

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

614
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FROM: Assessor-County Clerk-Recorder / Records Management and Archives Program (RMAP)

SUBMITTAL DATE:
November 27, 2012

SUBJECT: Records Management and Archives program (RMAP) Annual Report for fiscal year 2011/2012

RECOMMENDED MOTION: That the Board of Supervisors receive and file the 2012 Annual Report as required under Board Policy A-43

BACKGROUND: Board Policy A-43 requires the Records Management and Archives Program to submit a report to the Board of Supervisors annually summarizing the activities of the program. RMAP continues to work with County departments and agencies towards implementing generally accepted recordkeeping principles including the development of records retention schedules.

Departmental Concurrence

Larry W. Ward
Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	NA
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NA
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012

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

C.E.O. RECOMMENDATION: APPROVE

BY:
Karen L. Johnson

County Executive Office Signature

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

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

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

2.4

RECEIVED RIVERSIDE COUNTY
TRUCK AND TRAILER DIVISION
2012 NOV 20 AM 10:37

RCED 0001812 PM 2:52

A.S.

Records Management and Archives Program

Annual Report

For Fiscal Year Ended June 30, 2012

This Annual Report to the Board of Supervisors is submitted as directed by Policy A-43 § B.8. This report seeks to advise the Board of Supervisors on the progress made towards full compliance with Policy A-43.



2012

Executive Summary

The Records Management and Archives Program (RMAP) provided a wide-range of document management and archives services to County departments and other local government Agencies during the reporting period. RMAP consists of four major service areas: professional records management services, including the development and maintenance of retention schedules for County departments; document scanning services; records storage and destruction services; and the County Archives that identifies, preserves, and makes available to the public County records of enduring value.

During FY11/12, the County Records Center received 16,742 boxes for consignment to storage. During this same period, the Records Center destroyed or removed from storage 3,942 boxes. The continued expansion of the Records Center places an even greater imperative on the program to develop and fully implement records retention schedules. This past year, the Records Management section developed and brought to the Board of Supervisors for approval eighteen (18) departmental records retention schedules. However, much work must be done in order to bring the County into full compliance with Board Policy A-43.

RMAP Section Reports

Robert J. Fitch County Archives

The Archives Commission continues to serve as an advocate and liaison between the educational programs of the Archives and the communities within Riverside County. The Archives provides access and research services to unique county historical documents requested by researchers from across the nation.

Archives Services:	
Online and telephone inquiries	53
Visitors and researchers	46
Outreach Programs	10



County Records Center

The County Records Center offers point-to-point, secure tracking of all records stored by county departments and local government agencies. The Records Center continued to improve its electronic tracking and authorization system enabling staff to provide more detailed information to customer departments and agencies. The Authorization List process was redeveloped and the form redesigned to provide departments with a streamlined update/renewal process.

The Records Center received 16,742 boxes for consignment to storage, just over the four year average of 16,480 per year. During this same period, the Records Center destroyed or removed from storage 3,942 boxes. Though destruction was down due to a change in the retention period for financial records, the continued expansion of both Records Center locations places an even greater imperative on the program to develop and fully implement records retention schedules.

Records Storage & Destruction Services:

Certified Destruction/Removed (boxes)	3,942
Boxes Stored	169,757
Deliveries	4,032
Retrievals/Refiles	51,684
Indexing Boxes/Files	196,470

Document Imaging Services:

Pages scanned	248,299
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Records Management

This past year, the Records Management section developed eighteen (18) departmental records retention schedules. However, much work must be done in order to bring the County into full compliance with Board Policy A-43. There are still seventeen (17) departments without a departmental records retention schedule as required by A-43 § D.9.

In addition to records retention schedule processing, the Records Management section provided instruction on the law, policy and proposed regulations related to trustworthy electronic record preservation to each county department. The Trusted Systems committee, chaired by RMAP staff, continued its work to ensure that the new Board of Supervisors Policy A-68, approved July 26, 2012, met or exceeded the requirements of the Secretary of State's proposed regulations enacting Government Code 12168.7. The countywide training effort reached 21 departments and 328 staff this reporting year.

The Records Management section also continued to host its quarterly RMAP Meetings in the County Administrative Center’s Board Chambers. Topics included creating a records retention schedule, how to conduct a records inventory, developing a records management policy and ARMA’s Generally Accepted Records Management Principles. These sessions reach an average of 55 county employees per meeting.

Records Management Services:

No. of Departmental Records Retention Schedules approved	18
No. of Annual Training workshops presented	21
No. of managers and supervisors attending Annual Training	328



Financial Performance: Summary of Financial Activities

	<u>Budget</u>	<u>Actual</u>
Total Dept. Revenue	\$1,859,885	\$1,811,060
Salaries & Benefits	\$1,178,290	\$1,111,843
Services & Supplies	\$661,383	\$570,930
Other Charges	\$25,712	\$25,039
Capital Assets	\$44,500	\$0
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Total Expenditures	\$1,909,885	\$1,707,812
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Net (Cost) / Income	(\$50,000)	\$103,248

Revenue was less than projected due to the mid-year reduction in the standard storage rate from \$0.44 to \$0.41 per box. This decline in program revenue was offset by a one-time COWCAP adjustment of \$54,278. Additionally, anticipated assets were not purchased realizing a cost-avoidance of \$44,500.



Statement of Revenues, Expenses & Changes in Net Assets:

Projected for Fiscal Years Ending June 30, 2012 through 2017

	Actual <u>2012*</u>	Projected <u>2013</u>	Projected <u>2014</u>	Projected <u>2015</u>	Projected <u>2016</u>	Projected <u>2017</u>
Operating Revenues	\$ 1,804,108	\$ 1,747,872	\$ 1,747,872	\$ 1,747,872	\$ 1,747,872	\$ 1,747,872
Operating Expenses	1,707,812	1,763,535	1,763,872	1,772,872	1,762,872	1,762,872
Operating Income	96,296	(15,663)	(16,000)	(25,000)	(15,000)	(15,000)
Other Income	6,952	3,000	3,000	3,000	3,000	3,000
Total Income	103,248	(12,663)	(13,000)	(22,000)	(12,000)	(12,000)
Restricted Net Assets	(12,664)	12,664	-	-	-	-
Change, Unrestricted Net Assets	103,248	(12,663)	(13,000)	(22,000)	(12,000)	(12,000)
**Net Change in Invested in Capital Assets	25,039	26,405	26,875	26,431	20,321	18,858
Total Change in Unrestricted Net Assets	115,623	26,405	13,875	4,431	8,321	6,858
Unrestricted Net Assets - July 1st	1,012,442	1,128,065	1,154,471	1,168,346	1,172,777	1,181,099
Total Change in Unrestricted Net Assets	115,623	26,405	13,875	4,431	8,321	6,858
Unrestricted Net Assets - June 30th	\$ 1,128,065	\$ 1,154,471	\$ 1,168,346	\$ 1,172,777	\$ 1,181,099	\$ 1,187,957

* Unaudited - per PeopleSoft Financials (Simpler) as of October 16, 2012.

**The net change in invested in capital assets is the annual depreciation. It is a credit to the unrestricted net assets.

**The 2012 net change in invested in capital assets has not been added to the actual unrestricted net assets. It is accounted for in the projection above.

RMAP anticipates revenue to remain steady over the planning horizon with expenses increasing slightly beginning in 2015*. RMAP is planning for the replacement of certain assets over the next five years including a new heating/cooling unit at our Wilderness location in 2015, a new scissor lift in 2014 and a new cargo van in 2015 with the van payments spread over three years. Please note that the van would not be capitalized, so the payments would be booked under Appropriation 2. All of these anticipated expenses are reflected in the projection above. Please note that this planning scenario will change if RMAP's Wilderness facility changes ownership.

*EO memo dated 9/19/12 directs ISF's to maintain FY13/14 operating costs as FY12/13 levels.

Extension Requests

In accordance with Board of Supervisors Policy A-43 § B.8, below is a summary of the extensions to retention periods requested by departments.

Auditor- Controller / Property Tax	GRRS_2011_Rev06	Transaction Summaries	Request to extend for two fiscal years due to on-going audit	16 boxes
Executive Office	DRRS_CEO_2010_Rev02	Bonds- Revenue	Request to extend for one fiscal year until Lien releases are completed	3 boxes
Treasurer-Tax Collector / Payment Reconciliation Unit	GRRS_2011_Rev06	Banking	Request to extend due to pending audit	85 boxes
Assessor- Clerk- Recorder / County Clerk	DRRS_ACR_C_2011_Rev02	Notary Journals	Request to extend until court order to destroy is received.	79 boxes



