

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

829



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
January 28, 2008

SUBJECT: Approval of the revised County General Records Retention Schedule (GRRS),
schedule #GRRS_2008_Rev01

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

BACKGROUND: In accordance with the provisions of Policy A-43, approved on January 13, 2004, the Records Management and Archives Program (RMAP) worked with the County Executive Office and the offices of Risk Management, Auditor-Controller, and County Counsel to review and update the County General Records Retention Schedule, GRRS_2008_Rev01.

Approval of the attached revised General Schedule will authorize the disposal of common administrative records following minimum retention periods. This will enable the County to eliminate the storage and maintenance of obsolete materials while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Larry W. Ward

Larry W. Ward
Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ NA	In Current Year Budget:	NA
	Current F.Y. Net County Cost:	\$ NA	Budget Adjustment:	NA
	Annual Net County Cost:	\$ NA	For Fiscal Year:	NA

SOURCE OF FUNDS: NA	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:
APPROVE
BY: *Rob Rockwell*
Rob Rockwell

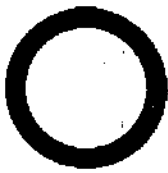
County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: LUCY FURUTA 1/28/08
DATE
Departmental Concurrence

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

Prev. Agn. Ref.: 3.8, 6/8/04 | District: | Agenda Number:

3.8



County of Riverside, California General Records Retention Schedule (GRRS_2008_Rev01)

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2004-044, "Pertaining to the Retention and Destruction of County Records," and Board of Supervisors, County of Riverside Policy A-43: "County Records Management and Archives Policy."

Inquiries or comments regarding this schedule should be directed to:

County of Riverside
Records Management and Archives Program (RMAP)
P.O. Box 751
Riverside, CA 92502
951-486-7111
(County Mail Stop 2625)

Introduction

This Countywide General Records Retention Schedule (GRRS) is adopted as per the recommendations of Board Policy A-43 and supersedes the General Records Retention Schedule adopted on June 8, 2004.

This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by a County agency before disposition may be implemented. These retention requirements are recommended as the appropriate maximum retention period enabling the County to reduce the costs for the storage and maintenance of records while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Records, including departmental copies held for convenience or reference, must be disposed of as directed herein at the close of the official retention period. A full justification for any request to extend the retention period for a particular group of records must be submitted in writing to the Records Management and Archives Program (RMAP) as stated by Board Policy A-43, Section D.5.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by an agency or department, the statute or regulation overrides this schedule and the records must be listed on the department's own records retention schedule. In addition, a record may not be destroyed if notice of litigation, audit, open records request, etc. is received prior to the expiration of the retention period.

For records held for audit purposes, the Auditor Controller's Office will notify the Copy of Record of approval to dispose.

For records held for litigation, the Department will maintain the requested records until the close of litigation plus an additional ten (10) years. The Department is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, each Department is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

Once litigation has concluded, Risk Management will notify the Department of approval to dispose, at which time the Department may dispose of the records provided they appear on a Board approved records retention schedule and the retention period has expired.

Once it has been determined that a record is no longer needed to support normal business operations and where that record must be held permanently or is deemed to possess historical value, it may be transferred to the County Archives in accordance with Board Policy A-43, Section B.3.

Explanation of Fields

Records Series Codes: The Records Series Code is assigned by RMAP. The code is alphanumeric and uniquely identifies the Records Series Title regardless of the schedule it occupies enabling the Record Series to be tracked within the master index system.

Records Series Title: The Records Series Title identifies a group of similar records generally produced or utilized for similar business needs allowing them to be evaluated as a group for retention scheduling purposes.

Records Series Description: A description of the Records Series Title that includes examples of the record types found within the group.

Copy of Record: The copy of the record designated as the official copy. The schedule indicates the office or department responsible for maintaining this official copy for the retention period indicated. This copy must be maintained in an accessible and readable format.

Official Record Retention: The length of time that the Copy of Record must be kept based upon the legal minimum requirement as well as any operational or business need. All other copies must be disposed of at the end of the retention period. For example, departmental copies held for convenience or reference must be destroyed at the close of the retention period or when no longer needed to support normal business operations, whichever is earlier.

Citation / Rationale: The legal citation or operational/business reason for retaining the Copy of Record for the period specified.

Final Disposition: The recommended final status or arrangement for the Copy of Record, usually disposed of by recycling, confidential shredding or transfer to the County of Riverside Archives as determined through best practice.

Explanation of Codes

AU = After Audit is settled

Audit Support = Records are not required by statute or regulation to be held for the period indicated, but should be maintained to support records submitted in support of the County's internal or external auditing procedures.

AV = Retained as long as Administratively Valuable

CCP = California Code of Civil Procedure

CFR = Code of Federal Regulations

CL = Closed, which will also mean after final resolution (as in an inquiry or litigation) after expiration (as in a contract) after final payment, etc.
A record is considered "closed" when no further action is pending or required.

CY = Calendar year end

FY = Fiscal year end

Best Practice = Best Practice determined through business and government agency benchmarks.

GC = California Government Code

P = Permanent


PC = California Penal Code

R & TC = California Revenue and Tax Code

REV = (Until) Revised or superseded

T = Termination (of employment or use, of a product or piece of equipment, within the county)

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

		Department / Agency: All Departments		Address:		Schedule Type: General Records Retention Schedule (GRRS)	
		Division: All Divisions		Schedule #:		GRRS_2008_REV01	
		Section: All Sections		Date Submitted to the Board of Supervisors: January 28, 2008			
		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description					
Accounting (ACC)							
ACC100	Accounts Payable	Records documenting payment required to be made for goods and services. May include claims, invoices, petty cash records, refunds, vouchers and warrants.		Auditor Controller	FY + 5	GC 26907	Shred
ACC150	Accounts Receivable	Records documenting payment received for goods and services provided by the county. May include collection notices & records, credit advices, receipts and uncollected account records. May also include daily deposit, daily balance and balance sheets.		Auditor Controller	FY + 5	GC 26907	Shred
ACC200	Banking	Records documenting transactions with an outside financing institution. May include statements, reconciliations, deposit slips, canceled checks for minor transactions, negotiated checks, returned checks, and check registers.		Auditor Controller	FY + 5	GC 26907	Shred
ACC250	Capital Activities	Records related to the financial activities associated with capital assets. May include inventories, material transfer files, and sale records.		Auditor Controller	CL + 5	GC 26907	Shred
ACC300	General Ledger	Contains the accounts needed to reflect the financial position of the government.		Auditor Controller	FY + 5	GC 26907	County Archives
ACC350	Payroll	Records created to track the payroll of department employees. Records indicate anniversary dates, vacation and sick leave accumulations, hours worked, labor and overhead distribution reports and PEOPLESOFT reports.		Auditor Controller	FY + 5	Audit support; see also 29 CFR 516.5(a)	Shred
ACC400	Payroll - garnishments	Records related to garnishments from a County employees pay. May include accounting documents and orders.		Auditor Controller	FY + 5	Audit support; see also 29 CFR 516.6(c)	Shred

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV01

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
ACC450	Transaction Summaries	Journals, registers, and subsidiary ledgers dedicated to individual funds or functions. May include accounts payable & receivable, expenditures, investments, properties and revenue, cash disbursements, cash receipts, vouchers and warrants.	Auditor Controller	FY + 5	GC 26907	Shred
ACC500	Treasurer's receipts	Receipts issued to departments by the County Treasurer.	Dept.	FY + 5	GC 26907.2	Shred
Administration (ADM)						
ADM100	Annual Reports - official copy	The official yearly report made by a department or agency at the close of the fiscal year stating the department's assets and liabilities and providing an overview of the department's services and programs. Typically submitted to the Board of Supervisors using a submittal Form 11 (see entry for Submittal to the Board of Supervisors below) thereby making it part of the minutes for the meeting at which it is presented.	Dept.	CY + 2	GC 26202	County Archives (3 copies)
ADM125	Annual Reports - work papers	Working papers used to develop the department's annual report.	Dept.	CY + 2	GC 26202	Shred
ADM150	Audit Reports - Management	Any audit of a department's or agency's managerial operations that is ordered by the Board of Supervisors or Executive Office.	Dept.	P	Best Practice	County Archives
ADM175	Boards and Commissions	Record of items submitted to and decisions made by the Board of Supervisors as well as bodies and commissions subject to the provisions of the Brown Act. May include meeting agendas, minutes, exhibits, and staff reports. May include ordinances and resolutions. May also include lists of names of members of official Boards, Committees, and Commissions.	Clerk of the Board, subject body or supporting County department.	P	GC 25102*; GC 25102.1; GC 54950*	Clerk of the Board (GC 25104)
ADM200	Conflict of Interest Statement - Department Head	Statements filed (Form 700, formerly Form 730) pursuant to the California Political Reform Act of 1974 and its amendments related to the economic interests of County representatives.	Clerk of the Board	Original = CY + 7; Copy = CY + 4	GC 81009(e); GC 81009(f)	Shred

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV01

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
ADM205	Conflict of Interest Statement - Designated Employees	Statements filed (Form 700, formerly Form 730) pursuant to the California Political Reform Act of 1974 and its amendments related to the economic interests of County employees as designated by resolution of the County Board of Supervisors.	Dept.	Original = CY + 7; Copy = CY + 4	GC 81009(e); GC 81009(f)	Shred
ADM210	Conflict of Interest Statement - Elected Official	Statements filed (Form 700, formerly Form 730) pursuant to the California Political Reform Act of 1974 and its amendments related to the economic interests of County elected officials.	County Clerk	Original = CY + 7; Copy = CY + 4	GC 81009(e); GC 81009(f)	Shred
ADM275	Correspondence - general	Routine correspondence issued from or received by a department that requires no further action. Records may include correspondence, memoranda (memos), notes, and acknowledgements.	Dept.	CY + 2	GC 26202	Shred
ADM300	Correspondence - program	Correspondence issued from or received by a department that documents specific program activity, which is not historical or policy in nature. Records may include correspondence, subject records, memoranda (memos), notes, and facsimiles.	Dept.	CL + 2	GC 26202	Shred
ADM325	Correspondence - public policy	Records that document and support the implementation of a particular policy or program such as land development, changes to County Code, procedure or organization, new taxes, etc.	Dept.	P	Best Practice	County Archives
ADM350	Daily Activity Reports (DARs)	Reports of employee time use in relation to specific tasks or projects. Often prepared in support of daily operations and appropriations. For example, may be used as a basis for billing department or agencies or for general planning purposes.	Dept.	FY + 5	R&TC 19530; 29 CFR 516.5	Shred
ADM375	Grand Jury Reports - official copy	The official report issued by and responses to a County grand jury completed after studying the operations of any public agency subject to its reviewing authority. The County Clerk holds the Copy of Record with another copy provided to the State Archivist both of which are held permanently.	County Clerk	P	PC 933(b-c)	County Clerk (PC 933(b))

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV01

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
ADM400	Grand Jury Reports - work papers	Departmental copies of reports issued by and responses to the County grand jury completed after studying the operations of any public agency subject to its reviewing authority. Departmental copies may not be held longer than the copy on file with the currently impaneled grand jury, which has a mandated retention of at least five years.	Dept.	CY + 5	PC 933(c)	County Archives
ADM425	Grants	Records related to the application, award, implementation and conclusion of a grant. All records including those related to the receipt and dispersal of grants funds, contract and reports. Grant records should be maintained together. Records may include the proposal document, correspondence, activity summary reports, financial and performance reports, memos, notes, invoices, billings, expense reports, completion check-off form, audit results, etc.	Dept.	CL + 5	49 CFR 18.42(b) and audit support and as required by the terms of the grant.	Shred
ADM450	Policy & Procedure - Boards and Commissions	Records documenting the policies and procedures approved for the County's Board or Supervisors and various committees and commissions. May include final policy, policy statements, by-laws and procedure manuals.	Clerk of the Board, subject body or supporting County department.	P	Best Practice	County Archives
ADM475	Policy & Procedure - departmental	Records documenting departmental policy and procedure. May include final policy, policy statements, procedure manual. May also include mission statements and organizational charts.	Dept.	REV + 3	Best Practice	County Archives
ADM500	Public Information / Media	Records created for distribution announcing matters related to county business or administrative operations. May include press releases, newsletters, slides, negatives, video, photographs, etc. Photographic (image) records should include full identification (dates, names, places and occasion) for each image.	Dept.	REV + 2	GC 26202	County Archives
ADM525	Recordings of Public Meetings	Audio or video recordings of the official proceedings of a public body subject to the Brown Act. It is strongly recommended that written minutes be created prior to destruction. Records of the proceedings of the Board of Supervisors are held by the Clerk of the Board in accordance with the department's records retention schedule.	The subject body or supporting County department.	30 days	GC 54953.5	County Archives

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV01

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
ADM575	Records Disposition Certificates	Certificates authorizing and confirming the destruction of records once eligible and as defined on the appropriate records retention schedule.	Dept. and ACR-RMAP	P	CSA and Best Practice	Dept. and ACR-RMAP
ADM600	Records Retention Schedule	An approved records retention schedule that furnishes public agencies with clear legal authority to determine final disposition of their records regardless of their format.	Dept. and ACR - RMAP	P	Best Practice	Dept. and ACR-RMAP
ADM625	Submittal to the Board of Supervisors (Form 11s)	Items submitted for consideration to the Board of Supervisors, including records of proceedings and written descriptions of business conducted. May include annual reports, grand jury reports, and management reports.	Clerk of the Board	P	GC 25102	Clerk of the Board (GC 25104)
FINANCE (FIN)						
FIN100	Audit reports	Record of the examination of county finances as prepared by internal or external auditors. May include financial reports and statements showing the status of all county funds and the narrative audit report.	Auditor Controller	P	Best Practice	County Archives
FIN150	Bids - accepted	Record of accepted submissions offered by a vendor or contractor selling goods or services to the County. May include bid (plus spreadsheet and award letter), proposal, request for quotation (RFQ), request for proposal (RFP) and request for information (RFI).	Dept.	AU + 5	CSA	Shred
FIN200	Bids - rejected	Record of submissions offered by a vendor or contractor selling goods or services to the County other than the one that is accepted. May include bid (plus spreadsheet and award letter), proposal, request for quotation (RFQ), request for proposal (RFP) and request for information (RFI).	Dept.	FY + 2	GC 26202.1	Shred
FIN250	Budgets - approved	The budget document formally approved for the County by the Board of Supervisors. This includes the original budget along with its Form 11 initially adopted and any authorized modifications to it through the end of the fiscal year.	Clerk of the Board; Auditor Controller	P	GC 25102	County Archives

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV01

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
FIN300	Budgets - supporting papers	Departmental reference copies of the approved County budget as well as the work papers used to compile the annual budget request. Maintained as audit support. May include submissions and appeals in addition to budget manuals, spreadsheets, statistics, County Auditor Controller directives, other data accumulated in the budget development, submission and presentation process..	Dept.	FY + 5	Audit Support	Shred
FIN350	Financial reports - annual	Financial reports produced for a single fiscal year in order to monitor spending, workflow, performance measures and other department operations. May include monthly revenue & expenditure reports, annual fixed asset ledgers, and appropriation transfers.	Auditor Controller	FY + 5	GC 26907	Shred
FIN400	Purchasing Records	Records created to document the purchases and payments for supplies, equipment and services. May include official copy of purchase order, purchase requisitions (requests), purchasing contracts, payment authorizations, receipts/packing slips.	Auditor Controller	FY + 5	GC 26907 See also GC 25501.5	Shred
FIN450	Purchasing Source Documents	Records related to the purchase or acquisition of minor goods or services. May include catalogs, receiving documents and vendor literature.	Dept.	FY + 2	GC 26202	Shred
LEG100	Contracts / Agreements - general	The binding agreement to provide goods or services including employment, but excluding those for land, buildings or major improvements. May include the original contract or agreement, all change orders and any amendments thereto. May also include accounting records, procurement documentation, and salary administration. May also include working files if they relate to negotiations or changes.	Three copies: Clerk of the Board, Initiating Department and Purchasing Services	CL + 5	GC 26907; See also CCP 337; CCP 337.2; CCP 343; Employment see 29 CFR 516.5(b)(3)	Shred

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV01

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
LEG150	Contracts / Agreements - government	The binding agreement a County department and another government agency to provide goods or services. May include the original contract or agreement, all change orders and any amendments thereto. May also include accounting records, procurement documentation, and salary administration. May also include working files if they relate to negotiations or changes.	Three copies: Clerk of the Board, Initiating Department and Purchasing Services	CL + 7	48 CFR 4.805*	Shred
LEG200	Contract / Agreements - capital improvements	The binding agreement related to major improvements to County buildings or land. May include the original contract or agreement and any amendments thereto. May also include working files if they relate to negotiations or changes and compliance.	Three copies: Clerk of the Board, Initiating Department and Purchasing Services	CL + 10	CCP 337.15(a)	Shred
LEG250	Insurance Policies - liability (personnel)	A written agreement stating the obligations and responsibilities of each contracting party.	Human Resources	T + 30	29 CFR 1910.1020	Shred
LEG300	Insurance Policies - liability (property)	A written agreement stating the obligations and responsibilities of each contracting party.	Human Resources	T + 10	CCP 337.15(a)	Shred
LEG350	Insurance Policies - non-liability	A written agreement stating the obligations and responsibilities of each contracting party.	Human Resources	CL + 3	Best Practice	Shred
LEG400	Leases - excluding real property	Documentation of rental agreements, capital leases, operational lease/purchase agreements or any other similar agreement and the amendments thereto.	Dept.	CL + 3	Best Practice	Shred
LEG450	Leases - real property	Documentation of rental agreements, capital leases, operational lease/purchase agreements or any other similar agreement and the amendments thereto.	Dept.	CL + 4	CCP 337.2	Shred

County of Riverside General Records Retention Schedule - All Departments

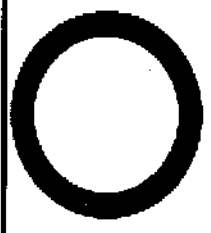
Schedule #: GRRS_2008_REV01

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
LEG500	Legislative Liaison Records	Records documenting the progress of legislation of particular interest to a department. May include copies and drafts, correspondence, testimony, as well as background and research material.	Dept.	REV + 1	Best Practice	Shred
LEG600	Public Hearings Records	The official record of any public hearing where a forum for citizens or constituent group may voice opinions and concerns to public officials. These hearings are held separately from a regular or special meeting of a Board, Committee or Commission. May include agenda, minutes, submitted and/or distributed materials, transcripts, speaker sign up, written testimony, and official notices.	Clerk of the Board, subject body or supporting County department.	P	Best Practice	County Archives
Office Management (OFM)						
OFM100	Equipment	Records related to the maintenance, repair and inventory of County owned equipment. May include maintenance work orders, motor vehicle records, motor vehicle maintenance, mileage reports and technical or service manuals.	Dept.	ownership + 5	GC 24051	Shred
OFM150	Facilities	Records related to the maintenance, repair and inventory of County owned property. May include maintenance work orders and repair reports.	Dept.	ownership + 5	GC 24051	Shred
OFM200	Returned Mail	Mail returned to sender as undeliverable. This series does not include cases where proof of attempt to notify may be required.	Dept.	CY + 2	GC 26202	Shred
OFM250	Telephone Call Logs	Formal logs of incoming and outgoing telephone calls.	Dept.	FY + 3	Best Practice	Shred
OFM300	Telephone Messages	Notes documenting calls received relevant to department activities.	Dept.	CY + 2	GC 26202	Shred
OFM350	Visitor Registration	Visitor registration lists documenting access to restricted areas.	Dept.	CY + 3	Best Practice	Shred

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV01

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
OFM400	Work Orders - originator copies	Work requests for maintenance services performed on County vehicles, equipment or property.	Dept.	CY + 2	Best Practice	Shred
Records to be retained until destruction						
PER100	Leave of Absence Reports / Requests	Records related to employee requests for leaves of absence under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) or Pregnancy Disability Leave Act (PDL). May include request reviews, medical certificates and working documents.	County Human Resources	CL + 5	Best Practice	Shred
PER150	Leave Reports / Requests	Records related to employee requests for leaves of absence under County rules. May include approvals or reports for vacation time taken or sick time unrelated to requests under the Family Medical Leave Act, California Family Rights Act or Pregnancy Disability Leave Act.	Dept. Human Resources	FY + 3	29 CFR 825.500; 29 CFR 1602.30; 29 CFR 1602.32	Shred
PER200	Employee Expense (Travel) Reports	Records related to employee travel on County business including justification. May include correspondence, requests, authorizations, itineraries, record of travel advances and expense reports.	Auditor Controller	FY + 5	Audit Support	Shred
PER250	Material Safety Data Sheets (MSDS)	MSDS issued by manufacturers.	Dept.	T + 30	26 CFR 1910.1020 (d)(1)(ii)(B)	Shred
PER300	Time Cards and Time Sheets	Record and verification of the time worked by each employee for purposes of issuing salary checks. May include employee name, employee number, days and hours worked and the department head or supervisor approval.	Dept. Human Resources	FY + 5 (audit support)	29 CFR 516.6; 29 CFR 1620.33 (b)	Shred




COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	All Departments	Schedule Type: General Records Retention Schedule (GRRS)
Division:	All Divisions	Schedule #: GRRS_2008_Rev01
Section:	All Sections	Date submitted to the Board of Supervisors: January 28, 2008


SIGNATURE PAGE

Pursuant to Section D.6 of 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 Chief Deputy of RMAP. With full consideration given to the preservation of the historic records of the County of Riverside, 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.


Records Management and Archives Program


 Name: Mary M. Cox
 Title: Chief Deputy, RMAP
 Date: 1-23-2008

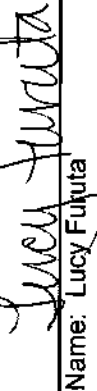
County Archives


 Name: James D. Hofer
 Title: Archives Manager
 Date: 23 JAN 2008

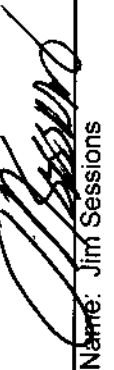
County Auditor-Controller


 Name: Bruce Kincaid
 Title: Assistant Auditor-Controller
 Date: 1-23-2008

County Counsel


 Name: Lucy Fuluta
 Title: Deputy County Counsel
 Date: 1/24/08

County Risk Management


 Name: Jim Sessions
 Title: Risk Manager
 Date: 1/24/2008