

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

749



FROM: Assessor-County Clerk-Recorder / Records Management and Archives Program

SUBMITTAL DATE:
August 28, 2012

SUBJECT: Approval of the General Records Retention Schedule (Rev07) and three Departmental Records Retention Schedules (DRRS).

RECOMMENDED MOTION: That the Board of Supervisors approve the attached General Records Retention Schedule and three Departmental Records Retention Schedules (DRRS) for Public Health – Maternal Child and Adolescent Health, Treasurer-Tax Collector and Veterans' Services 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 and County Counsel to review and update the County General Records Retention Schedule and the Departmental Records Retention Schedules attached.

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 checked="" type="checkbox"/> |

C.E.O. RECOMMENDATION:

APPROVE

BY:
Karen L. Johnson

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY:
TAMMY V. JIEU
DATE: 8/15/2012

Departmental Concurrence

Dep't Recomm.: Consent Policy

Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3.20

**Record Retention Schedules
Listed by Department
August 28, 2012**

REVISED SCHEDULES

General Records Retention Schedule

All County (Attachment A)

Supersedes schedule adopted July 12, 2011 Agenda #3.10

Public Health

Maternal Child and Adolescent Health

All sections (Attachment B)

Supersedes schedule adopted January 23, 2007 Agenda # 3.5

NEW SCHEDULES

Treasurer-Tax Collector

All sections (Attachment C)

Veterans' Services

All sections (Attachment D)



County of Riverside, California Departmental Records Retention Schedule (DRRS_VET_2012_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)
PO Box 472
Riverside, CA 92502
951-486-7151
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for Veterans' Services is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted September 10, 2002.

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 Veterans' Services 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, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, Veterans' Services will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the Veterans' Services is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the Veterans' Services will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

Veterans' Services will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. Veterans' Services is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, Veterans' Services 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.

Explanation of Fields

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

Record Series Title: The Record 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.

Record Series Description: A description of the Record Series Title that includes examples, not an exhaustive list, 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

AV = Administratively Valuable

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

CDVA = California Department of Veterans Affairs

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



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule

Department / Agency: Veterans' Services

Division: ALL


Schedule #:

DRRS_VET_2012_Rev02

Section: ALL

Record Series

| Code | Title | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|--------|---|---|--|----------------------------------|---------------------------------|-------------------|
| VET100 | Case Studies | A Veterans Client File that is unique in terms of its precedent setting potential. The file is maintained for reference purposes. Records series includes client information in addition to its special argument or evidential documentation. | Veterans' Services | AV + 2, but not less than CL + 3 | GC 26202; Best Practice | Shred / Delete |
| VET200 | Client Files | File created for every applicant utilizing the Veterans Services Offices. Records series may include correspondence and copies of military records, etc. | Veterans' Services | CL + 3 | GC 26202; Best Practice | Shred / Delete |
| VET300 | Program Claims - Medical Cost Avoidance | Veterans Benefits Verification & Referral Form (CW5) copies. A copy of the completed form is to be kept by the County Veterans' Services Office. | Veterans' Services; Public Social Services | CL + 3 | GC 26202; CDVA Procedure Manual | Shred / Delete |
| VET400 | Semi-Annual Reports | Reports generated to report the number of subvention and Medi-Cal cost avoidance claims have been processed in a given audit year. Originals are filed with the State, while copies are maintained by the County Veterans' Services Office. | Veterans' Services; CDVA | FY + 7 | GC 26202; Best Practice | Shred / Delete |

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|---|---|
| COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE | |
|  | Veterans' Services |
| Department / Agency: | Schedule Type: Departmental Records Retention Schedule (DRRS) |
| Division: ALL | Schedule #: |
| Section: ALL | DRRS_VET_2012_Rev012 |

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 Director 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: William J. Earl Director Title
 Date: 8/1/12

Records Management and Archives Program
 Name: Tauna Mallis Assistant Assessor-Clerk-Recorder Title
 Date: 8/13/12

County Archives
 Name: Jim Hofer Archives Manager Title
 Date: 14 August 2012

County Auditor-Controller
 Name: Frankie Ezzat Chief Accountant Title
 Date: 8/15/12

Riverside County Information Technology
 Name: Sebron Partridge Deputy Chief Information Security Officer Title
 Date: 8/14/12

County Counsel
 Name: Tawny Lieu Deputy County Counsel Title
 Date: 8/15/2012

County Risk Management
 Name: Jim Sessions Risk Manager Title
 Date: 8/15/12



County of Riverside, California General Records Retention Schedule (GRRS_2012_Rev07)

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
951-486-7151
(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 (GRRS_2011_Rev06) adopted on July 12, 2011.

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 a 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, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

The department will maintain the requested records until the close of litigation or proceedings 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, the 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.

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

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

AV = Retained as long as Administratively Valuable

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

CCP = California Code of Civil Procedure

CFR = Code of Federal Regulations

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

CR = Creation (of the record) date

CU = Current

CY = Calendar year end

EPPA = Employee Polygraph Protection Act (1988)

FY = Fiscal year end

GC = California Government Code

P = Permanent

PC = California Penal Code

R & TC = California Revenue and Tax Code

REV = (Until) Revised or superseded

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

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: General Records Retention Schedule (GRRS)
 Schedule #:
GRRS_2012_REV07

Department / Agency: All Departments
 Division: All Divisions
 Section: All Sections

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|-------------------------|--------------------------|---|----------------------------|---------------------------|-------------------------------------|-------------------|
| Code | Title | | | | | |
| Accounting (ACC) | | | | | | |
| ACC100 | Accounts Payable | Records documenting payment required to be made for goods and services. May include claims, credit card transactions, invoices, petty cash records, refunds, vouchers and warrants. | Auditor Controller & Dept. | FY + 7 | GC 26907; Best Practice | 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 & Dept. | FY + 7 | GC 26907; Best Practice | 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 & Dept. | FY + 7 | GC 26907; Best Practice | Shred / Delete |
| ACC250 | Capital (Fixed) Assets | Records related to the financial activities associated with capital (fixed) assets. May include inventories, material transfer files (surplus forms) and sale records. | Auditor Controller & Dept. | Disposal of Asset + 7 | GC 24051(b); Best Practice | Shred / Delete |
| ACC300 | General Ledger | Contains the accounts needed to reflect the financial position of the government. | Auditor Controller & Dept. | P | Best Practice | County Archives |
| ACC325 | Official County Receipts | Official receipts issued to departments by the Auditor-Controller's Office. | Auditor Controller & Dept. | FY + 7 | GC 26907.2; GC 27001; Best Practice | Shred / Delete |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|-----------------------------|---|--|----------------------------|---------------------------|--|----------------------------|
| Code | Title | | | | | |
| 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 & Dept. | T + 75 | 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 & Dept. | T + 75 | Audit support; see also 29 CFR 516.6(c); Best Practice | Shred / Delete |
| 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 & Dept. | FY + 7 | GC 26907; Best Practice | Shred / Delete |
| Administration (ADM) | | | | | | |
| ADM100 | Annual Reports - official copy | The official yearly report made by a department or agency at the close of the fiscal year stating the department's assets and liabilities and providing an overview of the department's services and programs. Typically submitted to the Board of Supervisors using a submittal Form 11 (see entry for Submittal to the Board of Supervisors below) thereby making it part of the minutes for the meeting at which it is presented. | Dept. | P | Best Practice | 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 |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|---|---|---|--|---|----------------------------------|
| Code | Title | | | | | |
| ADM175 | Boards and Commissions | Record of items submitted to and decisions made by the Board of Supervisors as well as governing bodies and commissions subject to the provisions of the Brown Act. May include meeting agendas, minutes, exhibits, and staff reports as relevant to the outcome of the proceedings. May include ordinances and resolutions. Should 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 et seq; GC 54950 et seq; Board of Supervisors' Policy A-21 | Clerk of the Board (GC 25104) |
| ADM200 | Conflict of Interest Statement - Department Head | Statements filed (Form 700, formerly Form 730) pursuant to the California Political Reform Act of 1974 and its amendments related to the economic interests of County representatives. | Clerk of the Board | Original (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 |
| ADM310 | Correspondence - public complaints | Correspondence issued from or received by a department that relates to a concern or complaint of the public. Records series may include correspondence, related memoranda and notes. | Dept. | CL + 2 | GC 26202 | Shred / Delete |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|---|---|---|---------------------------|---|--------------------------|
| Code | Title | | | | | |
| 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 + 7 | Best Practice | Shred / Delete |
| 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 + 7 | 49 CFR 18.42(b); audit support and as required by the terms of the grant; Best Practice | Shred / Delete |
| ADM450 | Policy & Procedure - Boards and Commissions | Records documenting the policies and procedures approved for the County's Board of 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 |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|-----------------------------------|---|---|--|-----------------------|--------------------|
| Code | Title | | | | | |
| 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 |
| 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 |
| ADM505 | Public Records Requests | Records distributed to the public in response to a public records request. Records series includes the original request, the department response and a <u>copy</u> of the records provided if applicable. | Dept. | CY + 2 | GC 26202 | Shred / Delete |
| ADM525 | Recordings of Public Meetings | Audio or video recordings of the official proceedings of a public body subject to the Brown Act. See ADM175 above. Audio or video recordings of the proceedings of the Board of Supervisors are held by the Clerk of the Board in accordance with the Clerk of the Board's records retention schedule. | The subject body or supporting County department. | After minutes are written but no less than 30 days | GC 54953.5 (b) | 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. Records series may also include authorized signature lists. | 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. | REV + 2 | GC 26202 | Shred / Delete |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|----------------------|--|--|--|--|-------------------------|-------------------------------|
| Code | Title | | | | | |
| ADM610 | Records Transfer List | A form listing the records sent off-site for storage. This form contains information related to the contents of containers and links the contents to a container barcode for tracking and reference purposes. | Dept and ACR RMAP | Destruction of all listed containers + 2 | GC 26202 | Shred / Delete |
| ADM615 | Resolutions | Resolutions submitted to and approved by the Board of Supervisors. Records series includes, at minimum, the Minute Order, complete text of the Resolution and any supporting documentation. | Initiating Dept and Clerk of the Board | P | GC 25102; Best Practice | Dept and Clerk of the Board |
| ADM625 | Submittal to the Board of Supervisors (Form 11s) | Items submitted for consideration to the Board of Supervisors, including records of proceedings and written descriptions of business conducted. May include annual reports, grand jury reports, and management reports. | Clerk of the Board | P | GC 25102 | Clerk of the Board (GC 25104) |
| Finance (FIN) | | | | | | |
| FIN100 | Audit reports | Record of the examination of county finances as prepared by internal or external auditors. May include financial reports and statements showing the status of all county funds and the narrative audit report. | Auditor Controller | P | Best Practice | County Archives |
| FIN150 | Bids - accepted | Record of accepted submissions offered by a vendor or contractor selling goods or services to the County. May include bid (plus spreadsheet and award letter), proposal, request for quotation (RFQ), request for proposal (RFP) and request for information (RFI). | Dept. | Termination of Contract + 7 | Best Practice | Shred / Delete |
| 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 |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|--------------------------------|--|--|----------------------------------|---------------------------|---|-------------------|
| Code | Title | | | | | |
| FIN300 | Budgets - supporting papers | Departmental reference copies of the approved County budget as well as the work papers used to compile the annual budget request. Maintained as audit support. May include submissions and appeals in addition to budget manuals, spreadsheets, statistics, County Auditor Controller directives, other data accumulated in the budget development, submission and presentation process. | Dept. | FY + 7 | Audit Support; Best Practice | 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 + 7 | GC 26907; Best Practice | 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. | Dept. | CL + 7 | GC 26907 See also GC 25501.5; Best Practice | 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 |
| Health and Safety (HSA) | | | | | | |
| HSA100 | Emergency Action and Fire Prevention Plans | Plans for evacuation of agency facilities in cases of emergency and plans to prevent fires. Records series may include fire drill action plans and safety checklists. | Dept. and County Human Resources | REV + 1 | 29 CFR 1910.38-.39; Best Practice | Shred / Delete |
| 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 |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|---------------------------------------|---|----------------------------------|---|---|-------------------|
| Code | Title | | | | | |
| 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. 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 |
| 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 documentation of safety training for all employees including who attended and the topic discussed. May also include Safety Committee meeting records including issues discussed at meetings and results of investigation reviews. | Dept. and County Human Resources | CY + 3 | 8 CCR 3203(b)(1-2) & (c); County of Riverside IIPP Standard | 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 |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|--------------------|--|--|---|---------------------------|--------------------------------|-------------------|
| Code | Title | | | | | |
| 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 | 29 CFR 1910.1020 (d)(1)(ii)(B) | Shred / Delete |
| Legal (LEG) | | | | | | |
| 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 + 7 | Best Practice | Shred / Delete |
| LEG150 | Contracts / Agreements - government | The binding agreement between 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 |

| Record Series | | Code | Title | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|--|------|--|---|---|---------------------------|----------------------|-------------------|
| | | | | | | | | |
| 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 | |
| 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. | Until passed, failed or dropped by department + 2 | GC 26202 | Shred / Delete | |
| LEG550 | Litigation Records | | Records related to legal correspondence, pleadings and copies of court records. Records series may include transcripts, notices, interrogatories and depositions. | Dept. | CL + 10 | CCP 1952.3; 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 Duces Tecum - challenged | | Records related to subpoenas or subpoenas duces tecum received by a County department where the department has challenged the requirement to comply. Records series pertains only to those subpoenas where the County is not a party to the litigation. | Dept. | Resolution + 2 | Best Practice | Shred / Delete | |


| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|--------------------------------|--|--|----------------|-------------------------------|---|-------------------|
| Code | Title | | | | | |
| LEG750 | Subpoenas and Duces Tecum - record of compliance | Records related to subpoenas and subpoenas duces tecum received by a County department where the department has fully complied. Records series pertains only to those subpoenas where the County is not a party to the litigation. | Dept. | Compliance + 2 | Best Practice | Shred / Delete |
| Office Management (OFM) | | | | | | |
| OFM100 | Equipment | Records related to the maintenance, repair and inventory of County leased or owned equipment and vehicles. May include equipment calibration records, maintenance records, motor vehicle records and surplus forms. | Dept. | end of lease or ownership + 7 | GC 24051; Best Practice | 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. | end of lease or ownership + 7 | GC 24051; Best Practice | 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 |
| 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 |
| OFM325 | Vehicle Usage Reports | Records related to the use of County vehicles by County employees on County business. Records include mileage reports that contain the name of the employee utilizing the county vehicle, the date(s) the vehicle was used by the employee, the purpose of the trip and the starting and ending mileage. | Dept. | FY + 7 | Board of Supervisors' Policy D-2; Audit Support | 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 |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---|--|--|----------------------------------|---|--|-------------------|
| Code | Title | | | | | |
| OFM400 | Work Orders - originator copies | Work requests for maintenance services performed on County vehicles, equipment or property. | Dept. | CY + 2 | Best Practice | Shred / Delete |
| Personnel (PER) - all records within this Group require confidential destruction | | | | | | |
| 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 | 29 CFR 1602.31; 29 CFR 1602.14; GC 12946 | Shred / Delete |
| 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. | Dept. | 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 + 7 | Audit Support; Best Practice | Shred / Delete |

| Record Series | | Code | Title | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|-------------------------------------|------|--|----------------------------------|----------------|--|----------------------|-------------------|
| | | | | | | | | |
| PER300 | Leave of Absence Reports / Requests | | Records related to any employee request for leave of absence. May include a leave of absence (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 + 7 | 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 | |
| PER375 | 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. Records series may include dates of treatment, evaluations, medical health questionnaires or history, medical record subpoenas, return to work paperwork, and/or treatment plan diagnosis. | Dept. and County Human Resources | T + 30 | 8 CCR 3204(d)(1)(a) and 3204c (5); 29 CFR 1910.1020(d)(i) and 1910.1030(h) | Shred / Delete | |
| 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. | Dept. and County Human Resources | T + 75 | Best Practice | Shred / Delete | |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|---|--|----------------------------------|--|--|-------------------|
| Code | Title | | | | | |
| PER410 | Personnel Files - Supervisor's Copy | Supervisor's copy of records documenting an employee's work history from one evaluation to the next. Records may include relevant correspondence including email, copies of disciplinary actions, memoranda and notes. The information is maintained and used to complete the employee's annual evaluation. | Dept. | Completion of employee's annual evaluation + 1 | Best Practice | 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 | REV + 3 | GC 26202 | Shred / Delete |
| 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 + 7 (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 |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|-----------------|--|----------------------------------|---------------------------|----------------------------------|-------------------|
| Code | Title | | | | | |
| 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 + 7 | 22 CCR 1085.2(c) | Shred / Delete |
| PER700 | Volunteer Files | Records documenting a volunteer's service history. Records series may include acceptance letter, correspondence, duties or responsibilities, qualifications and/or resume, etc. | Dept. | T + 3 | Riverside County Ord. 440 § 11.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_2012_Rev07 | |

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 director 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: Tauna L. Mallis
 Assistant Assessor-County Clerk-Recorder
 Title
 Date: 8/6/12

County Archives


 Name: James D. Hofer
 Archives Manager
 Title
 Date: 6 August 2012

County Auditor-Controller


 Name: Frankie Ezzat
 Chief Accountant
 Title
 Date: 8/6/12

Riverside County Information Technology


 Name: Sebron Partridge
 Information Security Officer
 Title
 Date: 8/14/12

County Counsel


 Name: Tawny Lieu
 Deputy County Counsel
 Title
 Date: 8/6/2012

County Risk Management


 Name: Jim Sessions
 Risk Manager
 Title
 Date: 8/6/2012



County of Riverside, California Departmental Records Retention Schedule (DRRS_TTC_2012_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)
PO Box 472
Riverside, CA 92502
951-486-7151
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Treasurer-Tax Collector (TTC) 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 the Treasurer-Tax Collector 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, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the Treasurer-Tax Collector will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the Treasurer-Tax Collector is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the Treasurer-Tax Collector will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

The Treasurer-Tax Collector will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The Treasurer-Tax Collector is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the Treasurer-Tax Collector 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.

Explanation of Fields

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

Record Series Title: The Record 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.

Record Series Description: A description of the Record Series Title that includes examples, not an exhaustive list, 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

AU = Final Audit

CY = Calendar year end

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

FY = Fiscal year end

CASPC = California Accounting Standards and Procedures for Counties

GC = California Government Code

P = Permanent

CCP = California Code of Civil Procedure

R&TC = California Revenue and Tax Code

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.

S&HC = California Streets and Highways Code



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

| Department / Agency: Treasurer-Tax Collector | | Schedule Type: Departmental Records Retention Schedule | | | | |
|--|---------------------------|--|-------------------------|---------------------------|---|-------------------|
| Division: All | | Schedule #: DRRS_TTC_2012_Rev01 | | | | |
| Section: All | | Record Series | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
| Code | Title | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
| Accounting (ACC) | | | | | | |
| TTC-ACC100 | Bonds | Records documenting billing, collections, payments and settlements to the bond holders. Records series includes bond book ledgers, bond holder envelopes, bond foreclosure forms, bond registration and letter to register bonds. | Treasurer-Tax Collector | CL + 10 | S&HC 6446; CCP 337.5; Best Practice | Shred / Delete |
| TTC-ACC125 | Bulk Transfer Records | Bulk transfer records. Records series may include notice of bulk sale, correspondence with escrow companies and liability letters. | Treasurer-Tax Collector | FY + 5 | GC 26202; Best Practice | Shred / Delete |
| TTC-ACC150 | Cancel Penalty Affidavits | Cancellation of penalty request. Cancellation request form indicating the R&TC code as reason for the request, includes back up documents such as bank letter/or letter, mailed envelope, IMSA/Paradox print out, affidavits, etc. | Treasurer-Tax Collector | AU + 2 | GC 26202; CASPC | Shred / Delete |
| TTC-ACC175 | Daily Reports | Documents for balancing daily collection activity. These include daily reports and supporting documents for balancing Tax Collector and Auditor Controller daily collection activity. | Treasurer-Tax Collector | FY + 7 | GC 26202; Best Practice | Shred / Delete |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|------------|---|--|-------------------------|----------------|---|----------------------|-------------------|
| Title | Description | | | | | | |
| TTC-ACC200 | Excess Proceeds | Claims for monies submitted to the County after the sale of a parcel. Records series may include excess proceeds number, publication, research report, PO cert list, distribution, no claims, completed claims item, party of interest report, stat reports. | Treasurer-Tax Collector | FY + 12 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |
| TTC-ACC225 | Field Collection Files | Field collection files. Records series may include copies of checks, copies of tax bills, seizure notices, correspondence, certified correspondence copies, and bank seizure copies. | Treasurer-Tax Collector | FY + 3 | GC 26202; Best Practice | Shred / Delete | |
| TTC-ACC250 | Four Year Payment Plans | Agreements for four year payment plans on escaped assessments, unsecured and secured property taxes. Records series may include, copies of payments received and applied and lapsed/unlapsed payment plans. | Treasurer-Tax Collector | FY + 5 | Best Practice; R&TC 4837.5 | Shred / Delete | |
| TTC-ACC275 | Installment Payment Plan Agreements | Installment payment plan (IPP) agreements for secured delinquent taxes. Records series may include signed agreements for installment payment plans, copies of property tax printouts, receipts, and copies of checks. | Treasurer-Tax Collector | FY + 5 | Best Practice; R&TC 4221; GC 26202 | Shred / Delete | |
| TTC-ACC300 | Installment Payment Plan Reconciliation Reports | Installment Payment Plan (IPP) transfers. Records series may include individual payment plan distribution and back-up. | Treasurer-Tax Collector | FY + 7 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|------------|----------------------------|--|-------------------------|----------------|---|----------------------|-------------------|
| Title | | Description | | | | | |
| TTC-ACC325 | Internal Audit Work Papers | Internal audit and work papers. Records series may include various fund reconciliations, documentation / summary of variances, and instructions for corrections. | Treasurer-Tax Collector | FY + 7 | GC 26202; Best Practice | Shred / Delete | |
| TTC-ACC350 | Mobile Home Tax Clearance | Mobile home tax clearance certificate, property tax screen printouts, and title search. Records series may include request for payment letter, correspondence, and supporting documentation. | Treasurer-Tax Collector | FY + 12 | GC 26202; R&TC 5832; Best Practice | Shred / Delete | |
| TTC-ACC375 | Monthly Distribution | Internal Treasurer-Tax Collector monthly distribution reconciliation reports and supporting documents. | Treasurer-Tax Collector | FY + 7 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |
| TTC-ACC400 | Negative Apportionments | Negative apportionment requests and supporting documentation. | Treasurer-Tax Collector | FY + 7 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |
| TTC-ACC425 | Non Cash Tickets | Non-cash tickets for records only and distribution. This series is for records only and distribution noncash tickets maintained for audit purposes. | Treasurer-Tax Collector | FY + 7 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |
| TTC-ACC450 | Office Fees | Annual fee calculations. Records series may include annual fee calculations, methodology, and supporting documents. | Treasurer-Tax Collector | FY + 7 | GC 26202; Best Practice | Shred / Delete | |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|------------|--------------------------------|---|-------------------------|----------------|--|----------------------|-------------------|
| Title | | Description | | | | | |
| TTC-ACC475 | Payment Files | Record documenting Treasury Cash Receipt (TCR) Team report, emails, spreadsheets, and emailed notification. Records series may include wire payment files and check payment files. | Treasurer-Tax Collector | FY + 2 | GC 26202; CASPC | Shred / Delete | |
| TTC-ACC500 | Release Of Refunds | Release of refund work papers. Records series may include departmental requests, e-mail, and back-up paperwork. Checklist and refund reports. | Treasurer-Tax Collector | FY + 2 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |
| TTC-ACC525 | Subdivision and/or Parcel Maps | Subdivision/parcel maps submitted with a request for taxes due for current year or estimated taxes due for the forthcoming fiscal tax year. Payment or tax bond guaranteeing all taxes must be submitted and acknowledged by the Tax Collector, prior to the final approval of the subdivision parcel map by the Clerk of the Board. Records series may include application for estimated taxes due or current taxes due and copy of parcel map | Treasurer-Tax Collector | CY + 2 | Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |
| TTC-ACC550 | Tax Sales Files | Files created for the preparation of a tax sale. Master files, proofing reports. TC item numbers that sold, and related documents. Records series may include IRS, cancelled sales, re-offers, lot book order, State notify, Accurant, loss report, redeemed parcels, stubs off sale, lot books, and personal visits. | Treasurer-Tax Collector | FY + 12 | GC 26202; Best Practice | Shred / Delete | |
| TTC-ACC575 | Unclaimed Money Records | Documents to maintain deposits and disbursements of unclaimed money. Records series may include unclaimed money logs, deposits, claims, correspondence, publication and disposition of funds, and related back-up documentation. | Treasurer-Tax Collector | FY + 7 | GC 26202; Best Practice | Shred / Delete | |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|-----------------------------|---|---|-------------------------|----------------|---|----------------------|-------------------|
| Title | | Description | | | | | |
| Administration (ADM) | | | | | | | |
| TTC-ADM100 | Addendas | Returned certified letters mailed out to parties that may get a Power to Sell lien if not paid before next fiscal year, includes green cards. | Treasurer-Tax Collector | FY + 12 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |
| TTC-ADM125 | Correspondence with Remittance (Windmill Files) | Correspondence with payment(s) from taxpayers requiring response to an investigation or inquiry. Records series may include letters, notes, and postcards. | Treasurer-Tax Collector | P | Best Practice, Treasurer-Tax Collector Executive Management | Dept. | |
| TTC-ADM150 | Customer Comment Cards | Forms completed by customers of the Treasurer-Tax Collector's office where customers comment on the services provided to them. Customers rate customer service and provide suggestions for improvement of the services provided by the Treasurer-Tax Collector. | Treasurer-Tax Collector | FY + 3 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |
| TTC-ADM175 | Grand Jury Reports-Work Papers | Copies may include reports, finance documents, transcripts, and responses to or from grand jury. | Treasurer-Tax Collector | P | Best Practice, Treasurer-Tax Collector Executive Management | Dept. | |
| TTC-ADM200 | Military Relief Tax Deferral Requests | Application for deferral of property taxes while taxpayer is deployed in the Armed Services when the tax becomes due and payable. Records series may include application and military orders for deployment. | Treasurer-Tax Collector | CL + 2 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|--------------------|--|--|-------------------------|----------------|---|---------------------------------|-------------------|
| Title | Description | | | | | | |
| TTC-ADM225 | Photos - Archival Records | Photos that are significant in historical value, not including individual elected official photos. | Treasurer-Tax Collector | P | Best Practice, Treasurer-Tax Collector Executive Management | Robert J. Fitch County Archives | |
| TTC-ADM250 | Printed Materials - Archival Copies | Printed materials distributed by the Treasurer-Tax Collector's office to the general public. | Treasurer-Tax Collector | P | Best Practice, Treasurer-Tax Collector Executive Management | Robert J. Fitch County Archives | |
| TTC-ADM275 | Studies and Statistics | Record of the Treasurer-Tax Collector's activities and accomplishments; may include statistics, narrative reports, graphs, and diagrams. | Treasurer-Tax Collector | P | Best Practice, Treasurer-Tax Collector Executive Management | Robert J. Fitch County Archives | |
| TTC-ADM300 | Treasurer-Tax Collector's - Archival Records | Records of the current and previous elected officials. Records series may include pictures, articles, letterhead, business cards, etc. | Treasurer-Tax Collector | P | Best Practice, Treasurer-Tax Collector Executive Management | Robert J. Fitch County Archives | |
| Legal (LEG) | | | | | | | |
| TTC-LEG100 | Agreements of Sale (Chapter 8) | Agreement of sale for parcels by cities, non-profit organizations, water district, redevelopment agencies, the State. Agency mailing. Records series may include objection letters, work-ups, agreements of sale, distribution, Form 11, proofing reports, certified mailings, IRS, publication. | Treasurer-Tax Collector | FY + 12 | GC 26202; Best Practice, Treasurer-Tax Collector Executive Management | Shred / Delete | |
| TTC-LEG125 | Bankruptcy | Chapter 7, 11, 13, 9, and 12. Records series may include claims, payments, petitions, legal documents (attorney and court), etc. | Treasurer-Tax Collector | FY + 2 | GC 26202 | Shred / Delete | |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|------------|-------------------|--|---|------------------------------|----------------------------|----------------------|-------------------|
| Title | | Description | | | | | |
| TTC-LEG150 | Publications | Publications for impending Power to Sell, three year delinquent list, able to collect, and black box. Records series may include text proofs, publication proofs, agreements between publisher and County, price for publication, and Form 11. | Treasurer-Tax Collector | FY + 12 | GC 26202; Best Practice; | Shred / Delete | |
| TTC-LEG175 | Release of Lien | Records documenting the release of a lien on a property. | Assessor-County Clerk-Recorder; Treasurer-Tax Collector | Last approved extension + 10 | Best Practice; R&TC 2191.4 | Shred / Delete | |
| TTC-LEG200 | Summary Judgments | Summary judgments and satisfaction of judgments. Records series may include property tax printouts, copies of checks and receipts. | Assessor-County Clerk-Recorder; County Counsel; Treasurer-Tax Collector | FY + 10 | R&TC 3105 | Shred / Delete | |



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

| | | |
|----------------------|-------------------------|---|
| Department / Agency: | Treasurer-Tax Collector | Schedule Type: Departmental Records Retention Schedule (DRRS) |
| Division: | All | Schedule #: |
| Section: | All | DRRS_TTC_2012_Rev01 |

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 Director 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

Don Kent
 Name: Don Kent
 Title: Treasurer-Tax Collector
 Date: 6-7-12

Records Management and Archives Program

Tauna Mallis
 Name: Tauna Mallis
 Title: Assistant Assessor-Clerk-Recorder
 Date: 8-6-12

County Archives

James Hofer
 Name: Jim Hofer
 Title: Archives Manager
 Date: 6 August 2012

County Auditor-Controller

Frankie Ezzat
 Name: Frankie Ezzat
 Title: Chief Accountant
 Date: 6-7-12

Riverside County Information Technology

Sebastian Partidge
 Name: Sebastian Partidge
 Title: Chief Information Security Officer
 Date: 2/19/12

County Counsel

Tawny Lieu
 Name: Tawny Lieu
 Title: Deputy County Counsel
 Date: 8/6/12

County Risk Management

Jim Sessions
 Name: Jim Sessions
 Title: Risk Manager
 Date: 8/6/2012



County of Riverside, California Departmental Records Retention Schedule (DRRS_PH-MCAH_2012_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)
PO Box 472
Riverside, CA 92502
951-486-7151
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Community Health Agency/Public Health – Maternal Child and Adolescent Health (MCAH) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted January 23, 2007.

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 MCAH 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, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, MCAH will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the MCAH is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the MCAH will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

MCAH will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. MCAH is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, MCAH 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.

Explanation of Fields

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

Record Series Title: The Record 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.

Record Series Description: A description of the Record Series Title that includes examples, not an exhaustive list, 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

CY = Calendar year end

FY = Fiscal year end

CCP = California Code of Civil Procedure

GC = California Government Code

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.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Public Health / County Health Agency
 Schedule Type: Departmental Records Retention Schedule


Division: Maternal Child and Adolescent Health
 Schedule #:
DRRS_PH-MCAH_2012_Rev02

Section: ALL

| Code | Title | Record Series Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|-----------------------------|----------------------------------|---|----------------|--|---|-------------------|
| PH-MCAH 100 | Client Files - Adult | Client record maintained by MCAH staff documenting all contact with the patient while in MCAH care. Records series also includes Sudden Infant Death Syndrome (SIDS) death record data. | MCAH | Last date of service + 7 | 22 CCR 70751 | Shred/Delete |
| PH-MCAH 150 | Client Files - Minor | Client record maintained by MCAH staff documenting all contact with the patient while in MCAH care. Records series also includes Sudden Infant Death Syndrome (SIDS) death record data. | MCAH | Age 18 + 1 year, but not less than 7 years from last date of service | 22 CCR 70751 | Shred/Delete |
| PH-MCAH-0004 PH-MCAH 200 | Memoranda of Understanding | Records documenting agreements made between MCAH and other private and government organizations. Records series includes documentation of the responsibilities of MCAH and these agencies. Records series also includes annual budget, reporting needs, job descriptions, scope of work and, as appropriate, Medi-Cal factor reports with summary page. | MCAH | CL + 7 | 48 CFR 4.805 et seq; CCP 337; Best Practice | Shred/Delete |
| PH-MCAH 250 | Program Records - Administration | Records related to the administration of any program under MCAH regardless of provider or funding source. Records series may include provider information. | MCAH | FY + 7 | GC 26202; Audit Support; Best Practice | Shred/Delete |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|--------------|---------------------------|---|------|----------------|--|----------------------|-------------------|
| Title | | Description | | | | | |
| PH-MCAH-0003 | Program Records - Finance | Records related to the finances of any program under MCAH regardless of provider or funding source. Records series may include quarterly time studies, Medi-Cal factor reports, secondary documentation, i.e. calendar or daily activity reports. | MCAH | FY + 7 | GC 26202; Audit Support; Best Practice | Shred/Delete | |
| PH-MCAH-300 | | | | | | | |
| PH-MCAH-350 | Referrals - Inactive | Referrals received by programs but not activated as a case due to inability to contact the client. | MCAH | CL + 3 | CCP 340.5 | Shred/Delete | |
| PH-MCAH-0005 | Reports - Annual | Report that is submitted to the State each fiscal year. The report contains three elements: the developed Scope of Work, outcomes and data points. Each of the components are reviewed and a description of the progress made toward meeting the yearly goals is added and sent to the State. | MCAH | FY + 5 | GC 26202; Best Practice | County Archives | |
| PH-MCAH-400 | | | | | | | |
| PH-MCAH-0004 | Surveys - Client | Surveys completed by MCAH clients and used to monitor performance. | MCAH | FY + 2 | GC 26202 | Shred/Delete | |
| PH-MCAH-450 | | | | | | | |

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

| | |
|---|---|
|  | Department / Agency: Public Health / Community Health Agency Division: Material Child and Adolescent Health Section: ALL |
| | Schedule Type: Departmental Records Retention Schedule (DRRS) Schedule #: DRRS_PH-MCAH_2012_Rev02 |

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 Director 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: Susan Harrington Title: Director of Public Health Date: 5/31/12

Records Management and Archives Program


 Name: Tauna Mallis Title: Assistant Assessor-Clerk-Recorder Date: 8/6/12

County Archives

 Name: Jim Hofer Title: Archives Manager Date: 6 August 2012

County Auditor-Controller

 Name: Frankie Ezzat Title: Chief Accountant Date: 8/6/12

Riverside County Information Technology

 Name: Sebron Partidge Title: Chief Information Security Officer Date: 8/14/12

County Counsel

 Name: Tawny Lieu Title: Deputy County Counsel Date: 8/6/2012

County Risk Management

 Name: Jim Sessions Title: Risk Manager Date: 8/6/2012