

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA** 204 A



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
April 7, 2009

SUBJECT: Proclamation to honor Records and Information Management Month

RECOMMENDED MOTION: That the Board of Supervisors recognize and honor April 2009 as Records and Information Management Month.

BACKGROUND: Information is considered to be the most critical resource in business. Information contained in records is needed on a daily basis to resolve problems, make decisions, and provide services. Properly managing records is critical to the success of any organization.

Departmental Concurrence

Companies, government agencies and organizations throughout the world promote the importance of sound records and information management during the month of April. ARMA International, the Association of Information Management Professionals, a professional, not-for-profit organization whose primary purpose is education in the field of records and information management, created this annual recognition in 1995. Riverside County continues to make significant progress in professionally managing its records. This recognition underscores the importance for organizations to strategically manage their records and information as they face today's business challenges.

Larry W. Ward
Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ None	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ None	Budget Adjustment:	No
	Annual Net County Cost:	\$ None	For Fiscal Year:	2008-2009

SOURCE OF FUNDS: Recorder's Micrographic Revenue	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	

C.E.O. RECOMMENDATION:

RECEIVE AND FILE

BY: Rob Rockwell

County Executive Office Signature

- Dept Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

APR 10 2009
COUNTY OF RIVERSIDE

TO RECOGNIZE AND HONOR

RECORDS AND INFORMATION MANAGEMENT MONTH

WHEREAS, the management and control of information is increasingly critical to every industry, business, and government agency, and the systematic creation, distribution, storage, and retrieval of records are of critical importance to the continued and efficient operation of any good organization; and

WHEREAS, an effective records management program assures the availability of information as a basis for sound decision-making by providing security and control against loss by mis-management, natural disaster, theft, or inadvertent destruction; and

WHEREAS, the observance of Records and Information Management Month will take place during the month of April, 2009; having been initiated by ARMA International with its nearly 11,000 members, to support the advancement of the records and information management profession through advocacy, education and professional development; and

WHEREAS, all Riverside County citizens should recognize the significant and important role that records and information management professionals render in maintaining appropriate business, civic, and government records; and

WHEREAS, many county departments are promoting the principles of good records and information management through the creation, maintenance, and use of authentic, reliable, usable information and the development and use of information systems that place a high priority on accuracy and integrity.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the Riverside County Board of Supervisors do hereby declare the month of April 2009 as Riverside County Records and Information Management Month and does hereby encourage the people of Riverside County to support records management programs throughout the county.