

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

537



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
December 16, 2008

SUBJECT: Approval of the revised County General Records Retention Schedule (GRRS) and Departmental Records Retention Schedules for County Human Resources and County Counsel

RECOMMENDED MOTION: That the Board of Supervisors approve the attached revised General Records Retention Schedule (Attachment A) and the Departmental Records Retention Schedules for County Human Resources (Attachment B) and County Counsel (Attachment C) 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 January 13, 2004, the Records Management and Archives Program (RMAP) worked with the County Executive Office and the offices of Risk Management, Auditor-Controller, Information Technology and County Counsel to review and update the County General Records Retention Schedule and the Departmental Records Retention Schedules for County Human Resources and County Counsel.

Approval of the attached schedules will authorize the disposal of certain 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
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 type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE
BY:
Rob Rockwell
County Executive Office Signature

Dep't Recomm.: <input type="checkbox"/> Consent <input type="checkbox"/> Policy	Per Exec. Ofc.: <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Policy
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FORM APPROVED COUNTY COUNSEL
 BY: LUCY FURUTA
 DATE: 12/14/08
 Departmental Concurrence



County of Riverside, California General Records Retention Schedule (GRRS_2008_Rev02)

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 February 5, 2008. This schedule lists groups of records that are believed to be created, received or maintained by most County departments. It should be understood that a department may not have nor is it required to create all of the series listed.

This schedule is written with general titles and descriptions rather than identifying specific, individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. 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, not an exhaustive list, of the record types found within the group.

Copy of Record: The copy of the record is 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	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.	FY = Fiscal year end
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.	A record is considered "closed" when no further action is pending or required.	GC = California Government Code
AV = Retained as long as Administratively Valuable	CR = Creation (of the record) date	P = Permanent
Best Practice = Best Practice determined through business and government agency benchmarks.	CSA = California State Archives	PC = California Penal Code
CCP = California Code of Civil Procedure	CU = Current	R & TC = California Revenue and Tax Code
CFR = Code of Federal Regulations	CY = Calendar year end	REV = (Until) Revised or superseded
	EPPA = Employee Polygraph Protection Act (1988)	T = Termination (of employment, or use, i.e. of a product or piece of equipment within the County, of a benefit or plan)

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: All Departments

Address:

Schedule Type: General
Records Retention Schedule
(GRRS)

Division: All Divisions

Schedule #:
GRRS_2008_REV02

Section: All Sections

Date Submitted to the Board of Supervisors:
December 16, 2008

Record Series

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
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 / Delete
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 / Delete
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 / Delete
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 / Delete
ACC300	General Ledger	Contains the accounts needed to reflect the financial position of the government.	Auditor Controller	P	Best Practice	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 / Delete
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 / Delete

County of Riverside General Records Retention Schedule - All Departments		Schedule #: GRRS_2008_REV02				
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 / Delete
ACC500	Treasurer's receipts	Receipts issued to departments by the County Treasurer.	Dept.	FY + 5	GC 26907.2	Shred / Delete
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 / Delete
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
ADM155	Authorization to Drive County Vehicle or Private Vehicle on County Business (Form 30)	Form signed by each County employee authorizing them to drive County or personal vehicles on County business. Department is to maintain one copy while the original is forwarded to County Human Resources Safety Division.	County Human Resources	CY + 5	8 CCR 3203(b)(2)	Shred / Delete
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)

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV02

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 (COB) = CY + 7; Copy (Dept) = CY + 4	GC 81009(e); GC 81009(f)	Shred / Delete
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 / Delete
ADM210	Conflict of Interest Statement - Elected Official	Statements filed (Form 700, formerly Form 730) pursuant to the California Political Reform Act of 1974 (Section 87200) and its amendments related to the economic interests of County elected officials.	County Clerk	Original (State) = CY + 7; Copy (Clerk) = CY + 4	GC 81009(e); GC 81009(f)	Shred / Delete
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 / Delete
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 / Delete
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 / Delete

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV02

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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))
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 / Delete
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
ADM480	Policy & Procedure - program	Records documenting the policies and procedures governing the operations of Countywide public and/or County employee programs. May include final policy, policy statements, by-laws, and procedure manuals.	Dept. responsible for implementing	REV + 3	Best Practice	County Archives

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV02

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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)
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 / Delete

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV02

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 / Delete
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
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 / Delete
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 / Delete
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 / Delete
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 / Delete
HSA100	Emergency Action and Fire Prevention Plans	Plans for evacuation of agency facilities in cases of emergency and plans to prevent fires.	Dept. and County Human Resources	REV + 1	29 CFR 1910.38-.39; Best Practice	Shred / Delete

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV02

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
HSA125	Fire Extinguisher Records	Records related to the inspection and maintenance of fire extinguishers. Records belonging to this series will be made available to the Assistance Secretary of Cal/OSHA upon request.	Dept. and County Human Resources	CU + 1	29 CFR 1910.157	Shred / Delete
HSA150	Fire Orders	Orders issued by the Fire Marshal to correct deficiencies in compliance with the fire code.	Dept. and County Human Resources	CL + 3	Best Practice	Shred / Delete
HSA200	First Aid Records	Records documenting one-time first aid treatment and subsequent observation of minor illnesses and injuries if made onsite by a non-physician and maintained separately from the employee medical records.	Dept. and County Human Resources	T + 3	29 CFR 1910.1020 (d-1)(I-B)	Shred / Delete
HSA250	Hazard Communication Plans	Records related to the approved procedures for the effective communication of workplace hazards, including container labeling and other forms of warning, material safety data sheets and employee training, that are developed in compliance with OSHA 29 CFR 1910.1200.	Dept. and County Human Resources	REV + 5	Best Practice	Shred / Delete
HSA300	Hazardous Exposure Records	Records related to employee exposure to toxic substances or harmful physical agents. May include accident reports, allegations of employee exposure, audiometric test records, damage reports, employee medical records, environmental permits, environmental monitoring methodologies, calculations and results, biological monitoring results and chemical inventories or other records that indicate where and when a toxic substance or harmful physical agent was in use.	Dept. and County Human Resources	40 years or T + 20, whichever is longer	29 CFR 1910.1020 et seq. (OSHA);	Shred / Delete

County of Riverside General Records Retention Schedule - All Departments		Schedule #: GRRS_2008_REV02				
Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
HSA350	Injury and Illness Prevention Program	Records related to the steps taken to implement and maintain the Injury and Illness Prevention Program. Includes records of schedules and periodic inspections required by Cal/OSHA and the actions taken to correct unsafe conditions and records documenting required safety and health training. Also includes Safety Committee meeting records including issues discussed at meetings and results of investigation reviews.	Dept. and County Human Resources	CY + 2	8 CCR 3203(b)(1-2) & (c)	Shred / Delete
HSA400	Injury and Illness Reports	Records related to reporting and documentation of employee injury or illness. Records may include the Cal/OSHA logs and summary forms [300, 300A and 301], decompression sickness incidents, dive team medical records, log of occupational injury or illness resulting in medical care. NOTE: In January 2002, Cal/OSHA replaced Form 200 with Forms 300, 300A and 301.	Dept. and County Human Resources	CY + 5	29 CFR 1904.33; 8 CCR 14300.33	Shred / Delete
PER250- HSA450	Material Safety Data Sheets (MSDS)	MSDS issued by manufacturers. Records series also includes correspondence related to procedures for submission of these forms to the Safety Office and MSDS indexes.	County Human Resources	T + 30	26 CFR 1910.1020 (d)(1)(ii)(B)	Shred / Delete
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 / Delete

County of Riverside General Records Retention Schedule - All Departments		Schedule #: GRRS_2008_REV02				
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 / Delete
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 / Delete
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 / Delete
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 / Delete
LEG350	Insurance Policies - non-liability	A written agreement stating the obligations and responsibilities of each contracting party.	Human Resources	CL + 3	Best Practice	Shred / Delete
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 / Delete
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 / Delete

County of Riverside General Records Retention Schedule - All Departments		Schedule #: GRRS_2008_REV02				
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 / Delete
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
LEG700	Subpoenas and Litigation Records (Court Records)	Records related to legal correspondence and court records. Records may include court orders such as those requiring records or for an employee to appear in court. Records series may also include subpoenas and depositions.	Dept.	CL + 10	CCP 1952.3; Best Practice	Shred / Delete
Office of the County Auditor						
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 / Delete
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 / Delete
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 / Delete
OFM225	Security Access Records	Records related to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instructions of access to agency facilities, equipment or automated systems.	Dept.	T + 2	GC 26202	Shred / Delete

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV02

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
OFM250	Telephone Call Logs	Formal logs of incoming and outgoing telephone calls.	Dept.	FY + 3	Best Practice	Shred / Delete
OFM300	Telephone Messages	Relevant notes documenting calls received that pertain to department activities.	Dept.	CY + 2	GC 26202	Shred / Delete
OFM350	Visitor Registration	Visitor logs, registers, or similar records documenting visitor access to limited access or restricted areas of agency facilities.	Dept.	CY + 3	Best Practice	Shred / Delete
OFM400	Work Orders - originator copies	Work requests for maintenance services performed on County vehicles, equipment or property.	Dept.	CY + 2	Best Practice	Shred / Delete
PER100	Application and Selection Records	Includes notes of interviews with candidates, questions asked of applicants, and audio and videotapes of job interviews. Records series may include any form of employment inquiry submitted to the employer in response to an advertisement or other notice of existing or anticipated job openings, background checks and disclosure, records pertaining to the failure to hire any individual, medical and psychological disqualifications, polygraph results, resumes, test papers and test results.	Dept. and County Human Resources	Successful: place in Personnel File; Unsuccessful: CR + 3	29 CFR 1627.3; 29 CFR 801.30 (EPPA); see also 29 CFR 1602.31; 29 CFR 1602.14; GC 12946	Shred / Delete
PER150	Complaints / Grievances	Records documenting the prevention and/or resolution of problems involving individuals and related to work situations. Includes documentation of employee grievances, charges related to discrimination or harassment including those filed under or by EEOC/DFEH, County C-25 Harassment, Public Employment Relations Board (PERB), or a violation of Meyers-Millas-Brown Act. May also include an action brought by the Commission or the Attorney General against an employer under title VII.	County Human Resources	CL + 3 (T + 3 for involuntary separation)	29 CFR 1602.31; 29 CFR 1602.14; GC 12946	Shred / Delete

County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV02

Record Series

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
PER200	Corrective or Disciplinary Actions - Supervisors' copies	Supervisors' reference copies of records documenting the prevention and/or resolution of problems involving individuals and related to work situations. Records may include arbitration decisions, demotions, documents pertaining to the action taken for reconsideration or appeal, employee discipline matters, investigation reports, notice of appeals, notice of discipline, records pertaining to adverse job actions, suspensions, terminations and written reprimands.	County Human Resources	CR + 2	29 CFR 1602.31; Best Practice	Shred / Delete
PER250	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 / Delete
PER300	Leave of Absence Reports / Requests	Records related to any employee request for leave of absence. May include a medical or non-medical leave of absence not (medical or non-medical) under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) or Pregnancy Disability Leave Act (PDL). May also include requests for educational leave, military leave - The Uniformed Services Employment and Reemployment Rights Act (USERRA), California Military Spouse Leave Law (AB392). Series includes reviews, medical certificates and working documents.	County Human Resources	CL + 5	Best Practice	Shred / Delete
PER350	Leave Reports / Requests	Records related to employee requests for annual leave, vacation, holiday, comp, or sick leave under County rules. May include approvals or reports for leave 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 / Delete


County of Riverside General Records Retention Schedule - All Departments

Schedule #: GRRS_2008_REV02

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
PER400	Personnel Files	Records documenting an employee's employment history. Records may include appointment letters, college transcripts, demotion, disciplinary notices or documents, employment applications & verifications, exit interviews, layoff, letters of recognition, new hire paperwork, performance evaluations, permanent status letter, personal data information changes, position descriptions, promotions, recall, or discharge, rates of pay, reclassification or reassignment, resume, selection for training, termination paperwork including last date of service, test documents if used as a basis for employment decision. Files may also contain employee-related records that are scheduled for temporary retention. Personnel files are kept current by removing temporary records upon expiration of the retention periods specified. NOTE: This series includes records related to volunteers.	Dept. and County Human Resources	T + 3	29 CFR 1602.31; GC 12946	Shred / Delete
PER450	Personnel Service Awards & Certifications	Records documenting employee awards, including recommendations, approved nominations, memoranda, correspondence, reports, and related policies pertaining to agency-sponsored awards. May include awards or certifications from other government agencies or private organizations.	Dept.	CY + 2	29 CFR 1602.31	Shred / Delete
PER500	Policies & Procedures - Personnel	Records related to any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency. Includes list of current County services, description of employee benefits, description of facilities, employee handbook, employee resources, employee services, operational procedures, union recognition and work schedules.	Dept. and County Human Resources	CU + 3	GC 26202	Shred / Delete

County of Riverside General Records Retention Schedule - All Departments		Schedule #: GRRS_2008_REV02				
Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
PER550	Time Cards and Time Sheets	Record and verification of the time worked by each employee for purposes of issuing salary warrants. Includes documentation supporting work schedules and shift/crew assignments as well as authorization for overtime. May include employee name, employee number, days and hours worked, vacation, sick or compensatory time used by employees or similar records noting exceptions to normal work hours and often including the department head or supervisor approval.	Dept. Human Resources	FY + 5 (audit support)	29 CFR 516.6; 29 CFR 1620.33 (b)	Shred / Delete
PER600	Training History	Records retained to confirm participation in and successful completion of job related training programs. Includes documentation of employee continuing education, training and development, including employee identification, training received, dates of training and related records.	Dept. and County Human Resources	T + 2	29 CFR 1602.31; 29 CFR 1602.14; GC 12946	Shred / Delete
PER650	Unemployment	Records documenting unemployment compensation claims. Records shall include a true and accurate work record which includes all workers and their status (employed, on layoff or leave of absence). Records series includes claims, pertinent correspondence, and similar material relating to unemployment compensation cases.	Dept. and County Human Resources	CL + 5	22 CCR 1085; 2(c)	Shred / Delete

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency: All Departments Division: All Divisions Section: All Sections
Schedule Type: General Records Retention Schedule (GRRS) Schedule #: GRRS_2008_Rev02 Date submitted to the Board of Supervisors: December 16, 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. Fox Chief Deputy, RMAP Date: 12/4/08
 Title


County Archives


 Name: Jim Hofer Archives Manager Date: 4 Dec. 2008
 Title


County Auditor-Controller


 Name: Bruce Kincaid Assistant Auditor-Controller Date: 12/8/2008
 Title

Information Technology


 Name: Matt Fyrmir Chief Information Officer Date: 12/4/08
 Title

County Counsel


 Name: Lucy Furuta Deputy County Counsel Date: 12/4/08
 Title

County Risk Management


 Name: Jim Sessions Risk Manager Date: 12/4/08
 Title



County of Riverside, California Departmental Records Retention Schedule (DRRS_CHR_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 Departmental Records Retention Schedule (DRRS) for the Department of County Human Resources (CHR) is adopted as per the recommendations of Board Policy A-43.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by County Human Resources before disposition may be implemented. These retention requirements are recommended in order 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 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 the department, the statute or regulation override this schedule and the department must amend its records retention schedule as soon as practicable. 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. In the event an employee threatens a legal claim, retains an attorney and/or sends a demand letter, files an administrative charge, or files a lawsuit, County Human Resources will suspend any records destruction until the completion of the matter.

For records held for audit purposes, the Auditor Controller's Office will notify the department 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. Further more, the Department is responsible for

Attachment B

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, the Division of Risk Management will provide approval to proceed with the approved disposition.

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.

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

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

BP = California Business and Professions Code

CCP = California Code of Civil Procedure

CCR = California Code of Regulations

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, upon completion of participation in a program, etc. A record is considered "closed" when no further action is pending or required.

CR = Creation (of the record) date

CU = Current

CY = Calendar year end

EPPA = Employee Polygraph Protection Act (1988)

ERISA = Employee Retirement Income Security Act (1974)

FY = Fiscal year end

GC = California Government Code

OSHA = Occupational Safety and Health Administration

P = Permanent

PC = California Penal Code

REV = (Until) Revised or superseded

T = Termination (of employment, of use, i.e. of a product or piece of equipment, of a benefit or plan)

USC = United States Code

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: County Human Resources (CHR)

Schedule Type: Departmental
Records Retention Schedule
(DRRS)

Division: All Divisions

Schedule #: DRRS_CHR_2008_REV01

Section: All Sections

Date Submitted to the Board of Supervisors:
December 16, 2008

Record Series		Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description		
CHR-BEN100	Actuarial Records	Records documenting the Actuarial Analysis of a specific Program. Records may include any documents, spreadsheets, financial, or loss data that is provided for the preparation of an actuarial report for any Health and Welfare Plan, Risk Management or Workers' Compensation Program.	T + 4	Best Practice Shred / Delete
CHR-BEN150	Benefit Plan Descriptions & Policies	Records documenting the Health, Welfare and Pension plans offered by the County of Riverside. Includes information pertaining to employee benefit plans such as medical, vision, dental, pension, life insurance, short-term disability, long-term disability, and life insurance as well as copies of any seniority systems and merit systems that are in writing.	T + 4	29 CFR 1627.3(b)(2) Shred / Delete
CHR-BEN200	Benefit Plan Summaries	Records documenting the Health, Welfare and Pension Plans offered by the County of Riverside. Includes Summary Plan Documents (SPD) and Summaries of Material Modifications (SMM). Plan documents cover cafeteria plans, life insurance, short term and long term disability plans, dependant care assistance program (DCAP) plans, qualified transportation plans, educational assistance program documents, and records showing fiduciary responsibility.	P	ERISA 107 and 209 as best practice County Archives
CHR-BEN250	Benefit Tracking	Records pertaining to employees selection of life, disability, health, and other types of insurance offered by the County of Riverside. May include confirmation of election, monthly statements, correspondence (to employee, beneficiaries or others), notices, and responses to service provider inquiries.	CL + 6	ERISA 107 and 209 as best practice Shred / Delete

County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-BEN300	Claim Records	Documentation used in the payment of employee health and death benefit claims, or payment to non-employees under liability policies. May include administrative processes, appeal forms, authorization forms, benefit approval and payment records, claim documents filed by plan participants or beneficiaries, claim procedures, death claims, denial review forms, documentation regarding decision periods, extension notices, forms used by the plan in claims processing, payment requests, plan explanations, protocols and urgent care claims.	CL + 8	ERISA 107 and 209 as best practice	Shred / Delete
CHR-BEN350	Deferred Compensation - Nationwide / AIG Retirement	Records pertaining to deferred compensation plans including the 457 Plan. Includes enrollments, contribution and investment changes and distribution requests.	CL + 10	Best Practice	Shred / Delete
CHR-BEN400	Disability & Industrial Disability Retirement	Records related to the Disability & Industrial Disability Retirement Program. Includes the application for an industrial disability retirement by County of Riverside safety members, medical examination report, correspondence, privileged documents between the Return to Work Human Resources Services Manager and the Defense Counsel and signed authorization of employee/participant for a release of information in the industrial disability retirement investigative process.	CR + 100	Best Practice	Shred / Delete
CHR-BEN450	Enrollment, Election & Eligibility	Records documenting the Health, Welfare and Pension Plans offered by the County of Riverside. Includes documents showing coverage; premium; beneficiary designations and communications with insurers and lists. May also include documentation to substantiate eligibility (including records documenting Qualified Medical Child Support Orders and National Medical Support Notices), eligible classes of employees and conditions, salary reduction elections and election changes, and termination of eligibility for cause.	CL + 8	ERISA 107 and 209 as best practice	Shred / Delete
CHR-BEN500	Exclusive Care - Administration	Records related to the administration of the Exclusive Care Program. May include accounting records, appeals, audits, complaints, correspondence, medical and hospital claims, minutes from physicians review meetings, phone logs, provider credentialing minutes.	CL + 6	45 CFR 164.530	Shred / Delete

County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-BEN550	Exclusive Care - Contracts and Agreements	Records related to the administration of contracts and agreements pertaining to the Exclusive Care Program. Include agreements with non-contracted providers, contracts, correspondence, exclusive provider organization exhibit and provider profile, medical contractor agreement, plan documents, provider credentialing, supporting spreadsheets and worksheets.	CL + 6	45 CFR 164.530	Shred / Delete
CHR-BEN600	Flexible Spending Account (FSA) - County Administered Plan	Records documenting the administration of the Flexible Spending Account. Includes claim forms, deduction registers, demographic reports, denials, deposit reconciliations, election reports, explanation of benefits and FSA plan descriptions.	T + 4	ERISA 107 and 209 as best practice	Shred / Delete
CHR-BEN650	Health Insurance Portability and Accountability Act (HIPAA) Compliance	Records documenting the privacy administration of the Health, Welfare and Pension Plans offered by the County of Riverside. May include complaint logs or notices, evidence of creditable coverage, individual preexisting condition exclusions, individual requests for additional privacy protections, individual requests to inspect and copy records under the privacy rule, request to amend or correct personal health information, requests for accounting disclosures and requests for alternative communications.	CL + 6	42 CFR 164.506, .508, .512, .514, .516 and .518; ERISA 107 and 209 as best practice	Shred / Delete
CHR-BEN700	Premium Payments	Records documenting payments made to benefit plans offered by the County of Riverside. Records series may include calculations and other data prepared by an enrolled actuary and documents necessary to support or to validate premium payments.	CL (Premiums due) + 6	29 CFR 4007.10; ERISA 107 and 209 as best practice	Shred / Delete
CHR-BEN750	Privacy or Security Breaches	Records documenting privacy or security breaches of benefit plans offered by the County of Riverside. Records may include documents concerning complaints received and their disposition, complying with security rule standards and implementation specifications, harmful effects resulting from improper use or disclosure of personal health information and security rules or procedures.	CL + 6	ERISA 107 and 209 as best practice	Shred / Delete

County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-BEN800	Retirement Benefits - County Administered Plan	Records documenting County administered retirement benefits including records related to employee pension and insurance plans, which should be kept for the full period that the plan or system is in effect or any period in which benefits may be due or become due under the plan. May include enrollment cards, summaries of contributions and deductions, personal data forms, beneficiary information and authorizations.	CR + 100	29 CFR 1627.3(b)(2); ERISA 107 and 209 and best practice	Shred / Delete
CHR-BEN850	Waiver records	Records documenting an employee's decision to decline offered benefits. Records will show name, social security number, employment section or division, date and signature.	T + 1	Best Practice	Shred / Delete
CHR-COM100	Classification and Appointments	Records detailing the process of systematically determining the relative value of County positions. Includes development and analysis of job descriptions and classification specifications including salary survey data. May also include annual guidelines, pay plans, relevant correspondence, and documents relating to wage and salary rates that are used for payroll comparison purposes and to demonstrate compliance with the federal Equal Pay Act.	FY + 3	29 CFR 516.6(a)(2); 29 CFR 1602.32	Shred / Delete
CHR-COM150	Compensation	Records detailing the process of determining compensation for time away from work. Includes authorization for compensating time off and for extra hours/overtime, employee leave accrual and usage records where compensation was paid, record of hours worked and of wages paid, records of additions to or deductions from wages work/shift schedules, reports required by the Secretary of Labor, unemployment compensation contributions, wage rate tables, and withholding and deduction documentation. May also include documents concerning overpayments and payroll reimbursements.	FY + 5	29 USC 211(c), 29 USC 436	Shred / Delete

County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-COM200	Occupational Group Study and Related Records	Records related to the development and analysis of job families within the County's classification plan. Records may include copies of approved and/or draft Form 11 requests, classification specifications, correspondence, difficult to recruit forms, meeting notes, position description questionnaires, parity study reports, Resolution 440 amendments, and study status logs. Records may also include those documenting the administration of the obsolete IT Competency Pay Program.	FY + 10	Best Practice	Shred / Delete
CHR-COM250	Personnel Studies and Surveys	Studies, statistical reports, surveys, memoranda, cost analyses, projections, and comparable records that examine any long-range aspect of personnel administration. Records may include 440 Ordinances, 440 Resolutions, class and salary listings, salary schedules (wage rate tables) and classification specifications.	P	Best Practice	Dept.
CHR-COM300	Tax Records - Employment	Records related to the collection and reporting of employment taxes for each employee. Includes name, address, social security number and basic demographics, compensation data including amounts and dates of actual payment and documentation to substantiate, and tax records that include amounts of wages subject to withholding, actual taxes withheld and documentation to substantiate.	FY + 5	22 CCR 1085 2(c); 29 USC 201-219; audit support	Shred / Delete
CHR-COM350	Tax Records - Withholding	Records related to the authorized withholding of federal, state and local taxes. Includes copies of employees' and recipients' income tax withholding allowance certificates (Forms W-2, W-4, W-4P, W-4S, and W-4V). Records series may also include copies of these forms that were returned as undeliverable.	REV + 5	29 USC 436; 26 CFR 31.6001- 1(e)(2)	Shred / Delete
CHR-HSA100	Accident and Safety Reports	Records related to the scheduled and unscheduled inspections of work areas with the purpose of identifying unsafe conditions and work practices. May include periodic safety evaluations, Bureau of Labor Statistics (BLS) Annual Reports, OSHA Citations and Correspondence. Records series may also include documentation of actual, alleged or reported workplace violence including specific details such as names, issues, department, supervisors, phone numbers and signatures.	CY + 5	8 CCR 3203(b)(1); 8 CCR 14300.33	Shred / Delete

County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-HSA150	Medical Records - Employees	Records concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician including dates of treatment, evaluations, medical health questionnaires or history, medical record subpoenas, treatment plan diagnosis. May also include records related to and supporting a written report from the Safety Division following a review of a County employee's worksite. These evaluations are conducted at the request of (1) an employee's Supervisor or (2) Workers Compensation, as a result of a workers compensation claim being filed. Records series may include employee's job duties, a review of work station prior to evaluation, work practices, training, assessment, immediate improvements and recommendations.	T + 30	8 CCR 3204(d)(1)(a) and 3204(c)(5); 29 CFR 1910.1020(d)(i) and 1910.1030(h)	Shred / Delete
CHR-HSA200	Motor Vehicle Pulls (DMV) - Driving Records	Records related to the employee's authorization to operate a vehicle. Records series may include driver's log, certification, driver proficiency records, drug-alcohol testing log, copies of licenses.	CU + 4	Best Practice	Shred / Delete
CHR-HSA250	Motor Vehicle Pulls (DMV) - Drug and Alcohol Testing: Driver Alcohol Testing and Results	Records related to driver alcohol levels. Records may include administration records of the alcohol and controlled substances testing programs, annual calendar year summary required by section 49 CFR 382.403, calibration documentation, controlled substances collection process records, driver alcohol test results (negative, cancelled, or concentration of 0.02 or greater), driver evaluation and referrals, driver verified positive controlled substances test results and refusals to take required alcohol and/or controlled substances tests.	CU + 5	49 CFR 382.401(b)	Shred / Delete
CHR-HSA300	Motor Vehicle Pulls (DMV) - Drug and Alcohol Testing: Education and Training	Records related to Drug and Alcohol Testing education and training. Records may include documents surrounding the collection process and collection log books, drivers training records (maintained while the employee performs the functions that require the training and for two years after ceasing to perform those functions), education and training of breath alcohol technicians, screening for test technicians and supervisors training.	T + 2	49 CFR 382.401(b)(4)	Shred / Delete

County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-HSA350	Safety Program - Employee Files	Records retained to confirm participation in and successful completion of safety training programs. May include Department of Transportation records, Authorization to Drive County Vehicle or Private Vehicle on County Business (Form 30), Vehicle Accident Review Board (VARB) records and appeals, vehicle accident reports and supporting documentation. See also County Safety Operations Manual and Salary Ordinance 440.	CY + 5	8 CCR 3203(b)(2)	Shred / Delete
CHR-HSA400	Safety Program - Training and Evaluation	Records related to the analysis and evaluation of the effectiveness of employee health and safety training programs. Includes safety training records containing: name of class, date of class, list of those registered, list of those who attended and copies of any tests administered. Also includes studies, analyses, cost data, and similar records concerning employee accidents and comparable records pertaining to accident prevention and safety.	CY + 5	OSHA 3148-01R 2004	Shred / Delete
CHR-PER100	Affirmative Action Plans	Affirmative action plans for both regular employees and apprenticeship programs. Records series includes records of employees and unhired applicants that demonstrate compliance with the statutes and regulatory requirements of the Equal Employment Opportunity Commission (EEOC), including reports, plans, statistical data, and other source material used to complete EEO-4 reports.	FY + 5	29 CFR 1602.32; 29 CFR 30.8(e)	County Archives
CHR-PER150	Application and Selection Files	Records documenting the internal and external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime. Includes applications, resumes, interview records, evaluations, letters of recommendation, references from previous employers, and background checks.	Successful: place in Personnel File; Unsuccessful: CR + 3	29 CFR 1627.3; 29 CFR 801.30 (EPPA); see also 29 CFR 1602.31; 29 CFR 1602.14; GC 12946	Shred / Delete


County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-PER200	Collective Bargaining Agreements	Records documenting the process whereby workers organize collectively and bargain with employers regarding the workplace. Includes contracts, minutes, recordings, reports of collective bargaining negotiations/meetings, and associated correspondence and exhibits. May also include arbitration, arbitrator's recommendations, costing spreadsheets, memorandums of agreements (MOA) or memorandums of understanding (MOU), plans and trusts if a part of the union contract, research background material, strike contingency plans, tentative agreements, and union requests.	P	29 CFR 516.5(b)(3); 29 USC 436; Best Practice	County Archives
CHR-PER250	Corrective or Disciplinary Actions	Records documenting the prevention and/or resolution of problems involving individuals and related to work situations. Records may include arbitration decisions, demotions, documents pertaining to the action taken for reconsideration or appeal, employee discipline matters, investigation reports, notice of appeals, notice of discipline, records pertaining to adverse job actions, suspensions, terminations and written reprimands.	CL + 6	29 CFR 1602.31; Best Practice	Shred / Delete
CHR-PER300	Discrimination Complaint Records	Records pertaining to Disability and/or Discrimination Complaints. Includes any personnel or employment record made or kept by the employer concerning an individual with a disability such as application forms, compensation, complaints of discrimination, records concerning demotion, hiring, layoff, promotion, rates of pay, requests for reasonable accommodation, termination or transfer and selection for training and the selection process. Records may also include County responses to complaints, decisions and judgments, Equal Employment Opportunity Commission (EEOC) and the Department of Fair Employment and Housing (DFEH) Complaints, investigative documents and attachments, related correspondence, right-to-sue notices and withdrawal notices.	CL + 3	29 CFR 1602.14; 29 CFR 1602.30; 2 CCR 7287.0(b)	Shred / Delete
CHR-PER350	Employee History / Service Record	Records documenting the history of individuals' employment with the County of Riverside and retained in order to verify individuals' employment. Records series may include name, social security number and employee number, date of birth and other vital statistics, dates of employment, positions held, wage and salary rates, and similar information summarizing a person's employment history.	T + 75	Best Practice	Shred / Delete

County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-PER400	Position Assessment Records	Records related to requests for recruitments from departments. Records may include advertising records for open positions, applications and application history, bilingual designation, contact information, county employee resume, documentation of the position [location, manager, position#], documentation of the results of each step in the requisition procedure, education extraction, electronic database record retention, employment denials, ethnicity disclosures, internal postings of open positions, interview history, items identified and qualification criteria, job bulletins, job orders submitted by the employer for recruitment, rating sheets, list of names resulting from the search/query, list of skills from resume, notation of position analysis, notes regarding qualifications/non-qualifications, reference checks, references to requisitions, results of search including criteria used, resumes (paper or electronic) and writing samples.	CR + 2 and T + 2 for involuntary separation	29 CFR 1602.31; GC 12946	Shred / Delete
CHR-PER450	Reasonable Accommodation Records	Records pertaining to requests for Disability Accommodation. Includes documentation of ADA self-evaluation, description of areas examined, problems identified and modifications made. May also include job specification, medical documentation of disability, medical inquiries, medical release form, qualification/non-qualification of person/disability, sign language request form, work accommodation request and agreement forms.	T + 3	29 CFR 1602.14; 29 CFR 1602.31; 29 CFR 1602.32	Shred / Delete
CHR-PER500	Work Authorization	Records related to an employee's authorization to work in the United States. Includes Form I-9 for each employee hired after November 6, 1986. I-9 forms should be kept in a file separate from other personnel records. May also include student work permits.	CR + 3 or T + 1, whichever is later	8 USC 1324(a)	Shred / Delete
CHR-PRO100	Educational Support Program	Records pertaining to the Educational Support Program. Records may include authorization to recover funds, career development plan, career interest inventory, copy of performance evaluation, copy of resume, educational support program 20/20 contract, justification forms, loan repayment file, participant file, program application, proof of current student loans, proof of textbook and tuition cost, reimbursement request form, signed authorization to recover funds form, signed acknowledgement of policies and procedures, transcripts and tuition reimbursement forms.	CL + 6	ERISA 107 and 209 as best practice	Shred / Delete

County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-PRO150	Employee Assistance Program	Records pertaining to the Employee Assistance Program. Records series includes reports, questionnaires, interview sheets, correspondence and similar records relating to the counseling of employees. Records series may also include employee assistance activity program reports, Exclusive Care activity reports, and Risk Management medical malpractice reports.	CL + 3	GC 12496; CCP 340.5	Shred / Delete
CHR-PRO200	Return to Work Program - Employee Records	Records related to the Return to Work Program. Includes all documentation concerning paid or unpaid leave status, any dispute or complaint from an employee concerning any legislative leave, benefit premium information, documentation detailing the dates and hours requested for any legislated leave, employee requests for and notices given related to leaves of absence.	CL + 3	Best Practice	Shred / Delete
CHR-PRO250	Ride Share	Records related to the County's Ride Share Program. Includes program enrollment and expense documentation such as survey data, expense reports, feasibility studies, Inland Transportation Services inventory and other documentation showing actual usage and sustainability of the program.	CY + 3	South Coast Air Quality Management District (AQMD) Rule 2202(j)(7)	Shred / Delete
CHR-RM100	Audit Reports - Internal	Records maintained to analyze claims and loss data in order to evaluate County insurance exposure.	FY + 7	BP 5097(e)	Shred / Delete
CHR-RM150	General Liability Claims	Records maintained as documentation of claims for or against the County. Records establish the facts that support or negate liability. Records series may include photographs, diagrams, interviews and reports.	CL + 20	Best Practice	Shred / Delete
CHR-RM200	General Liability Claims - Business Rules	Business rules related to the handling of liability claims for the County. This manual is maintained in order to ensure the consistent handling of claims per County of Riverside policy.	P	Best Practice	Dept.

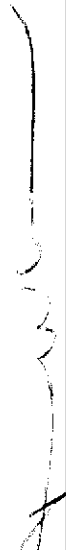
County Human Resources (CHR)		Schedule #: DRRS_CHR_2008_REV01			
Record Series		Description	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
CHR-RM250	Insurance Policies - Certificates	Certificates issued as proof of insurance coverage and provided to third parties as such.	CL + 2	GC 26202	Shred / Delete
CHR-RM300	Insurance Policies - Applications	Applications to County insurance programs qualifying departments and physicians (malpractice) for coverage under the County's policy.	CL + 7	BP 5097(e)	Shred / Delete
CHR-RM350	Structured Settlements	Records documenting the assignment of annuities in a structured settlement of claims. Annuities can contain provisions of payments to minor claimants in excess of 20 years into the future.	CL + 30	BP 5097(e); Best Practice	Shred / Delete
CHR-RM400	Worker's Compensation - Claims	Records related to the administration of the County's self-insured program and related claims. Includes all notices sent to the employee whether the claim is an indemnity or medical-only claim. Records series may also include accident reports; claim forms; hospital, physician and emergency medical service bills and reports; correspondence; legal papers; and other documentation relating to claims eligible under worker's compensation laws. At the discretion of the Workers' Compensation Division, claim files may be held until the termination of claimant employment plus an addition seven years if all benefits due have been paid in full.	T + 7	8 CCR 10102(a)(1); 8 CCR 15400.2	Shred / Delete
CHR-RM450	Workers' Compensation - Record Only	Records related to the administration of the County's self-insured program and related claims of injury where no treatment was received beyond first aid and no claim number was assigned.	CY + 2	GC 26202	Shred / Delete


COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE


	Department / Agency: County Human Resources Division: All Divisions Section: All Sections
Schedule Type: Departmental Records Retention Schedule (DRRS) Schedule #: DRRS_CHR_2008_Rev01 Date submitted to the Board of Supervisors: December 16, 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 the Records Management and Archives Program (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.

Department Head

 Name: Ron Komers
 Title: Human Resources Director / Assistant CEO
 Date: 12/4/08

Records Management and Archives Program

 Name: Mary W. Cox
 Title: Chief Deputy, RMAP
 Date: 12/4/08


County Archives

 Name: Jim Hofer
 Title: Archives Manager
 Date: 4 Dec. 2008

County Auditor-Controller

 Name: Bruce Kincaid
 Title: Assistant Auditor-Controller
 Date: 12/8/2008

Information Technology

 Name: Matt Fyrmie
 Title: Chief Information Officer
 Date: 12/4/08

County Counsel

 Name: Lucy Furuta
 Title: Deputy County Counsel
 Date: 12/4/08

County Risk Management

 Name: Jim Sessions
 Title: Risk Manager
 Date: 12/4/2008



County of Riverside, California Departmental Records Retention Schedule (DRRS_COCO_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 Departmental Records Retention Schedule (DRRS) for the Department of County Counsel (CoCo) is adopted as per the recommendations of Board Policy A-43.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This schedule indicates the length of time that listed records, regardless of media or format, must be retained by County Counsel before disposition may be implemented. These retention requirements are recommended in order 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 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 the department, the statute or regulation override this schedule and the department must amend its records retention schedule as soon as practicable. 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 department of approval to dispose.

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. For those series designated as belonging to the Clerk of the Court, this is understood to mean the clerk of the court in which the case has been filed.

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


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

EXP = Expiration

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

GC = California Government Code

P = Permanent

		COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE				
Department / Agency: COUNTY COUNSEL Division: ALL DIVISIONS Section: ALL SECTIONS		3535 TENTH STREET RIVERSIDE Date Submitted to Board of Supervisors: December 16, 2008		Schedule Type: Departmental Records Retention Schedule Schedule #: DRRS_COCO_2008_Rev01		
Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title	Description				
COCO-COCO100	Assessment Appeals	Records documenting the appeal of property tax amount by the property owner. Will include the owner's appeal, the decision of the assessment appeals board and attorney's notes.	Clerk of the Board	CL + 1	Best Practice	Shred / Delete
COCO - COCO150	Bail Bond Transaction Files	Records of bail summary judgments. May include an Order for Summary Judgment, receipt of payment and proof of transfer of funds to the court.	Clerk of the Court	CL + 5	Best Practice	Shred / Delete
COCO - COCO200	California Children and Families (Proposition 10-1998) Commission Files	Departmental reference copies of CCFC meeting agendas and minutes as well as CCFC related ordinances, resolutions, and contracts.	CCFC Commission	CL + 5	Best Practice	Shred / Delete
COCO - COCO250	Case Files, Code Enforcement	Case files representing the Department of Code Enforcement. Files are related to Abatement and Nuisance cases. May include the petition, order, notices, pictures and attorney notes.	Clerk of the Court	CL + 5	GC26202	Shred / Delete
COCO - COCO275	Case Files, Collection	Records documenting matters related to the collection of monies owed the County. (County Counsel may place a hold against an individual's property until a debt is paid.) File will contain a promissory note and may show dates payments were made or the date the debt was paid in full. File may also include a Riverside County hospital bill, a referral from the hospital, a summons, complaint or an abstract of judgment.	Clerk of the Court	CL + 5	Best Practice	Shred / Delete

County Counsel (COCO)		Schedule #: DRRS_COCO_2008_REV01				
Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
COCO - COCO300	Case Files, Human Resources	Case files representing the Department of County Human Resources. May include grievances, writs, and disciplinary actions. File may also include petition, writ and various background material.	Clerk of the Court or COR Human Resources	CL + 5	GC26201	Shred / Delete
COCO - COCO325	Case Files, Juvenile Dependency	Case files representing the Department of Social Services, specifically cases involving minors. May include petitions filed pursuant to Welfare & Institutions Code 361.5 or 366.26. May also include birth certificates, notices, citations, orders, social worker reports, ex partes, court reports, notices (or notices of publication if the parent is noticed by newspaper publication), parent locator discovery report, Child Welfare Indian documents, minute orders, paternity test, proofs of service and attorney notes.	Clerk of the Court	CL + 1	GC26201	Shred / Delete
COCO - COCO350	Case Files, Juvenile Dependency Appeal	Case files representing the Department of Social Services, specifically those involving the appellate cases of the natural parents of minors scheduled to be removed from the home. May include documents filed in the appellate procedure and attorney notes.	Clerk of the Court	CL + 5	GC26202	Shred / Delete
COCO - COCO375	Case Files, Litigation	Records related to county action in civil and criminal cases (either for or against the county) or actions involving property such as eminent domain. May include briefs, court proceedings, pleadings, investigative materials, petitions, notices, orders, transcripts, and attorney notes.	Clerk of the Court	CL + 10	GC26202	Shred / Delete

County Counsel (COCO)		Schedule #: DRRS_COCO_2008_REV01				
Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
COCO - COCO400	Case Files, Probate and Conservatorship	Case files representing Department of Mental Health or the Division of Public Guardian in probate or conservatorship matters. May include petitions filed pursuant to the Welfare & Institutions Code §§ 5327, 5350 or 5361. May also include the accounting of use of conservatee's funds, correspondence, court orders, doctor's declaration, ex partes, letters of conservatorship, dismissals, and reappointments.	Clerk of the Court	CL + 3	GC26202	Shred / Delete
COCO - COCO450	Conservatorship Writ and Riasee Hearing Documents	Documents filed by a conservatee in order to terminate their conservatorship. County Counsel does not maintain case files, only the documents. Documents are filed by year and alphabetically.	Clerk of the Court	CL + 1	GC26201	Shred / Delete
COCO - COCO500	Inland Empire Health Plan	Departmental reference copies of IEHP meeting agendas and minutes, IEHP related ordinances, resolutions, and contracts.	IEHP	CL + 5	Best Practice	Shred / Delete
COCO - COCO550	Law Enforcement Writs and Motions	Records related to writs or motions filed by a defendant or by the Sheriff's Department. Files may include Pitchess motions, writs related to jail conditions or weapons to be destroyed.	Clerk of the Court	CL + 2	GC26202	Shred / Delete
COCO - COCO600	Legal Opinions	Formal opinions written by County Counsel advising the Board of Supervisors or County staff concerning the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations.	County Counsel	P	Best Practice	Dept.
COCO - COCO650	Ordinance File	Departmental copy of each ordinance and amendments to it.	Clerk of the Board	P	Best Practice	Dept.
COCO - COCO700	Ordinance Log	The log recording each County ordinance by number and any amendments issued.	County Counsel	P	Best Practice	Dept.

County Counsel (COCO)							Schedule #: DRRS_COCO_2008_REV01		
Record Series		Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition		
Code									
COCO - COCO750	Real Property Development Agreements	Real Property Development Agreements	Records documenting an agreement between a property owner and the County that allows for future development under prescribed terms and conditions. May include the property description and map along with the approved Board letter (Form 11).	Clerk of the Board	EXP + 10	Best Practice	Shred / Delete		
COCO - COCO800	Real Property Lease File	Real Property Lease File	Records documenting the lease of County owned property to another agency. Includes a copy of the lease and pertinent correspondence.	County Counsel	CL + 4	CCP 337.2	Shred / Delete		
COCO - COCO850	Service Contracts/Agreements	Service Contracts/Agreements	Records documenting the services provided to the county by outside vendors. Includes a copy of the approved Board letter (Form 11) and the contract.	Clerk of the Board	CL + 5	Best Practice	Shred / Delete		
COCO - COCO900	Tax Bond Files	Tax Bond Files	Assessment Districts and Community Facilities Districts are formed to finance public facilities and improvements. County Counsel file will contain agreements between the County of Riverside and the property owners. May also contain correspondence and attorney notes.	Executive Office	Maturity of Debt Instrument + 4 years	Best Practice	Shred / Delete		


COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE	
Department / Agency:	County Counsel
Schedule Type:	Departmental Records Retention Schedule (DRRS)
Division:	All Divisions
Section:	All Sections
Schedule #:	DRRS_COCO_2008_Rev01
Date submitted to the Board of Supervisors:	December 16, 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 the Records Management and Archives Program (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.


Department Head

 Name: Joe Rank
 Title: County Counsel
 Date: 12/4/08

Records Management and Archives Program

 Name: Mary M. Cox
 Title: Chief Deputy, RMAP
 Date: 12-4-08

County Archives

 Name: Jim Hofer
 Title: Archives Manager
 Date: 4 Dec. 2008

County Auditor-Controller

 Name: Bruce Kincaid
 Title: Assistant Auditor-Controller
 Date: 12/8/2008

Information Technology

 Name: Mark Fymire
 Title: Chief Information Officer
 Date: 12/4/08

County Counsel

 Name: Lucy Fujiata
 Title: Deputy County Counsel
 Date: 12/4/08

County Risk Management

 Name: Jim Sessions
 Title: Risk Manager
 Date: 12/4/08