 1930. INCLUDES: RECORDERS NUMBER, TITLE OF INSTRUMENT, NAMES OF GRANTEE AND GRANTOR, REFERENCE TO VOLUME AND PAGE NUMBERS IN OFFICIAL RECORDS, AND DATE RECORDED. COMBINED GENERAL INDEXES, GRANTORS-GRANTEES AFTER 1975. GRANTEE - A PERSON WHO ACQUIRES AN INTEREST IN LAND BY DEED, GRANT OR OTHER WRITTEN INSTRUMENT. COMMONLY REFERRED TO AS THE BUYER. GRANTOR - ONE WHO GRANTS PROPERTY OR PROPERTY RIGHTS. COMMONLY REFERRED TO AS THE SELLER.	PERMANENT	GC 26320-27336, 26205.5	RECORDER

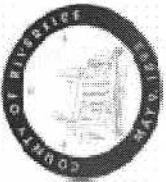
Note: Per Government Code Section 26205.7, the Secretary of State has the right to accession the handwritten records with 90 days notice, if the handwritten format will no longer be retained by the Recorder's office.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department/ Agency: Assessor-County Clerk-Recorder Division: Recorder Section: Recorder		Address: 2724 Gateway Dr., Riverside, CA 92507 Board of Supervisors: Agenda Date: January 23, 2007		Page 4 of 8 Pages	
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-R 0028	LEASES	LEASES OF REAL PROPERTY (1893-1930). INCLUDES: INDEX, DATE AND NUMBER OF DOCUMENT, NAMES OF LESSOR AND LESSEE, DATE OF RECORDING, AND REFERENCE TO VOLUME AND PAGE NUMBER IN RECORDS. SUPPLANTED BY GENERAL INDEXES IN 1931.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0029	LICENSED SURVEYORS	REGISTER OF CIVIL ENGINEERS AND SURVEYORS. INCLUDES: INDEX, NAMES, DATE ISSUED, TOWN AND LICENSE NUMBER, ARRANGED ALPHABETICALLY BY NAME. (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0030	LIS PENDENS	EVIDENCE A PENDING COURT ACTION CONCERNING OR AFFECTING THE TITLE OR THE RIGHT OF POSSESSION OF REAL PROPERTY. INCLUDES: NAMES OF PLAINTIFF(S) AND DEFENDANT(S) AS GRANTOR AND GRANTEE, DATE OF NOTICE, PURPOSE OF ACTION, LOCATION AND DESCRIPTION OF PROPERTY, DATE RECORDED, SIGNATURE OF ATTORNEY FOR PLAINTIFF, CASE NUMBER, NAME OF COURT OR CERTIFIED BY A JUDGE OR CLERK OF THE COURT. ALSO KNOWN AN NOTICE OF PENDENCY OF ACTION.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0031	MAIL TRANSFER OF ACCOUNTABILITY FORMS	LOG OF ALL MAIL RECEIVED BY THE ASSESSOR-CLERK-RECORDER THAT INCLUDES PAYMENT. INCLUDES: THE SECTION OF THE DEPARTMENT THAT THE MAIL WAS DELIVERED TO, NAME OF CUSTOMER, AMOUNT OF PAYMENT, DATE MAIL RECEIVED, NAME OF DATA ENTRY OPERATOR AND RETURNED DATE (IF REQUEST WAS REJECTED AND RETURNED TO CUSTOMER).	3 YEARS	Best Practices, Dept. Policy.	RECORDER
ACR-R 0032	MAP LOG BOOKS	LOG OF RECORDED OFFICIAL MAPS. SEPARATED IN BOOKS BY TYPE OF MAP - TRACT, PARCEL, ASSESSMENT, RECORD OF SURVEY AND CONDOMINIUM PLAN. (1947 TO PRESENT). INCLUDES MAP BOOK AND PAGE NUMBER, NAME OF THE CITY OR UNINCORPORATED AREA THE PROPERTY ON THE MAP IS LOCATED IN, THE DOCUMENT NUMBER ASSIGNED TO THE MAP ONCE RECORDED, THE NAME OF WHO SUBMITTED THE MAP FOR RECORDING, THE FEES FOR RECORDING THE MAP AND THE TIME THE MAP WAS RECORDED.	PERMANENT	Best Practices, Dept. Policy.	RECORDER
ACR-R 0033	MARRIAGES	REGISTER OF ALL MARRIAGES WHERE THE LICENSE WAS ISSUED IN RIVERSIDE COUNTY FROM 1893-CURRENT. INCLUDES: INDEX, CERTIFICATE OF MARRIAGE, AMENDMENTS, NAME OF BRIDE AND GROOM, AND DATE. ARRANGED CHRONOLOGICALLY BY DATE OF MARRIAGE.	PERMANENT	GC 26320-27336, 26205.5 H&S 102235	RECORDER
ACR-R 0034	MECHANICS LIENS	RECORDS OF TRANSCRIPTS OF MECHANICS' AND CONTRACTORS' CLAIMS FILED AS STATUTORY LIENS ON PROPERTY TO SECURE PAYMENT OF DEBT FOR MATERIALS OR LABOR USED THEREON. (1893-1930). INCLUDES: INDEX, NAME OF PLAINTIFF, NAME OF DEFENDANT, STATEMENT OF CLAIMANT'S DEMAND (DOLLAR AMOUNT), STATEMENT OF LABOR, RECORDING DATE AND TIME, BOOK AND PAGE NUMBERS. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER

Note: Per Government Code Section 26205.7, the Secretary of State has the right to accession the handwritten records with 90 days notice, if the handwritten format will no longer be retained by the Recorder's office.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department/ Agency: Assessor-County Clerk-Recorder Address: 2724 Gateway Dr., Riverside, CA 92507 Board of Supervisors: Agenda Date: January 23, 2007

Division: Recorder Page 5 of 8 Pages
 Section: Recorder Date December 7, 2006

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-R 0035	MILITARY DISCHARGE	RECORDED COPIES OF HONORABLE DISCHARGES FROM THE UNITED STATES ARMED FORCES. MAY INCLUDE: NAME OF SOLDIER, SERIAL NUMBER, GRADE, BRANCH OF SERVICE, ORGANIZATION, DATE AND PLACE OF BIRTH, RACE, MARITAL STATUS, AND CIVILIAN OCCUPATION. INFORMATION ON MILITARY HISTORY MAY INCLUDE: DATE OF INDUCTION/ENLISTMENT, DATE ENTERED INTO ACTIVE SERVICE, PLACE ENTERED SERVICE, SELECTIVE SERVICE DATE, MILITARY OCCUPATION, MILITARY QUALIFICATION AND DATE, BATTLE CAMPAIGNS, DECORATIONS AND CITATIONS, WOUNDS, IMMUNIZATION RECORD, SERVICE OUTSIDE UNITED STATES, PRIOR SERVICE, REASON FOR SEPARATION, SERVICE SCHOOLS ATTENDED, EDUCATION PAY DATE, INSURANCE INFORMATION, SIGNATURE OF SOLDIER, SIGNATURE OF PERSONNEL OFFICER AND THUMBPRINT.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0036	MINING CLAIMS	HANDWRITTEN LOCATIONS OF CINNABAR, QUARTZ, MAGNESITE AND OTHER MINING CLAIMS (1886 - 1930). INCLUDES: INDEX, DATE OF CLAIM, ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0037	MISCELLANEOUS RECORDS	VARIOUS DOCUMENTS NOT REQUIRED BY LAW TO BE KEPT IN SEPARATE VOLUMES (1893-1930). INCLUDES: HANDWRITTEN INDEX, NAMES OF PARTIES AND DOCUMENTS SUCH AS: DECLARATION OF TRUST, MILITARY DISCHARGES, ENLISTMENT RECORDS, BILLS OF SALE, WINE CERTIFICATES, CANDIDATES STATEMENTS, AFFIDAVITS, AGREEMENTS, COMPLETIONS AND DECREES. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0038	MORTGAGES	RECORDS BY WHICH REAL PROPERTY IS PLEDGED AS SECURITY OF THE REPAYMENT OF AN OBLIGATION (1893 - 1930). INCLUDES: NAMES OF MORTGAGOR AND MORTGAGEE, DATE, AMOUNT, AND TERMS OF MORTGAGE, DATE RECORDED, LOCATION AND DESCRIPTION OF PROPERTY AND SIGNATURE OF MORTGAGOR. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0039	NOTICES OF ATTACHMENTS	RECORDS OF NOTICES OF A PARTY BEING SERVED WITH A WRIT OF ATTACHMENT OF SPECIFIC PROPERTY BEING ATTACHED AND HELD AS SECURITY IN THE EVENT A JUDGMENT IS RENDERED (1893 - 1930). INCLUDES: DATE OF NOTICE, NAMES OF PLAINTIFF AND DEFENDANT, AMOUNT AND REASON OF ATTACHMENT, LOCATION AND DESCRIPTION OF REAL PROPERTY, RECORDED IN OFFICIAL RECORDS AFTER 1930, ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0040	OFFICIAL BONDS	SURETY BONDS POSTED BY PUBLIC OFFICIALS. INCLUDES: INDEX, NAME OF OFFICIAL, POSITION, SUM OF BOND AND DATE OF BOND. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0041	OFFICIAL MAPS	MAPS WHICH SHOW SUBDIVISION OR BOUNDARIES IN RIVERSIDE COUNTY. INCLUDES: INDEX, PARCEL, TRACT, RECORD OF SURVEY ANNEXATIONS, ASSESSMENTS, HIGHWAY AND AGRICULTURAL MAPS. SHOWS BOUNDARIES, OWNERS, EASEMENTS AND DIVISIONS. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER

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Department/ Agency: Assessor-County Clerk-Recorder
 Address: 2724 Gateway Dr., Riverside, CA 92507
 Board of Supervisors: Agenda Date: January 23, 2007

Division: Recorder
 Section: Recorder
 Date: December 7, 2006
 Page 6 of 8 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-R 0042	OFFICIAL RECORDS	RECORDED INSTRUMENTS PREVIOUSLY KEPT IN SEPARATE VOLUMES, BUT COMBINED SINCE 1931. INCLUDES: DEEDS, MORTGAGES, LIENS, AND OTHER DOCUMENTS DEALING WITH REAL PROPERTY. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0043	PATENTS (LAND PATENTS)	RECORDED LAND GRANTS AUTHORIZED BY FEDERAL AND STATE LAND OFFICE, GRANTING TRANSFER OF TITLE OF REAL PROPERTY (1893 - 1930). INCLUDES: HANDWRITTEN INDEX, NAME OF GRANTEE, LOCATION AND DESCRIPTION OF LAND, AMOUNT OF FEES DUE, DATE RECORDED, PROOF OF CLAIM, AND MAP OF PROPERTY. ARRANGED CHRONOLOGICALLY. ALSO KNOWN AS LAND PATENTS.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0044	PLANS, CONTRACTS & SPECIFICATIONS	PLANS, CONTRACTS AND SPECIFICATIONS UNDER WHICH THE WORK OR IMPROVEMENT OF ANY BUILDING WAS PERFORMED.	5 YEARS AFTER FILING DATE UNLESS NOTIFIED IN WRITING TO RETAIN THEM BY SOMEONE CLAIMING SOME INTEREST UNDER THE CONTRACT OR IN THE PROPERTY AFFECTED.	GC 27205	RECORDER
ACR-R 0045	POWER OF ATTORNEYS	RECORDED COPY OF AUTHORITY GIVEN TO INDIVIDUALS TO BE ATTORNEY IN FACT (1893-1930). INCLUDES: INDEX, NAME OF PARTIES, DATE AND DESCRIPTION OF POWERS. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0046	PRE EMBPTIONS	RECORDS OF RIGHTS GIVEN TO SETTLERS UPON THE PUBLIC LANDS OF THE UNITED STATES TO PURCHASE LANDS AT A LIMITED PRICE IN PREFERENCE TO OTHERS. INCLUDES: INDEX, MODERNLY EQUIVALENT TO A FIRST REFUSAL OF RIGHT.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0047	PRELIMINARY 20-DAY NOTICE	A WRITTEN NOTICE FROM A CLAIMANT THAT IS GIVEN PRIOR TO THE RECORDING OF A MECHANIC'S LIEN, PRIOR TO FILING A STOP NOTICE AND PRIOR TO ASSERTING A CLAIM AGAINST A PAYMENT BOND. INCLUDES: GENERAL DESCRIPTION OF LABOR, NAME AND ADDRESS OF THE PERSON FURNISHING THAT LABOR, NAME OF THE PERSON WHO CONTRACTED FOR PURCHASE OF THAT LABOR AND THE DESCRIPTION OF THE JOB SITE.	3 YEARS AFTER THE FILING DATE	Civil Code 3097	RECORDER
ACR-R 0048	PRODUCTION / ASSIGNMENT LOGS	RECORD OF AN EMPLOYEE'S WORK RATE AND ASSIGNED DUTIES. MAY INCLUDE STANDARDS TO BE MET AND SUCCESS RATE.	3 YEARS	Recommended retention by the Secretary of State local government record management guidelines. GC 12236 (a). Plus one year to meet federal requirement.	ASSESSOR-COUNTY CLERK - RECORDER
ACR-R 0049	PUBLIC RECORDS REQUEST	A REQUEST FOR PUBLIC RECORDS HELD BY THE ASSESSOR-COUNTY CLERK-RECORDERS OFFICE. INCLUDES: THE NAME AND ADDRESS OF THE REQUESTOR, INFORMATION BEING REQUESTED.	CURRENT YEAR + 3 YEARS	GC 6250-6270, Recommended retention by the Secretary of State local government record management guidelines. GC 12236 (a).	ASSESSOR - COUNTY CLERK - RECORDER

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COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department/ Agency: Assessor-County Clerk-Recorder Address: 2724 Gateway Dr., Riverside, CA 92507		Board of Supervisors: Agenda Date: January 23, 2007			
Division: Recorder Section: Recorder		Date December 7, 2006			
Page 7 of 8 Pages					
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-R 0050	SEPARATE PROPERTY OF MARRIED WOMEN	RECORDED DECLARATIONS OF MARRIED WOMEN OF SEPARATE OWNERSHIP OF PROPERTY. INCLUDES: INDEX, DESCRIPTION OF PROPERTY AND LIVESTOCK. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0051	SOLE TRADERS	RECORDS OF MARRIED WOMEN THAT ENGAGE IN BUSINESS ON THEIR OWN ACCOUNT. INCLUDES: INDEX, NAME OF APPLICANT, TYPE OF BUSINESS, NAME OF COURT. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 26320-27336, 26205.5	RECORDER
ACR-R 0052	STRAY AND LOST PROPERTY	RECORDS CONTAIN DESCRIPTIONS OF LOST ANIMALS WITH NOTICES TO COME FORWARD AND CLAIM. INCLUDES: DESCRIPTION OF PROPERTY, VALUE, BRAND AND EAR MARK, DATE FOUND, ETC. ARRANGED CHRONOLOGICALLY. (HANDWRITTEN RECORDS).	PERMANENT	GC 26320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0053	STUDIES AND STATISTICS	RECORD OF DEPARTMENTS ACTIVITIES AND ACCOMPLISHMENTS. THEY MAY INCLUDE STATISTICS, NARRATIVE REPORTS, GRAPHS AND DIAGRAMS.	3 YEARS	Recommended retention by the Secretary of State local government record management guidelines. GC 12236 (a).	ASSESSOR - COUNTY CLERK - RECORDER
ACR-R 0054	TAX DEEDS	RECORDS OF DEEDS ISSUED TO A PURCHASER FOLLOWING A SALE NECESSITATED BY THE NON PAYMENT OF REAL PROPERTY TAXES. INCLUDES: INDEX, TAX YEAR, AMOUNT OF TAX, PROPERTY OWNER, DESCRIPTION AND AMENDED TAX DEED. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 27320-27336, 26205.5	RECORDER
ACR-R 0055	TAX SALES	RECORDS OF PROPERTY SOLD TO THE STATE OF CALIFORNIA FOR NON PAYMENT OF STATE AND COUNTY TAXES. INCLUDES: TAX YEAR, DESCRIPTION OF PROPERTY. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 27320-27336, 26205.5	RECORDER
ACR-R 0056	TORRENS	A SYSTEM OF TITLE RECORDATION PROVIDED BY PROVINCIAL LAW. IT IS A SYSTEM FOR THE REGISTRATION OF LAND TITLE, INDICATING THE STATE OF THE TITLE, INCLUDING OWNERSHIP AND ENCUMBRANCES. (HANDWRITTEN RECORDS).	PERMANENT	GC 27320-27336, 26205.5, 26205.7	RECORDER
ACR-R 0057	TRANSCRIPTS OF JUDGMENTS	RECORDED TRANSCRIPTS OF CIVIL JUDGMENTS FROM DISTRICT, COUNTY, OR SUPERIOR COURT IN CASES INVOLVING PROPERTY (1893-1930). INCLUDES: INDEX, DATE, NATURE, AMOUNT OF JUDGMENT, CASE NUMBER, NAME OF COURT, NAMES OF PLAINTIFF AND DEFENDANT, LOCATION AND DESCRIPTION OF PROPERTY, NAME OF JUDGE AND DATE RECORDED. RECORDED IN OFFICIAL RECORDS AFTER 1930. ARRANGED CHRONOLOGICALLY.	PERMANENT	GC 27320-27336, 26205.5	RECORDER

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COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department/ Agency: Assessor-County Clerk-Recorder Division: Recorder Section: Recorder		Address: 2724 Gateway Dr., Riverside, CA 92507 Board of Supervisors: Agenda Date: January 23, 2007		Page 8 of 8 Pages	
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
ACR-R 0058	UNIFORM COMMERCIAL CODE FINANCING STATEMENTS	ORIGINAL PAPERS RECORDING LIENS ON PERSONAL PROPERTY UNDER THE UNIFORM COMMERCIAL CODE. THESE REPLACED CHATTEL MORTGAGES. INCLUDES: INDEX, FILE NUMBER, DEBTOR'S NAME AND ADDRESS, SECURED PARTY, FILING DATE, TIME, NUMBER AND OFFICER, TYPES OF PROPERTY COVERED, SIGNATURE OF PARTY AND SIGNATURE OF CLERK.	PERMANENT	GC 27320-27336, 26205.5	RECORDER
ACR-R 0059	WATER CLAIMS	RECORDS OF RIGHTS TO THE USE AND/OR CONTROL OF WATER, WHETHER FOR IRRIGATION, HYDRO ELECTRIC POWER, OR PERSONAL USE. INCLUDES INDEX.	PERMANENT	GC 27320-27336, 26205.5	RECORDER
ACR-R 0060	WILLS	RECORDED WILLS OF DECEASED PERSONS (1893-1965). INCLUDES: INDEX, NAMES OF TESTATOR AND BENEFICIARIES, DATE AND NUMBER OF WILL, NATURE AND AMOUNT OF BEQUESTS, DATE ADMITTED TO PROBATE COURT, NAME OF EXECUTOR, DATE RECORDED, AND SIGNATURE OF TESTATOR.	PERMANENT	GC 27320-27336, 26205.5	RECORDER

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COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency:	Assessor-County Clerk-Recorder	Schedule Type:	Departmental
	Division:	County Clerk-Recorder		
	Section:	Recorder		

SIGNATURE PAGE

Persuant to Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. In addition, RMAP sign-off of any proposed records retention schedule requires certification the schedule was reviewed by a professional archivist and/or historian. The undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.

County Archives Manager
Beth Crawford for Anne Osterday
 Name: Anne Osterday, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
[Signature]
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006

County Auditor-Controller
[Signature]
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06

County Counsel
Lucy Furuta
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
[Signature]
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
[Signature]
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 1/09/2007

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Environmental Health Address: 4065 County Circle Drive January 23, 2007 Board of Supervisors Agenda Date:		Page 1 of 2 Pages			
Division: District Environmental Services		Date: December 7, 2006			
Section: District Environmental Services		Schedule Type: DEPARTMENTAL			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
EH-DES 0001	Facilities Plan Check files	Application, Utilities letter, Plan Correction sheet, Air Balance Report, Construction Inspection Report, Rejection Notice, Floor Plan, Exhaust hood Plan, & Plan Check specification sheet. The reports are used by staff to monitor progress on facility construction.	Completion/Closure +3 years	GC3409D California Codes/Government Codes	Owner/operator retains original
EH-DES 0002	Food & Pool Field Cards	Operational Statistics (Date of inspections and type of inspection). Area Inspectors generate and maintain their district field cards.	Completion/Closure + 3 years	GC3409D California Codes/Government Codes	Environmental Health - District Environmental Services Department Inspectors
EH-DES 0003	Food Workers Test Records	Food Handlers Test Results (Results of Type of Test (A, B or C), Date and Location of Food Facility where the client will be working).	Current year + 3 years	GC3409D California Codes/Government Codes	Environmental Health - District Environmental Services Department
EH-DES 0004	Inspection Reports	Food/Pool/Spa Organized Camps/Poultry Ranch/Mobilehome Park Operational Reports (Initial reports describing type of business, general descriptions)	Completion/Closure + 3 years	GC3409D California Codes/Government Codes	Owner/operator retains original



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Department of Environmental Health**
 Address: 4065 County Circle Drive
 Board of Supervisors Agenda Date: January 23, 2007

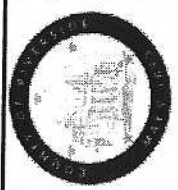
Division: **District Environmental Services**

Section: **District Environmental Services**

Schedule Type: DEPARTMENTAL
 Date: December 7, 2006
 Page 2 of 2 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
EH-DES 0005	Mobilehome Park, Organized Camp, Poultry Ranch Food/Pool Facilities File	On-site Evaluation Report, Inspection Report, Complaint Report, Food Facility, Stormwater Compliance Survey, Change of Status, Vending Machine Inspection Report, Mobilehome/Special Occupancy Park Inspection Report, Official Sample Receipt, Voluntary Condemnation Receipt, Notice of Violation, General Correspondence, Lien Information, Request for Records, Suspension/Revocation Report, Hearing Report, Citation, Foodborne Complaint form, Inspection Reports, Unpackaged Food Vehicle Plan Evaluation form. These forms are used for on-site inspections of new or remodeled facilities.	Completion/Closure + 3 years	GC3409D California Codes/Government Codes	Owner/operator retains original
EH-DES 0006	Non-permitted Pool/Food Facilities	Inspection Report, Complaint Report - Are used by EH staff to monitor any facilities that did not require a facility number but did open for operation for a limited time.	5 years from date of application - Departmental Copy	GC3409D California Codes/Government Codes	Owner/Operator retains original copy of record
EH-DES 0007	Trash and Sewage and Vector files	Complaint form, general correspondence, and pesticide usage forms by EHS staff to monitor complaints.	Completion/Closure + 3 years	GC3409D California Codes/Government Codes	Environmental Health - District Environmental Services Department

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE



Department / Agency:	Department of Environmental Health	Schedule Type:	Departmental
Division:	District Environmental Services		
Section:	District Environmental Services		

SIGNATURE PAGE

Persuant to Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. In addition, RMAP sign-off of any proposed records retention schedule requires certification the schedule was reviewed by a professional archivist and/or historian. The undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.

County Archives Manager
Beth Crawford for *Anne Ostendorf*
 Name: Anne Ostendorf, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
Jim Sessions
 Name: Jim Sessions Title: Risk Manager Date: 12/22/2006

County Auditor-Controller
Bruce Kincaid
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/28/06

County Counsel
Lucy Furuta
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
Beth Crawford
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
Tauna Mallis
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 1/09/2007


* Sign off by a consulting archivist or historian in addition to a County archivist is optional.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Environmental Health Address: 4080 Lemon Street, Riverside, CA		Board of Supervisors Agenda Date: January 23, 2007			
Division: Environmental Resources Management Section: Land Use/Water Engineering		Schedule Type: DEPARTMENTAL Date: December 7, 2006 Page 1 of 1 Pages			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
EH-ERM 0001	Assessor Parcel Number Record Files	May contain but is not limited to septic tank and dispersal fields maps, percolation test reports used for completion of septic approvals and reviews. Used for record keeping of septic system record plot plans.	15 yrs from the Building "Finalled" Date	GC34090	Riverside, Indio Office and Murrieta Office
EH-ERM 0002	County Planning land use case files	May contain but are not limited to septic tank and dispersal fields maps, percolation test reports. Other pertinent conditions of approval for various types of land development.	15 yrs from the Building "Finalled" Date	GC34090	Riverside, Indio Office and Murrieta Office
EH-ERM 0003	County Subdivision Map files	May contain but is not limited to septic tank and dispersal fields maps, percolation test reports, Determination of Land conditions of DEH concern - historical record of lot divisions and percolation reports. Also, septic system record plot plans.	15 yrs from the Building "Finalled" Date	GC34090	Riverside, Indio Office and Murrieta Office
EH-ERM 0004	Drinking Water Well Evaluations and Well Permits	May contain but not limited to confidential correspondence, inspection reports, lab sampling results, other permit related information. Inspection reports, maps, drawings, permits and permit applications	15 yrs from the Building "Finalled" Date	GC34090	Riverside, Indio Office
EH-ERM 0005	Small Water System Files, Active and Inactive Systems	May contain but is not limited to permits, water sampling, emergency contact forms. Inspection forms of water systems and research for historical purposes	15 yrs from the Building "Finalled" Date	GC34090	Riverside, Indio Office

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency:	Department of Environmental Health	Schedule Type: Departmental
	Division:	Environmental Resource Management	
	Section:	Land Use/Water Engineering	

SIGNATURE PAGE

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County Archives Manager
Beth Crawford for Anne Ostendarp
 Name: Anne Ostendarp, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
[Signature]
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006

County Auditor-Controller
[Signature]
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06

County Counsel
[Signature]
 Name: Lucy Fukuta Title: Deputy County Counsel Date: 12/28/06

Records Management
[Signature]
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
[Signature]
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/2007

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE


Department / Agency: Department of Public Health Address: 3600 Sherman Drive, Riverside, CA 92503		Board of Supervisors Agenda Date: January 23, 2007			
Division: Children's Medical Services, Child Health Programs, California Children's Services Section: Children's Medical Services, Child Health Programs, California Children's Services		Page 1 of 2 Pages			
Schedule Type: DEPARTMENTAL		Date: December 7, 2006			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-CCS 0001	Autoclave Sterile Control Indicators	Weekly inspection of autoclave to fulfill OSHA requirement.	Fiscal year-end + 3	California Code of Regulations Title 8, Section 5193, Cal/OSHA requirement	Child Health Programs
PH-CCS 0002	California Children's Services Client Chart	A folder containing client program eligibility paperwork and the supporting documentation including program eligibility forms, proof of residency, notes, correspondence for case management, copies of medical records.	Five years after the last action or last date of service.	Chapter 1, General Administrative Procedures, State Department of Health Bulletin 78-84	California Children's Services
PH-CCS 0003	California Children's Services Medical Therapy Unit Client Chart	A case folder containing medical records for Medical Therapy Unit clients. Including notes, consultations and narratives.	Unemancipated minors shall be kept at least one year after such minor has reached the age of 21 years and in any case, not less than seven years.	California Code of Regulations Title 22, Section 70751	California Children's Services
PH-CCS 0004	Child Health Dental Program Referral and Case Management Form	Referral form provided by local Department of Public Social Services and other agencies to identify families requesting Child Health Dental Program services. Current state form number is PM 357.	Fiscal year-end + 3	California Code of Regulations Title 17, Section 6816.	Child Health Programs
PH-CCS 0005	Confidential Screening/Billing Report	Health assessment form used by provider for well child checkups. Also used for billing State. Current state form number is PM 160.	Fiscal year-end + 3	California Code of Regulations Title 17, Section 6800.	Child Health Programs



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Public Health Address: 3600 Sherman Drive, Riverside, CA 92503		Board of Supervisors Agenda Date: January 23, 2007			
Division: Children's Medical Services, Child Health Programs, California Children's Services Section: Children's Medical Services, Child Health Programs, California Children's Services		Page 2 of 2 Pages			
Schedule Type: DEPARTMENTAL		Date: December 7, 2006			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-CCS 0006	Dental Program Classroom Participation Files	A file folder containing forms, schedules, and rosters for clinics held in classroom venues.	Fiscal year-end + 3	California Code of Regulations Title 17, Section 6843.	Child Health Programs
PH-CCS 0007	Dental Sealant Clinic Records	Record folders containing schedules, rosters, consent forms, and all other materials supporting grant requirements.	Unemancipated minors shall be kept at least one year after such minor has reached the age of 18 years and in any case, not less than seven years.	California Code of Regulations Title 17, Section 6843. California Code of Regulations Title 22, Section 70751	Child Health Programs
PH-CCS 0008	Lead Case Management File	A file folder containing forms, notes, lab results and correspondence for case management of children having been found to have lead poisoning.	At close of case plus 3 Fiscal Years	California Code of Regulations Title 17, Section 37100	Child Health Programs
PH-CCS 0009	Medical Therapy Unit Utilization Reviews	Forms used for Utilization review (UR) standards. Forms are required in the process to certify the medical therapy units as Outpatient Rehabilitation Centers.	Three years from review date.	Consistent with best practices.	California Children's Services
PH-CCS 0010	Provider Participation Files	Folder containing provider enrollment form, contracts, notes, and all correspondence between parties.	Permanent	California Code of Regulations Title 17, Section 6862.	Child Health Programs
PH-CCS 0011	Request to Hold or Participate in Health Fair or Open House	Required form to request permission to hold or participate in a community event such as a health fair, open house, or other meeting for the purpose of providing community outreach and education mandated by the program's scope of work to meet funding requirements.	Fiscal year-end + 3	Department Of Public Health Policy A-103.	Child Health Programs

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency:	Department of Public Health	Schedule Type:	Departmental
	Division:	Children's Medical Services		
	Section:	Children's Medical Services, Child Health Programs, California Children's Services		

SIGNATURE PAGE

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County Archives Manager
Beth Crawford for Anne Ostenday
 Name: Anne Ostenday, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006
County Risk Management
[Signature]
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006
County Auditor-Controller
[Signature]
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06
County Counsel
Lucy Furluta
 Name: Lucy Furluta Title: Deputy County Counsel Date: 12/28/06
Records Management
Beth Crawford
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006
Records Management & Archives Program
Tauna Mallis
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 1/09/2007

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Public Health

Address: 4065 County Circle Drive
Riverside CA, 92503

Board of Supervisors Agenda Date:
January 23, 2007

Division: Clinic Management

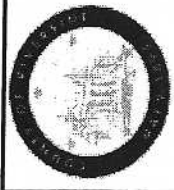
Section: Clinic Management

Schedule Type: DEPARTMENTAL

Date: December 7, 2006
Page 1 of 1 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-CM 0001	Immunization Records	Immunization records for walk-in patients that do not have medical record numbers.	18 years after last visit	22 CCR § 70751	Community Health Agency - Clinic Management
PH-CM 0002	Medical Records, Adults	Medical Records from the County Family Care Clinics	7 Years after last visit	22 CCR § 70751	Community Health Agency - Clinic Management
PH-CM 0003	Medical Records, Minors	Medical Records from the County Family Care Clinics	18 years after last visit	22 CCR § 70751	Community Health Agency - Clinic Management

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE



Department / Agency:	Department of Public Health	Schedule Type:	Departmental
Division:	Clinic Management		
Section:	Clinic Management		

SIGNATURE PAGE

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County Archives Manager
 Name: *Bob Campbell for Anne Ostendorf* Title: Manager Archives/Records Mgmt Date: 12/22/2006
 Name: *Anne Ostendorf* Title: Manager Archives/Records Mgmt Date: 12/22/2006

County Risk Management
 Name: *Ann Sessions* Title: Risk Manager Date: DEC 22 2006

County Auditor-Controller
 Name: *Bruce Kincaid* Title: Assistant Auditor-Controller Date: 12/29/06
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06

County Counsel
 Name: *Lucy Furuta* Title: Deputy County Counsel Date: 12/28/06
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
 Name: *Beth Crawford* Title: Administrative Manager Date: 12/22/2006
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
 Name: *Tauna Mallis* Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/2007
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/2007



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department/Agency: Department of Public Health Address: 4065 County Circle Drive, Riverside 92503		Board of Supervisors Agenda Date: January 23, 2007			
Division: Community Outreach		Schedule Type: DEPARTMENTAL			
Section: Community Outreach		Date: December 7, 2006			
Page 1 of 1 Pages		Page 1 of 1 Pages			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-CO 0001	Adult Assessments for Blood Pressure or Blood Glucose Testing.	Acknowledgement of abnormal blood pressure or glucose reading as determined by a healthcare professional during a community event/activity.	Destroy 7 Years after event date.	California Code of Regulations 70752	DOH Community Outreach Office
PH-CO 0002	Employee Waiver Forms for After Hours or Off-Duty Event Participation	Provides for employee waiver and relinquishment of County of Riverside, its Board of Supervisors, districts, officers and employees, of liability; and acknowledges voluntary participation in specific event/activity unrelated to work duties.	Destroy 3 years after closed/completed.	CGvt Codes 34090 & 12946	DOH Community Outreach Office
PH-CO 0003	Operation Alert/Lifeline Subscriber Information Cards*	Synopsis of pertinent medical history, disabilities, personal data and emergency contact information for program clients.	Destroy 7 years after program termination date. Program discontinued as of 1/1/2005.	California Code of Regulations 70751	DOH Community Outreach Office (off-site storage)
PH-CO 0004	Student Intern Applications	Packet includes personal documents of registered students who are placed with DOH and EH programs as interns as well as release of liability.	Destroy 5 years after completion of internship.	Govt Code 34090	DOH Volunteer Services Office
PH-CO 0005	Volunteer Applications	Packet includes personal documents of registered individuals who are placed with DOH and EH programs as volunteers as well as release of liability.	Destroy 3 years after resignation.	Govt Code 34090	DOH Volunteer Services Office

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Department of Public Health	Schedule Type:	Departmental
Division:	Community Outreach		
Section:	Community Outreach		


SIGNATURE PAGE

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County Archives Manager
 Name: *Patt Crawford for Anne Ostendarp* Title: Manager, Archives/Records Mgmt Date: *12/22/2006*
 Name: *Anne Ostendarp* Title: Manager, Archives/Records Mgmt
County Risk Management
 Name: *Jim Sessions* Title: Risk Manager Date: *DEC 22 2006*
 Name: *Bruce Kincaid* Title: Risk Manager
County Auditor-Controller
 Name: *Bruce Kincaid* Title: Assistant Auditor-Controller Date: *12/29/06*
 Name: *Lucy Furuta* Title: Assistant Auditor-Controller
County Counsel
 Name: *Lucy Furuta* Title: Deputy County Counsel Date: *12/28/06*
 Name: *Patt Crawford* Title: Deputy County Counsel
Records Management
 Name: *Beth Crawford* Title: Administrative Manager Date: *12/22/2006*
Records Management & Archives Program
 Name: *Tauna Mallis* Title: Asst. Assessor-County Clerk-Recorder Date: *01/09/2007*

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

		Department / Agency: Department of Public Health Address: 4065 County Circle Drive Riverside CA, 92503 Board of Supervisors Agenda Date: January 23, 2007			
Division: Disease Control		Schedule Type: DEPARTMENTAL			
Section: Administration		Date: December 7, 2006	Page 1 of 1 Pages		
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-DC-A 0001	Training Materials- Airborne / Blood borne Pathogen	Training presentation that identifies most common Airborne and Blood borne pathogens	Calendar year-end plus 3 years	US Dept of Labor OSHA , 29 CFR 1910.120(e); 29 CFR 1910.120(p)(7); (p)(8)(iii); and 29 CFR 1910.120(q)(6), (q)(7), and (q)(8).	Disease Control Employee File Riverside County Human Resource

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency:	Department of Public Health	Schedule Type:	Departmental
	Division:	Disease Control		
	Section:	Administration		

SIGNATURE PAGE

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County Archives Manager
Beth Crawford for Anne Ostendarp
 Name: Anne Ostendarp, Certified Archivist
 Title: Manager, Archives/Records Mgmt
 Date: 12/24/2006

County Risk Management
Jim Sessions
 Name: Jim Sessions
 Title: Risk Manager
 Date: DEC 22 2006

County Auditor-Controller
Bruce Kincaid
 Name: Bruce Kincaid
 Title: Assistant Auditor-Controller
 Date: 12/29/06

County Counsel
Lucy Fujiya
 Name: Lucy Fujiya
 Title: Deputy County Counsel
 Date: 12/28/06

Records Management
Beth Crawford
 Name: Beth Crawford
 Title: Administrative Manager
 Date: 12/24/2006

Records Management & Archives Program
Tauna Mallis
 Name: Tauna Mallis
 Title: Asst. Assessor-County Clerk-Recorder
 Date: 01/09/2007

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.




COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Department of Public Health** Address: 10370 Hemet ST Riverside CA, 92503
 Board of Supervisors Agenda Date: January 23, 2007

Division: **Disease Control** Schedule Type: DEPARTMENTAL Page 1 of 2 Pages
 Section: **Immunization**

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-DC-IM 0001	Annual Flu Program - Mass Flu Clinics	Files includes: Tetanus, Pneumococcal, Influenza. Authorization records and Vaccine Accountability Report Health Insurance Portability and Accountability Act Authorization Form, (utilizing the way Riverside County will share client information)	Calendar year-end plus 10 years	22 CCR § 70751	Disease Control Immunization Program
PH-DC-IM 0002	Annual Fall Immunization Report Records	Self Audit sent to Health Department prepared by State. Licensed Preschools, Kindergartens, Private and Public Head start. Reports are Annual Immunization Report on Children in Child Care Centers, Immunization Assessment of Children enrolled in Child Care Centers Facility Summary Sheets, and Immunization Assessment of Kindergarten Students-Annual Report School Summary Sheet, taken every fall.	Calendar year-end plus 10 years.	10 CCR § 2699.300 22 CCR § 6075	Disease Control Immunization Program
PH-DC-IM 0003	California Immunization Program Quarterly Reports, file	California Immunization Program Quarterly Progress Report: California Health and Human Services Agency Influenza Authorization Record. This is a statistical / productivity report required by the State on a quarterly basis outlining activities, education, services rendered. This is a state generated formatted form.	Calendar year-end plus 3 years.	17 CCR § 6075	Disease Control Immunization Program
PH-DC-IM 0004	Immunization Progress Reports to First 5 Riverside Grantor	Quarterly and Annual Reports and all records associated with the agreement with the Grantor.	Calendar year-end plus 5 years as stipulated by First 5 Riverside Grant	Per First 5 Riverside Contract	Disease Control Program Coordinator
PH-DC-IM 0005	Pediatric Immunization and Tuberculosis Skin Test Records	County of Riverside Health Services Agency, Department of Public Health Pediatric Immunization records HIPPA notice, 3rd Party Consent, Caregivers Affidavit, Chickenpox Screening form, Any legal custody document and Handwritten authorization notes form parent or guardian & Tuberculosis Skin Test Record. Microfilmed after 3 years.	Unemancipated minors , shall be kept at least one year after such minor has reached the age of 18 years and, in any case, not less than seven years. .	22 CCR § 70751	Disease Control Immunization Program
PH-DC-IM 0006	Professional Services Contracts/ Performance Monitoring -	Healthy Children Connection Contract Monitoring Evaluation Report Form- Used for professional service quality, responsiveness and compliance issues.	Calendar year-end plus 5 years as stipulated by First 5 Riverside Grant	Per First 5 Riverside Contract	Department of Public Health Procurement Contract Office

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

		Department / Agency: Department of Public Health Address: 10370 Hemet ST Riverside CA, 92503		Board of Supervisors Agenda Date: January 23, 2007	
		Division: Disease Control Section: Immunization		Schedule Type: DEPARTMENTAL	
Item # PH-DC-IM 0007	Record Series Title Vaccine Reports	Record Series Description California Immunization Program (a) Monthly Vaccine Usage Report, (b) Quarterly Vaccine Request Form, (c) Vaccine Accountability and Inventory Report. Data is accumulated on a computer data base and monthly transferred to Vaccine Usage Report. Other reports are kept paper form, all daily reports destroyed at end of each fiscal year.	Retention Calendar year-end plus 3 years.	Citation / Rationale 17 CCR § 6075	Date: December 7, 2006
			Page 2 of 2 Pages	Copy of Record Disease Control Immunization Program	

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Department of Public Health	Schedule Type:	Departmental
Division:	Disease Control		
Section:	Immunization		

SIGNATURE PAGE

Persuant to Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. In addition, RMAP sign-off of any proposed records retention schedule requires certification the schedule was reviewed by a professional archivist and/or historian. The undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.

County Archives Manager
Bret Crawford for Anne Ostendarp
 Name: Anne Ostendarp, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
Jim Sessions
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006

County Auditor-Controller
Bruce Kincaid
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06

County Counsel
Lucy Furuta
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
Beth Crawford
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
Tauna Mallis
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 1/09/2007

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Department of Public Health**

Address: 10370 Hiemet St.
Riverside CA, 92503

Board of Supervisors Agenda Date:
January 23, 2007

Division: **Disease Control**

Section: **Immunization Registry**

Schedule Type: **DEPARTMENTAL**

Page 1 of 1 Pages

Date:
December 7, 2006

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-DC-IMR 0001	Immunization Registry Parent Participation /Status change record	Official record of a parents decision to choose to allow or disallow participation in the Immunization Registry, either by refusing to receive reminder/recall postcards or refusing to allow sharing of the child's immunization record with other registry users. The same forms are also used when the parent elects to resume sharing or to receive reminder notices. The official record is sent to San Bernardino County VaxTrack Coordinator.	Unemancipated minors , shall be kept at least one year after such minor has reached the age of 18 years and, in any case, not less than seven years. .	22 CCR § 70751	San Bernardino County VaxTrack Program Coordinator
PH-DC-IMR 0002	Quarterly/Annual Program Progress Reports to First 5 Riverside	Quarterly and Annual Reports and all records associated with the agreement with the Grantor (First 5 Riverside, the Riverside County Children and Families Commission).	Calendar year-end plus 5 years	Per First 5 Riverside Contract	Disease Control Immunization Registry Program
PH-DC-IMR 0003	User Confidentiality Oaths	The official confidentiality oath and policy for the VaxTrack program, signed by individual users. Kept with the VaxTrack Provider file.	7 fiscal years after the fiscal year in which the provider was inactivated.	22 CCR § 70751	Disease Control Immunization Registry Program
PH-DC-IMR 0004	User Name and Password Worksheets	The User Name and Password worksheets are the forms used by enrolled users to create a unique user name and password combination to allow them to access the VaxTrack Immunization Registry once the user account is created and activated by VaxTrack staff. Registry law (Health and Safety Code 120440) and minimal functional standards for immunization information systems require that all registries maintain an audit trail by user name, should a parent ever request information on which users have accessed the child's immunization records. Note: All user names are created by using the first initial of the first name, the first three letters of the last name and the last 4 digits of the social security number.	7 fiscal years after the fiscal year in which the provider was inactivated.	22 CCR § 70751	Disease Control Immunization Registry Program
PH-DC-IMR 0005	VaxTrack Provider Files	Official provider files containing the records needed to grant registry participation. Included in the files are Provider Agreement, New Provider Enrollment Forms, User Name and Password Forms, User Confidentiality Oath Forms, User Activation Worksheet, Clinic Inactivation Form (if needed) and any correspondence sent to or received from the provider organization.	7 fiscal years after the fiscal year in which the provider was inactivated.	22 CCR § 70751	Disease Control Immunization Registry Program

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Department of Public Health	Schedule Type:	Departmental
Division:	Disease Control		
Section:	Immunization Registry		

SIGNATURE PAGE

Persuant to Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. In addition, RMAP sign-off of any proposed records retention schedule requires certification the schedule was reviewed by a professional archivist and/or historian. The undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.

County Archives Manager
Brett Crawford for Anne Ostandarp
 Name: Anne Ostandarp, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
[Signature]
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006

County Auditor-Controller
[Signature]
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06


County Counsel
Jucy Furuta
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
Beth Crawford
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
Tauna Mallis
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/07

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

		Department / Agency: Department of Public Health Address: 10370 Hemet St., #100 Riverside CA, 92503		Board of Supervisors Agenda Date: January 23, 2007	
		Division: Disease Control		Page 1 of 1 Pages	
Section: Healthy Children's Connection		Schedule Type: DEPARTMENTAL			
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-DC-HCC 0001	Healthy Children Connection Case Management Program for pregnant women and small children	Social Case Management Charts Nursing Client Records and non-case Management Charts Social Client and Non-Case Management Charts for pregnant women	Unemancipated minors , shall be kept at least one year after such minor has reached the age of 18 years and, in any case, not less than seven years.	22 CCR § 70751	Disease Control Healthy Children's Connection Program
PH-DC-HCC 0002	Healthy Children Connection Nursing Program for pregnant women and small children	Nurse Case Management Charts, medical records for pregnant women & small children 0-5 years of age	Unemancipated minors , shall be kept at least one year after such minor has reached the age of 18 years and, in any case, not less than seven years.	22 CCR § 70751	Disease Control Healthy Children's Connection Program
PH-DC-HCC 0003	Performance Monitoring of contracts Report- Departmental Copies	Healthy Children's Connection Contract Monitoring Evaluation Report Form- Used for professional service quality, responsiveness and compliance issues.	Calendar year-end plus 5 years	Per First 5 Riverside Contract	Department of Public Health Procurement Contract Office
PH-DC-HCC 0004	Quarterly/Annual Program Progress Reports to First 5 Riverside	Quarterly and Annual Reports and all records associated with the agreement with the Grantor (First 5 Riverside, the Riverside County Children and Families	Calendar year-end plus 5 years	Per First 5 Riverside Contract	Disease Control Healthy Children's Connection Program

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Department of Public Health	Schedule Type:	Departmental
Division:	Disease Control		
Section:	Healthy Children's Connection		

SIGNATURE PAGE

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County Archives Manager
Pat Campbell for Anne Osterlund
 Name: Pat Campbell for Anne Osterlund Title: Manager, Archives Records Mgmt Date: 12/22/2006

County Risk Management
Jim Sessions
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006

County Auditor-Controller
Bruce Kincaid
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06

County Counsel
Lucy Furuta
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
Beth Crawford
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
Tauna Mallis
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/2007

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Department of Public Health**

Address: 4065 County Circle Dr.
Riverside CA, 92503

Board of Supervisors Agenda Date:
January 23, 2007

Division: **Disease Control**

Section: **Communicable Diseases**

Schedule Type: **DEPARTMENTAL**

Date: December 7, 2006
Page 1 of 1 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-DC-CD 0001	Communicable Disease Exposure files	Files include: Individual Disease investigation forms are used to investigate the communicable disease and report to the State. Laboratory reports are values printed for use in investigating different diseases, case notes are used to document the findings of the investigation and other communications.	Calendar year-end plus 7 years	17 CCR §2500 et seq	Disease Control / Communicable Disease
PH-DC-CD 0002	Communicable Disease Investigation Records- confirmed and suspected cases	Records pertain to non sexually transmitted diseases, non human immunodeficiency virus, non tuberculosis. Files include: Disease investigation forms are forms used to investigate the communicable disease and report to the State. Laboratory reports are values printed out by laboratories for use in investigating the disease. Case notes are used to document the findings of the investigation.	Calendar year-end plus 7 years	17 CCR §2500 et seq	Disease Control / Communicable Disease
PH-DC-CD 0003	Communicable Disease Investigation Records - Outbreaks	Files include: Disease outbreak investigation forms, Laboratory reports, case notes and other communications. Information received on the Confidential Morbidity Report, copies sent to State original record in file.	Permanent. The copy of records of all records scheduled as permanent must be maintained in an eye-readable format on a permanent medium. The only acceptable media are alkaline reserve paper or silver halide microforms produced in conformity with national standards. Electronic copies of permanent records should be treated as duplicates created for reference.	17 CCR §2500 et seq	Disease Control / Communicable Disease
PH-DC-CD 0004	Communicable Disease Investigation Records - rule out	Records pertain to non sexually transmitted diseases, non human immunodeficiency virus, non tuberculosis. Files include: Individual Disease investigation forms are used to investigate the communicable disease and report to the State, Laboratory reports are values printed for use in investigating different diseases, case notes are used to document the findings of the investigation and other communications.	Calendar year-end plus 7 years	17 CCR §2500 et seq	Disease Control / Communicable Disease
PH-DC-CD 0005	Confidential Morbidity Report - All Communicable Diseases	Records pertain to non sexually transmitted diseases, non human immunodeficiency virus, non tuberculosis. Files include: California Morbidity Report, Weekly Morbidity by Place of Report, forms used to report Communicable Disease to Local Health Department and State	Calendar year-end plus 7 years	17 CCR §2500 et seq	Disease Control / Communicable Disease

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Department of Public Health	Schedule Type:	Departmental
Division:	Disease Control		
Section:	Communicable Diseases		

SIGNATURE PAGE

Persuant to Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. In addition, RMAP sign-off of any proposed records retention schedule requires certification the schedule was reviewed by a professional archivist and/or historian. The undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.

County Archives Manager
 Name: Beth Crawford for Anne Ostendarp Title: Manager, Archives/Records Mgmt
 Date: 12/22/2006

County Risk Management
 Name: [Signature] Title: Risk Manager
 Date: DEC 22 2006

County Auditor-Controller
 Name: [Signature] Title: Assistant Auditor-Controller
 Date: 12/29/06

County Counsel
 Name: Lucy Furuta Title: Deputy County Counsel
 Date: 12/28/06

Records Management
 Name: Beth Crawford Title: Administrative Manager
 Date: 12/22/2006

Records Management & Archives Program
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder
 Date: 01/09/2007

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Department of Public Health**

Address: 7140 Indiana Ave Riverside CA,

Board of Supervisors Agenda Date:
January 23, 2007

Division: **Disease Control**

Section: **Sexually Transmitted Diseases**

Schedule Type: DEPARTMENTAL

Page 1 of 1 Pages

Date:
December 7, 2006

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-DC-STD 0001	Field and Interview Records, Gonorrhea / Chlamydia and others	Files includes: Forms provided by Center of Disease Control, for California Sexually Transmitted Diseases Interview Record; information received and transferred from the California Morbidity Report (CMR), Field worker completes the form during interview with client as per State instructions. Original sent to the CDC; duplicate retained on file.	Calendar year-end plus 3 years	42 CFR § 493.1105	Disease Control Sexually Transmitted Program
PH-DC-STD 0002	Field and Interview Records, Syphilis	Files includes: Forms provided by Center of Disease Control, California Syphilis Interview Record; Client information is taken from the California Morbidity Report (CMR), Field worker completes the rest of form during interview with client. Original sent to the CDC; duplicate retained on file.	Calendar year-end plus 50 years.	22 CCR § 70751	Disease Control Sexually Transmitted Program
PH-DC-STD 0003	Lab Test for Syphilis	Files includes: Forms provided by Center of Disease Control, includes California Lymphogranuloma Venereum Suspected Case Report Form. Data keyed into computer, CA state data base, Lab Test Results for other sexually transmitted diseases transferred to Field Record to be used in interviewing client.	Calendar year-end plus 50 years.	22 CCR § 70751	Disease Control Sexually Transmitted Program
PH-DC-STD 0004	Morbidity Report Sexually Transmitted Diseases	Files includes: Confidential California Morbidity Report (CMR). Completed by physician or sexually transmitted disease staff completes report. Information is transferred to field report to be used by Field worker during interviews with client.	Calendar year-end plus 15 year.	22 CCR § 70751	Disease Control Sexually Transmitted Program
PH-DC-STD 0005	Morbidity Report, Syphilis	Files includes: Confidential California Morbidity Report (CMR). Completed by physician or sexually transmitted disease staff completes report. Information is transferred to field report to be used by Field worker during interviews with client.	Calendar year-end plus 15 years.	22 CCR § 70751	Disease Control Sexually Transmitted Program



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Department of Public Health**

Address: 4065 County Circle Drive
Riverside CA, 92503

Board of Supervisors Agenda Date:
January 23, 2007

Division: **Disease Control**

Section: **Tuberculosis**

Schedule Type: **DEPARTMENTAL**

Date: December 7, 2006

Page 1 of 2 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-DC-TB 0001	Acid-Fast Bacilli (AFB), Slips-Atypical, outside of Riverside County	Results of Acid-Fast Bacilli test on individuals who's primary residence is outside the of County of Riverside	Permanent. The copy of records of all records scheduled as permanent must be maintained in an eye-readable format on a permanent medium. The only acceptable media are alkaline reserve paper or silver halide microforms produced in conformity with national standards. Electronic copies of permanent records should be treated as duplicates created for reference.	22 CCR § 51187 42 CFR § 493.1105	Disease Control Tuberculosis Program
PH-DC-TB 0002	Intakes Class V	Suspected Tuberculosis cases. Medical chart Intakes not referred to clinics.	Not less than 7 years from date of last entry.	22 CCR § 70751	Disease Control Tuberculosis Program
PH-DC-TB 0003	Isoniazid Project Charts	Original project medical charts where clients did not become clinic patients. File composed of: 1 Tuberculosis Screening form, 2. Chest X-ray report and 3. Progress notes	Not less than 7 years from date of last entry.	22 CCR § 70751	Disease Control Tuberculosis Program
PH-DC-TB 0004	Jail Referrals for Tuberculosis follow up	Inmates that are released and need Tuberculosis follow up	Permanent. The copy of records of all records scheduled as permanent must be maintained in an eye-readable format on a permanent medium. The only acceptable media are alkaline reserve paper or silver halide microforms produced in conformity with national standards. Electronic copies of permanent records should be treated as duplicates created for reference.	22 CCR § 70751 42 CFR § 435.1008	Disease Control Tuberculosis Program
PH-DC-TB 0005	Registry Cards for Tuberculosis cases with medication	Current cases and those that have been on medication	Permanent. The copy of records of all records scheduled as permanent must be maintained in an eye-readable format on a permanent medium. The only acceptable media are alkaline reserve paper or silver halide microforms produced in conformity with national standards. Electronic copies of permanent records should be treated as duplicates created for reference.	22 CCR § 70751	Disease Control Tuberculosis Program
PH-DC-TB 0006	School Reports- Tuberculosis Skin Test Reports	Report shows staff and students results if positive	Permanent. The copy of records of all records scheduled as permanent must be maintained in an eye-readable format on a permanent medium. The only acceptable media are alkaline reserve paper or silver halide microforms produced in conformity with national standards. Electronic copies of permanent records should be treated as duplicates created for reference.	22 CCR § 70751	Disease Control Tuberculosis Program



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Department of Public Health**
 Address: 4065 County Circle Drive
 Riverside CA, 92503


Board of Supervisors Agenda Date:
 January 23, 2007

Division: **Disease Control**
 Section: **Tuberculosis**

Schedule Type: **DEPARTMENTAL**
 Date: **December 7, 2006**
 Page 2 of 2 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-DC-TB 0007	Positive testing Tuberculosis Clearance Forms	Patient has Tuberculosis clearance, for positive skin test.	Calendar year-end plus 7 years	22 CCR § 70751	Disease Control Tuberculosis Program
PH-DC-TB 0008	Tuberculosis Screening Form (TBSF)	Program Tuberculosis completed screening form: Treatment not recommended. Files Closed because- 1. Client either responded no to questions or 2. Client had no response to questions.	Calendar year-end plus 7 years	22 CCR § 70751	Disease Control Tuberculosis Program
PH-DC-TB 0009	Verified Case of Tuberculosis, Report of (VCR), Positive	Center of Disease Control Report of Verified Case of Tuberculosis: Keep in Disease Control Tuberculosis program and re-evaluate in 5 years	Permanent. The copy of records of all records scheduled as permanent must be maintained in an eye-readable format on a permanent medium. The only acceptable media are alkaline reserve paper or silver halide microforms produced in conformity with national standards. Electronic copies of permanent records should be treated as duplicates created for reference.	22 CCR § 70751	Disease Control Tuberculosis Program
PH-DC-TB 0010	X-Ray Contracts/ Services - Primary and Urgent Care	Primary Care and Urgent Care X-Ray Reports	Unemancipated minors, shall be kept at least one year after such minor has reached the age of 18 years and, in any case, not less than seven years.	22 CCR § 70751 and 22 CCR § 1896	Disease Control Tuberculosis Program
PH-DC-TB 0011	X-Ray Contracts/ Services - Tuberculosis, Early Intervention and Occupational Health	Tuberculosis and Early Intervention Program X-Ray Reports	Permanent. The copy of records of all records scheduled as permanent must be maintained in an eye-readable format on a permanent medium. The only acceptable media are alkaline reserve paper or silver halide microforms produced in conformity with national standards. Electronic copies of permanent records should be treated as duplicates created for reference.	22 CCR § 70751 and 22 CCR § 1896	Disease Control Tuberculosis Program

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency: Department of Public Health
Division: Disease Control	Schedule Type: Departmental
Section: Tuberculosis	

SIGNATURE PAGE

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County Archives Manager	<i>Patt Campbell for Anne Ostendarp</i>	Date: 12/22/2006
Name: Anne Ostendarp, Certified Archivist	Title: Manager, Archives/Records Mgmt	Date: DEC 22 2006
County Risk Management	<i>[Signature]</i>	
Name: Jim Sessions	Title: Risk Manager	
County Auditor-Controller	<i>[Signature]</i>	
Name: Bruce Kincaid	Title: Assistant Auditor-Controller	Date: 12/29/06
County Counsel	<i>[Signature]</i>	
Name: Lucy Furuta	Title: Deputy County Counsel	Date: 12/28/06
Records Management	<i>[Signature]</i>	
Name: Beth Crawford	Title: Administrative Manager	Date: 12/22/2006
Records Management & Archives Program	<i>[Signature]</i>	
Name: Tauna Mallis	Title: Asst. Assessor-County Clerk-Recorder	Date: 01/09/2007

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Division: Department of Public Health

Address: 4065 County Circle Drive, Riverside,
CA 92503

Board of Supervisors Agenda Date:
January 23, 2007

Division: Epidemiology & Program Evaluation

Section: Epidemiology & Program Evaluation

Schedule Type: DEPARTMENTAL

Date: December 7, 2006
Page 1 of 1 Pages

Item #

PH-EPE
0001

Record Series Title

Chlamydia Screening
Program (ClasP)
Screening Forms

Retention

3 Years

**Citation /
Rationale**

GC34090

Copy of Record

Department File



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE	
Department / Agency:	Department of Public Health
Division:	Epidemiology & Public Evaluation
Section:	Epidemiology & Public Evaluation
Schedule Type:	Departmental

SIGNATURE PAGE

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County Archives Manager
Beth Crawford for Anne Ostendorf
 Name: Anne Ostendorf, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
[Signature]
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006


County Auditor-Controller
[Signature]
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06

County Counsel
[Signature]
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
[Signature]
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
[Signature]
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/2007

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

		Department / Agency : Department of Public Health Address: 4065 County Circle Dr, Riverside, Ca 92503		Board of Supervisors Agenda Date: January 23, 2007	
		Division: Maternal Child and Adolescent Health (MCAH)		Schedule Type: DEPARTMENTAL	
Section: Maternal Child and Adolescent Health (MCAH)		Date: December 7, 2006		Page 1 of 1 Pages	
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-MCAH 0001	Customer Service Surveys	Surveys given to MCAH clients to monitor performance standards.	Calendar year-end + 3	GC34090	MCAH Admin
PH-MCAH 0002	Employee Working File	The (non-copy) file of employee time and attendance, training certificates and performance evaluations.	Until Employee separates from the department	GC34090	MCAH Offices
PH-MCAH 0003	Federal Financial Participation, Fiscal	Quarterly time studies, Medi-Cal factor reports, secondary documentation (i.e) calendar or daily activity reports.	Calendar year-end + 3	GC12946 & 34090	MCAH Admin
PH-MCAH 0004	Memorandums of Understanding (MOU's)	Medi-Cal factor reports with summary page.	Calendar year-end + 3	GC34090	MCAH Admin
PH-MCAH 0005	Reports-Maternal, Child & Adolescent Health, Annual	Annual report that is submitted to the State each fiscal year.	Calendar year-end + 2	GC34090	MCAH Admin
PH-MCAH 0006	Safety Training/Meeting	Staff sign-in sheets for mandated monthly safety training.	Calendar year-end + 3	GC6250	MCAH Admin

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE	
Department / Agency:	Department of Public Health
Division:	Maternal Child & Adolescent Health
Section:	Maternal Child & Adolescent Health
Schedule Type:	Departmental

SIGNATURE PAGE

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County Archives Manager
Beth Crawford for Anne Ostendarp
 Name: Anne Ostendarp, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
[Signature]
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006

County Auditor-Controller
[Signature]
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06

County Counsel
Lucy Furuta
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
Beth Crawford
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
Tauna Mallis
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/2007

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Public Health
 Address: 4065 County Circle Drive
 Riverside CA, 92503

Board of Supervisors Agenda Date:
 January 23, 2007

Division: Special Services Division

Section: Office of Industrial Hygiene


Schedule Type: DEPARTMENTAL

Date: December 7, 2006

Page 1 of 1 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-SSD 0001	Asbestos Surveys	Survey reports documenting the presence and location of asbestos containing building materials in residential, public and commercial buildings.	Fiscal year-end + 3 years	South coast Air Quality Management. (SQACM) Rule 1403 (g)	Industrial Hygiene
PH-SSD 0002	Detention Facility Inspections	Combined inspections with other Departments regarding the Health and Welfare in the detention facilities.	Fiscal year-end + 3 years	Health and Safety Code 101045 California Code of Regulations (CCR) Title 15 & 24	Industrial Hygiene
PH-SSD 0003	Dosimeter Badge Testing	Medical Surveillance Records, Quarterly occupational radiation assessment reports.	Quarterly reports to Occupational Health for employee files. 30 years past termination of employment.	Occupational Health & Safety Administration (OSHA) Title 8	Industrial Hygiene
PH-SSD 0004	General Industrial Hygiene Projects	General Industrial Hygiene Projects. Projects for County, City, or Business. Business plans, Storm water Plans, illness and Injury Prevention Plans (IIPP), Indoor Air Quality, exposure to hazards, testing of mold. Acoustical Reviews (noise studies) of housing developments and studies in the community.	Fiscal year-end + 3 years	Government Code (GC) Sections 26330-26338	Industrial Hygiene
PH-SSD 0005	Lead Hazard Assessments	LEAD Hazard Assessments for County, City, or Business. May include lab tests, maps, photos of houses or business.	Fiscal year-end + 3 years	California Code of Regulations (CCR) Title 17 36000 Article 16(b)	Industrial Hygiene
PH-SSD 0006	Lead Poisoning Investigations	Childhood Lead Poisoning Prevention Program (CLPPP) Referral to us to investigate high blood lead level source at the home.	Fiscal year-end + 3 years	California Code of Regulations (CCR) Title 17 36000 Article 16(b)	Industrial Hygiene

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency: Department of Public Health	Schedule Type: Departmental
	Division: Special Services Division	
	Section: Industrial Hygiene	

SIGNATURE PAGE

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County Archives Manager
 Name: Beth Crawford for Anne Ostendarp Title: Manager, Archives/Records Mgmt Date: 12/22/2006
 Name: Anne Ostendarp, Certified Archivist Title: Manager, Archives/Records Mgmt Date: DEC 22 2006

County Risk Management
 Name: [Signature] Title: Risk Manager Date: _____
 Name: Jill Sessions Title: Risk Manager Date: _____

County Auditor-Controller
 Name: [Signature] Title: Assistant Auditor-Controller Date: 12/29/06
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: _____

County Counsel
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06
 Name: Lucy Furuta Title: Deputy County Counsel Date: _____

Records Management
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006
 Name: Beth Crawford Title: Administrative Manager Date: _____

Records Management & Archives Program
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/2007
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: _____

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Public Health Address: 4065 County Circle Drive Riverside, CA. 92503		Board of Supervisors Agenda Date: January 23, 2007			
Division: Nutrition Services		Schedule Type: DEPARTMENTAL			
Section: WIC (Women, Infants, Children)		Date: December 7, 2006	Page 1 of 2 Pages		
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-NS 0001	Client Records <i>These records pertain to any WIC eligible participant in our program.</i>	Terminated from WIC Program. Shred Family File, Daily File <i>The family file contains information relevant to the participants duration with the WIC program. It contains the names and birthdates of the parent and/or child(ren). The daily file is a running record that involves the participants history of meeting WIC program eligibility guidelines, i.e., did they take the classes, or provide the medical information about their case or their child's case.</i>	End of Contract + 5 Yrs.	State of California WIC Program Manual 150-30	Nutrition Services
PH-NS 0002	Contract, State Dept. of Health	Contract issued each year or contract period for the WIC Program Manual, Policy 150-30.	End of Contract + 3 Yrs.	State of California WIC Program Manual 150-30	CHA- Contracts Admin
PH-NS 0003	Encumbrances and Expenditure Report	Fiscal Services report, categorizing expenses for projects - WIC Program Manual, Policy 150-30.	End of Contract + 3 Yrs.	State of California WIC Program Manual 150-30	CHA-Fiscal
PH-NS 0004	Expense Reimbursement Claim	Employee Expense Report - WIC Program Manual, Policy 150-30	End of Contract + 3 Yrs.	State of California WIC Program Manual 150-30	Nutrition Services
PH-NS 0005	Financial Report, Monthly	Report billing the State Dept. of Health for personnel services & general expenses - WIC Program Manual, Policy 150-30.	End of Contract + 3 Yrs.	State of California WIC Program Manual 150-30	CHA-Fiscal

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Public Health

Address: 4065 County Circle Drive
Riverside, CA. 92503

Board of Supervisors Agenda Date:
January 23, 2007

Division: Nutrition Services

Section: WIC (Women, Infants, Children)

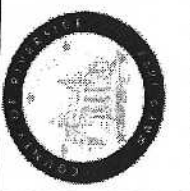
Schedule Type: DEPARTMENTAL

Date: December 7, 2006

Page 2 of 2 Pages

Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-NS 0006	Material Requisition	Form used to order supplies from CHA-Purchasing.	End of Contract + 3 Yrs.	State of California WIC Program Manual 150-30	CHA-ISS
PH-NS 0007	Voucher Log	Signature log documenting vouchers client received.	End of Contract + 3 Yrs.	State of California WIC Program Manual 150-30	Nutrition Services

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency: Department of Public Health
	Division: Nutrition Services
	Section: Women, Infants, Children
	Schedule Type: Departmental

SIGNATURE PAGE

Persuant to Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. In addition, RMAP sign-off of any proposed records retention schedule requires certification the schedule was reviewed by a professional archivist and/or historian. The undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.

County Archives Manager
Beth Crawford for *Anne Ostendarp*
 Name: Anne Ostendarp, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
[Signature]
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006

County Auditor-Controller
[Signature]
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 12/29/06

County Counsel
Lucy Furuta
 Name: Lucy Furuta Title: Deputy County Counsel Date: 12/28/06

Records Management
Beth Crawford
 Name: Beth Crawford Title: Administrative Manager Date: 12/22/2006

Records Management & Archives Program
Tauna Mallis
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/2007

* Sign off by a consulting archivist or historian in addition to a County archivist is optional.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Public Health		Board of Supervisors Agenda Date: January 23, 2007			
Division: HIV/AIDS		Address: 6370 Magnolia Ave, Suite 200, Riverside, CA 92507			
Section: HIV/AIDS		Schedule Type: DEPARTMENTAL			
		Date: December 7, 2006	Page 1 of 1 Pages		
Item #	Record Series Title	Record Series Description	Retention	Citation / Rationale	Copy of Record
PH-HIV 0001	Agendas, Planning Council	Agendas of HIV Planning Council, and other meetings that are subject to Brown Act provisions. This HIV planning body is mandated and regulated by the State of California.	Permanent	Brown Act	Department of Public Health, HIV/AIDS Program
PH-HIV 0002	Minutes, Inland Empire Planning Council	Minutes for HIV Planning Council, and other meetings that are subject to Brown Act provisions. This HIV planning body is mandated and regulated by the State of California.	Permanent.	Brown Act	Department of Public Health, HIV/AIDS Program
PH-HIV 0003	Patient Medical Records / Medical Charts	Adult HIV patient medical records documenting medical information and treatments at County Public Health Clinics.	7 years after the fiscal year in which the client was last seen by medical provider	22 CCR§ 70751	Community Health Agency, Clinic Management

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Department of Public Health	Schedule Type:	Departmental
Division:	HIV/AIDS		
Section:	HIV/AIDS		

SIGNATURE PAGE

Persuant to Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. In addition, RMAP sign-off of any proposed records retention schedule requires certification the schedule was reviewed by a professional archivist and/or historian. The undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.

County Archives Manager
Beth Crawford for *Anne Ostendarp*
 Name: Anne Ostendarp, Certified Archivist Title: Manager, Archives/Records Mgmt Date: 12/22/2006

County Risk Management
[Signature]
 Name: Jim Sessions Title: Risk Manager Date: DEC 22 2006

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Tauna Mallis
 Name: Tauna Mallis Title: Asst. Assessor-County Clerk-Recorder Date: 01/09/2007