

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

534A



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

SUBMITTAL DATE:
February 13, 2013

SUBJECT: Approval of three Departmental Records Retention Schedules (DRRS)

RECOMMENDED MOTION: That the Board of Supervisors approve the attached Departmental Records Retention Schedules (DRRS) for the Sheriff, TLMA's Code Enforcement and ACR's Records Management and Archives Program 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:
DATE: 2/11/13
TAWNY D. LIEU

Departmental Concurrence

Dep't Recomm.: Consent Policy

Per Exec. Ofc.: Consent Policy

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

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3-18

**Record Retention Schedules
Listed by Department
February 13, 2013**

NEW SCHEDULES

Sheriff

All sections (Attachment A)

Traffic and Land Management Agency

Code Enforcement

All sections (Attachment B)

Assessor-County Clerk-Recorder

Records Management and Archives Program

All sections (Attachment C)



County of Riverside, California Departmental Records Retention Schedule (DRRS_SHF_2013_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 Sheriff's Department [Sheriff] 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 Sheriff 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 Sheriff 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 Sheriff will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

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

BP = California Business and Professions Code

CaIRRS = California's Records Retention Schedule as posted at the Secretary of State's website

CCR = California Code of Regulations

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

CR = Creation date

CU = While current

CY = Calendar year end

GC = California Government Code

HS = California Health & Safety Code

P = Permanent


PC = California Penal Code

REV = Revised

T = Termination (of use, employment or service)

WIC = California Welfare & Institutions Code

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

		Department / Agency: Sheriff's Department		Schedule Type: Departmental Records Retention Schedule (DRRS)			
		Division: ALL DIVISIONS		Schedule #:			
		Section: ALL SECTIONS		DRRS_SHF_2013_Rev01			
Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Administration (ADM)							
SHF-ADM100	Deceased File (In the Line of Duty)	Personnel and Medical file of employee killed in the line of duty.		Administration	P	Best Practice	Dept.
SHF-ADM150	Department Roster	A listing of all department employees including volunteer, reserve and retired.		Administration	CU + 2	GC 26202	Shred/Delete
SHF-ADM200	Live Scan Records	Records related to the processing of Live Scan fingerprints. Records series includes the applicant submission form and any tracking logs developed.		Personnel	CY + 2	GC 26202	Shred/Delete
SHF-ADM250	Medical Records - employees	Records related to employees' medical condition including baseline health, new hire physical, annual physicals, worker's compensation, etc.		Administration	P	Best Practice	Dept.
SHF-ADM300	Policy & Procedures	Records documenting departmental policy and implementation procedures. Records series includes departmental directives (DD) and departmental memoranda (DM). Records series may also include mission statements and manuals.		Administration	P	Best Practice	Dept.
SHF-ADM350	Press Passes	Records related to the request for press passes. Records series includes the request form, photo and background check information.		Administration	CY + 2	Best Practice	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
Ben Clark Training Center (BCTC)						
SHF-BCTC100	Academy Recruitment Files	Records generated during an individual's participation in academy training. All written records generated are retained.	Ben Clark Training Center	P	Best Practice	Dept.
SHF-BCTC150	Course Curriculum File	Training presentation recording scope, content, and time period of training courses.	Ben Clark Training Center	CL + 15	GC 26202; Best Practice	Shred/Delete
SHF-BCTC200	Course Presentation File	Records including the course outline, class roster with signatures, training reimbursement requests and student evaluations.	Ben Clark Training Center	CL + 15	GC 26202; Best Practice	Shred/Delete
SHF-BCTC250	Employee Training File	Records documenting the training received by an individual during their employment with the department. Records series may include certificate applications, training history (including firearms training), manual issuance, trainee progress reports, writing skills agreement and attendance of classes not offered by the BCTC.	Ben Clark Training Center	P	Best Practice	Dept.
SHF-BCTC300	Instructor Resumes	Current resume for all course instructors.	Ben Clark Training Center	T + 15	GC 26202; Best Practice	Shred/Delete
SHF-BCTC350	Personal Body Armor Upgrade agreement	Contract with employee to pay the difference between county contribution and cost of vest	Ben Clark Training Center	Return of Body Armor + 2	GC 26202; Best Practice	Shred/Delete
SHF-BCTC400	Qualifications Ammunition Request	Records documenting a request made by a station or bureau for ammunition to be used during qualifications.	Ben Clark Training Center	CY + 2	GC 26202	Shred/Delete
SHF-BCTC450	Special Orders	Records related to the request for and participation in training. Records series may include a request for training, requests for per diem and records documenting the time/date, location and name of class.	Ben Clark Training Center	FY + 7	GC 26202; Audit Support	Shred/Delete

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title	Description						
SHF-BCTC500	Training Manuals	Manuals used by employees as reference for the appropriate actions to be taken in a particular instance.	Ben Clark Training Center	REV + 15	GC 26202; Best Practice	Shred/Delete	
Cal-ID (CID)							
SHF-CID100	Latent Fingerprint Case Files - Persons Crimes	Latent fingerprints for person crimes including PC187 and kidnapping cases.	Cal-ID	P	PC 799; Best Practice	Dept.	
SHF-CID150	Latent Fingerprint Case Files - Property Crimes	Latent fingerprints for property crimes.	Cal-ID	CL + 20	GC 26202; Best Practice	Shred/Delete	
SHF-CID200	Ten Print Cases - Hit	Prints taken to confirm identity of inmates, suspects, bad check cases, etc. Records series includes those instances when there is a hit.	Cal-ID	P	Best Practice	Dept.	
SHF-CID250	Ten Print Cases - No Hit	Prints taken to confirm identity of inmates, suspects, bad check cases, etc. Records series includes those instances when there is no hit.	Cal-ID	CY + 2	GC 26202	Shred/Delete	
Coroner & Public Administrator (CPA)							
SHF-CPA100	Autopsy and Consult Records	List of autopsy and consultations completed.	Coroner	P	Best Practice	Dept.	
SHF-CPA150	Coroner Case File	Records related to decedent case, proceedings and findings. Records include the autopsy protocol, the tracking list for autopsy protocols, lists of personal property held or released by the Public Administrator, and various logs including evidence log, medication log, historical logs, packet request log, photo log and blood log.	Coroner	P	GC 27463.5; Best Practice	Dept.	
SHF-CPA200	Curriculum Vitae (CV)	Pathologists resume for attorneys when required to testify.	Coroner	CY + 2 or End of Service; whichever is later	GC 26202; Best Practice	Shred/Delete	

Code		Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description						
SHF-CPA250	Histology Samples Tracking - PC 187 and Coroner Review Cases	Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy.			Coroner	P	PC 799; Best Practice	Dept.
SHF-CPA300	Histology Samples Tracking - Natural deaths	Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy ruled a natural death.			Coroner	Identification of remains + 2	GC 26202; GC 27521(e); Best Practice	Shred/Delete
SHF-CPA350	Histology Samples Tracking - Traumatic deaths	Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy ruled a traumatic death.			Coroner	Identification of remains + 2	GC 26202; GC 27521(e); Best Practice	Shred/Delete
SHF-CPA400	Histology Samples Tracking - Undetermined Cause	Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy undetermined cause of death.			Coroner	Identification of remains + 5	GC 26202; GC 27521(e); Best Practice	Shred/Delete
SHF-CPA450	Indigent & Cremation Program	Loan applications for indigent cremation services			Coroner	CL + 5	GC 26202; Best Practice	Shred/Delete
SHF-CPA500	Personal Property Inventory Sheets	Lists personal property of decedent held by the Coroners Office			Coroner	P	Best Practice	Dept.
SHF-CPA550	Photographs	Photographs taken in the course of regular departmental duties including autopsy photos.			Coroner	P	Best Practice	Dept.
SHF-CPA600	Public Administrator Case File	Decedent's death certificate, will, investigator notes, property inventory, etc.			Public Administrator	CR + 5	GC 26202; Best Practice	Shred/Delete
SHF-CPA650	Public Administrator Estate Auction Invoices	Invoices generated after the Public Administrator holds an auction of decedent's property			Public Administrator	FY + 7	GC 26202; Audit Support	Shred/Delete
SHF-CPA700	Statistic Form File	Completed statistic form for all Coroner cases			Coroner	CU + 2	GC 26202	Shred/Delete

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-CPA750	X-Rays - Natural Deaths	X-ray's of decedents used by the pathologist during autopsy	Coroner	CR + 2	GC 26202	Shred/Delete		
SHF-CPA800	X-Rays - PC 187 and Coroner Review Cases	X-ray's of decedents used by the pathologist during autopsy	Coroner	P	PC 799; Best Practice	Dept.		
SHF-CPA850	X-Rays - Traumatic Cases	X-ray's of decedents used by the pathologist during autopsy	Coroner	CR + 2	GC 26202	Shred/Delete		
Corrections (COR)								
SHF-COR100	Administrative Logs	Tracking system developed to ensure that policies and procedures are being followed. Records series includes logs such as blanket exchange log, cell search log, citation log book, criminal history (CII) log, inmate property audit log, etc.	Corrections	CY + 3	GC 26202; Best Practice	Shred/Delete		
SHF-COR150	After Action Report	Documents incidents or training within the facility or at a site. Report is used to review action taken in an effort to identify learning opportunities.	Corrections	CY + 5	GC 26202; Best Practice	Shred/Delete		
SHF-COR200	Application for Visitation or Mail Cover	Records documenting the focused screening of mail and/or visits received by a specific inmate.	Corrections	CY + 3	GC 26202; Best Practice	Shred/Delete		
SHF-COR250	Booking File - not PC187	All Inmate related documents maintained in inmates file for non-187pc inmates. Records series may include Booking sheets, Certificate of Incarceration, copies of court orders, disciplinary action report, medical waivers, probable cause statement, release verification, etc.	Corrections	Release of inmate + 10	GC 26202; Best Practice	Shred/Delete		
SHF-COR300	Booking File - PC187	All Inmate related documents maintained in inmates file for inmates convicted of homicide. Records series may include Booking sheets, Certificate of Incarceration, copies of court orders, disciplinary action report, medical waivers, probable cause statement, etc.	Corrections	P	PC 799; Best Practice	Dept.		

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
SHF-COR350	Daily Court Calendar	Court calendar used to identify inmates schedule to appear.		Corrections	CY + 2	GC 26202	Shred/Delete
SHF-COR400	Disciplinary Records	Documents discipline given to an inmate after receipt of a disciplinary marker. May include loss of commissary, recreation, visitation, etc.		Corrections	Release + 10	GC 26202; PC 4019.5(e) ; Best Practice	Shred/Delete
SHF-COR450	Jail Information Management System (JIMS)	Database used to track inmate related activity or actions. Purge is based on individual records.		Corrections	Release of inmate + 10	GC 26202; Best Practice	Delete
SHF-COR500	Use of Force (Form 553)	Records related to the use of force. Records series includes documentation of use of a special weapon and use of force on an inmate.		Corrections	CY + 3	GC 26202; PC 4019.5(e) ; Best Practice	Shred/Delete
SHF-COR550	Work Release / Supervised Electronic Confinement Program	Records related to an individual's participation in a work release program including those maintained to show that the participant came into the office. Records series includes the sign-in sheet.		Corrections	Completion of Program + 2	GC 26202	Shred/Delete
Court Services (CS)							
SHF-CS100	Civil Process	Documents related to the service of civil process.		Court Services	CL + 5	GC 26202	Shred/Delete
SHF-CS150	Civil Process - Rejection	Notification of rejection of civil process due to errors in the paperwork.		Court Services	CY + 3	GC 26202; Best Practice	Shred/Delete
SHF-CS200	Writs	Records of all service documents associated with service of a Writ of Execution or Writ of Sale. Series may include the writ, proof of service and collection documents.		Court Services	CL + 5	GC 26202; Best Practice	Shred/Delete

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title	Description						
Information Services Bureau (ISB)							
SHF- ISB100	Extradition Files	Records documenting the arrest process. Series may include portions of the booking file, drop holds, receiving sheet, probable cause statement, medical waiver, photos, release verification, copies of court paperwork, copies of warrants, etc.	ISB	CL + 7	GC 26202; Audit Support	Shred/Delete	
Professional Standards Bureau (PSB)							
SHF- PSB100	Civil Case Files - fatality or minor	Civil file for cases involving a minor or the death of a person. This is the department copy of files relating to claim or lawsuit filed naming the department or department personnel. Records series includes dog bite cases involving a minor or resulting in death.	PSB	CL + 20	GC 68152(c)(1); PC 832.5(b); Best Practice	Shred/Delete	
SHF- PSB150	Civil Case Files - not fatality or minor	Civil file for cases not involving a minor or resulting in the death of a person. This is the department copy of files relating to claim or lawsuit filed naming the department or department personnel. Records series includes dog bite cases not resulting in death. May include copy of form requesting reimbursement for damages caused by the County of Riverside or a county employee. May also include claims against a suspect for the damage of County property.	PSB	CL + 10	GC 68152(c)(1); PC 832.5(b); Best Practice	Shred/Delete	
SHF- PSB200	Employee Complaints / Grievances	Employee complaints against department made to Federal or State Agency. Series includes complaints filed under the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing.	PSB	CL + 5	GC 26202; Best Practice	Shred/Delete	

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-PSB250	Internal Affairs Records		Records related to the internal investigations of personnel, policies and/or procedures. Records series includes the logs used to track time spent on each investigation.	PSB	P	PC 832.5(b); CalRRS; Best Practice	Dept.	
SHF-PSB300	Internal Affairs Records - PERS Tracking		Records related to the tracking of time spent on internal investigations of personnel, policies and/or procedures.	PSB	P	PC 832.5(b); CalRRS; Audit Support	Dept.	
SHF-PSB350	Legislative Liaison Records		Copies of quarterly reports to State, receipts, bills tracked, time spent on activities.	PSB	End of legislative cycle + 5	GC 26202; Best Practice	Shred/Delete	
Special Investigations Bureau (SIB)								
SHF-SIB100	Asset Forfeiture Case Files		Investigator files of asset forfeiture cases. Includes investigation and proceedings information. Also includes notification to legal owner.	SIB	Date of Judgment signing + 100	GC 26202; Best Practice	Shred/Delete	
SHF-SIB150	Fictitious License Request		Information such as driver's license number or notarized social security number received for undercover operations. These are signed by the captain and are issued to only one officer. Numbers are not shared or reused.	SIB	T + 75	GC 26202; Best Practice	Shred/Delete	
SHF-SIB200	Massage Parlor Background Checks		Records related to the background checks for massage parlor operators and technicians. This packet includes the license renewal.	SIB	Expiration + 3	GC 26202; Best Practice	Shred/Delete	
SHF-SIB250	Specialty License Records		Applications and supporting documentation for businesses such as alcoholic beverage control, bingo, fortune telling, massage and those that are sex orientated.	SIB	Expiration + 3	GC 26202; BP 4601(f); Best Practice	Shred/Delete	

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title	Description	Code	Description				
General Departmental (GEN)							
SHF-GEN010	Activity Logs		Paper record documenting the daily activity of field personnel. These documents, for example, who responded to an incident.	General	CY + 5	GC 26202; Best Practice	Shred
SHF-GEN020	Alarm Records		Documents department response to false alarms. Records may include notification of response and appeals to false alarm claim.	General	CL + 2	GC 26202	Shred/Delete
SHF-GEN030	Audio, Telephone and Radio Communications		Recordings of on-going or daily operations. Records may include communications related to 911 calls and Dispatch radio communications.	General	8 months and with written consent of dept. attorney	GC 26202.6; Best Practice	Shred/Delete
SHF-GEN040	Audit Reports		Records documenting any audit of the department's operations. Records series includes the final audit report.	General	P	Best Practice	Dept.
SHF-GEN050	Case Files - Problem Oriented Policing (POP) Unit		Case files handled by the Problem Oriented Policing Unit. This series refers to the paper files only.	POP Unit	CL + 5	GC 26202; Best Practice	Shred
SHF-GEN060	Citations		Citations issued by deputies for infractions. These can sometimes be the only record of an incident. Retention applies when the citation is not attached to an incident report.	General	CY + 10	GC 26202; Best Practice	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
SHF-GEN070	Class B License File	Records tracking the Class B license status of staff assigned to transportation. Records series may include DMV paperwork and the drug & alcohol test form that identifies individuals who have been randomly selected to submit to drug tests.	General	CL + 2	GC 26202	Shred/Delete
SHF-GEN080	Clearance Letters	Letters notifying recipient whether party listed in letter has had any law enforcement contacts. Records series includes the form completed by the public and any backup documentation.	General	CY + 2	GC 26202; PC 13324(b); Best Practice	Shred/Delete
SHF-GEN090	CLETS Entries - paper copy	The printed record from the California Law Enforcement Telecommunications System. The printed copy is audited along with the electronic entry and therefore must be maintained. Printed copies may be added to a case file as appropriate.	General	CY + 2	GC 26202	Shred
SHF-GEN100	Complaints	Various logs documenting complaints about department employees or their actions that are received from the public.	General	CL + 5	PC 832.5(b); PC 801.5; GC 26202; Best Practice	Shred/Delete
SHF-GEN110	Consent to Carry a Concealed Weapon (CCW) Applications	Application to carry a concealed weapon.	General	Expiration + 4	GC 26202; Best Practice	Shred/Delete
SHF-GEN120	Confidential Informant File	File contain information on confidential informants for the department.	General	T + 10	GC 26202; Best Practice	Shred/Delete
SHF-GEN130	Criminal History Checks (CII)	Records related to inquiries made into an individual's criminal history. Records series includes records created when accessing the Department of Justice's criminal record/information.	General	CY + 3	11 CCR 707(c); GC 26202; Best Practice	Shred/Delete


Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
SHF-GEN140	Department of Motor Vehicles Records	Records completed and submitted to the Department of Motor Vehicles for a variety of traffic violations. Records series includes DS427 and DL310, which are used to report unsafe drivers. May also include other DMV forms.	Stations	CY + 2	GC 26202	Shred/Delete	
SHF-GEN150	Duty Assignment	Daily list of activities of a specific unit. Also list of personnel assigned to specific shift within individual units or facilities.	General	CY + 5	GC 26202; Best Practice	Shred/Delete	
SHF-GEN160	Field Interrogation Records	Records created in the field during the interrogation process. Records series may include field interrogation notes and subsequent reports.	General	CL + 5	GC 26202; Best Practice	Shred/Delete	
SHF-GEN170	Field Notes	Hand written notes made by a deputy in a format other than incident report.	Officer	Destroy once incorporated into incident report or CR + 3	GC 26202; Best Practice	Shred	
SHF-GEN180	Firearms and Narcotics	Records documenting all firearms and narcotics received by the Sheriff or Coroner. Records also document the destruction of these at the appropriate time.	General	P	Best Practice	Dept.	
SHF-GEN190	Firearms Sales / Transfer of Ownership	Notification to the Sheriff Department of an employee's sale and/or transfer of a firearm.	General	Termination of employment + 7	GC 26202; Best Practice	Shred/Delete	
SHF-GEN200	Gang Intelligence Records	Information relating to local gangs and their members used for tracking and prosecuting members. Records series includes the Gang Intelligence Database and the Cal Gang Identification Card, which lists the individual, their gang affiliation, physical description, etc.	General	CL + 5	PC 186.32(b)(C); GC 26202; Best Practice	Shred/Delete	

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
SHF-GEN210	Incident Reports - Permanent		Incident reports for specific crimes such as PC187, manslaughter and sex cases. Also includes kidnapping cases where victim is not recovered and missing persons where the person has not been found. Series includes evidence ticklers. May also include wireless provider requests for subscriber name, address, home phone, GPS and real time data.	General	P	PC 799; Best Practice	Dept.	
SHF-GEN220	Incident Reports		General incident reports that do not to include specified crimes such as 187 PC, sex crimes etc., as these are listed separately. Series includes evidence ticklers. May also include wireless provider requests for subscriber name, address, home phone, GPS and real time data.	General	CL + 10	PC 11105.03(b)(4); GC 26202; Best Practice	Shred/Delete	
SHF-GEN230	Incident Reports - Juvenile		General incident reports documenting all contact with a juvenile. Series includes evidence ticklers. May also include wireless provider requests for subscriber name, address, home phone, GPS and real time data.	General	Age 25 or 10 years from date of discharge, whichever is longer	GC 26202; Best Practice	Shred/Delete	
SHF-GEN240	Indemnity Waivers		Release of department liability for activities within department facilities or Ride Alongs. Records series includes those signed by contractors, staff and visitors.	General	CY + 5	CCP 335.1; GC 26202; Best Practice	Shred/Delete	
SHF-GEN250	Inspection Records		Records documenting formal inspections by outside agencies, such as the Board of Corrections, Health Department, Fire Department, or representatives of the department. Records series includes safety cell log, Commanders Facility Inspection Log.	General	CL + 6	GC 26202; Best Practice	Shred/Delete	
SHF-GEN260	Juvenile Detention Logs		Documents all juveniles detained at station.	Stations	CL + 2	GC 26202; California Youth Authority	Shred/Delete	

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title	Description						
SHF-GEN270	Logs	Records that list names, dates and/or actions completed by department personnel. Maintained to ensure compliance with department policies and procedures.	General	Last entry + 2	GC 26202	Shred/Delete	
SHF-GEN280	Operations Package	Package containing operation specific information. Records may include business plan, logistics summary, emergency response plan, etc.	General	CY + 5	GC 26202; Best Practice	Shred/Delete	
SHF-GEN290	Pass-On Logs	Daily reporting of significant activities of a shift. Documents pass this information on to the next shift.	General	CY + 2	GC 26202	Shred/Delete	
SHF-GEN300	Pawn Slips	Records documenting items purchased by a pawn broker.	General	CY + 3	BP 21633; Best Practice	Shred/Delete	
SHF-GEN310	Program Records	Records documenting the activities of and participants in department programs such as the Anti-Graffiti Program, Policy Activity League, Sheriff's Labor Program, etc.	General	Termination of Participation + 7	GC 26202; Best Practice	Shred/Delete	
SHF-GEN320	Property Records	Records related to property received by or issued from the department. Records series includes property release forms, inventory sheets, UPS signature forms, etc.	General	CY + 2	GC 26202; Best Practice	Shred/Delete	
SHF-GEN330	Public Information Request Files	Records documenting the departments response to a public records request made under the California Public Records Act, Security Clearance Information Act or other appropriate authority.	General	CY + 5	GC 26202; Best Practice	Shred/Delete	
SHF-GEN340	Records Lawfully Ordered Destroyed	Records destroyed on the basis of a valid court order. Examples include not substantiated child abuse cases, marijuana cases or cases where a defendant is found factually innocent.	General	Upon a lawfully administered court order	Best Practice	Shred/Delete	
SHF-GEN350	Registrant File - Arson	Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	Disposition of case + 100	PC 457.1(b)(2); GC 26202; Best Practice	Shred/Delete	


Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
SHF-GEN360	Registrant File - Arson (minor)	Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	Age 25 or upon court order to seal and destroy record	PC 457.1(d); PC 457.1(b)(3)		
SHF-GEN370	Registrant File - Narcotics and Gangs	Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	CL + 5	PC 186.32(c) (Gang); HS 11594 (Narcotics)		Shred/Delete
SHF-GEN380	Registrant File - Sex Offender	Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	Disposition of case + 75	PC 290.08		Shred/Delete
SHF-GEN390	Registrant File - Sex Offender (minor)	Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant.	General	Upon court order to seal and destroy records	WIC 781(a); WIC 781(d)		Shred/Delete
SHF-GEN400	Registrant Information Release	Written record of information provided to the public regarding registered sex offenders.	General	CR + 5	PC 290.01(d)(4)(B)		Shred/Delete
SHF-GEN410	Restraining Orders	Records related to restraining orders. Records series includes the restraining order and proof of service for temporary restraining orders.	General	CL + 2	GC 26202		Shred/Delete
SHF-GEN420	Search and Rescue	Records related to the coordination of volunteer efforts.	General	FY + 7	GC 26202; Best Practice; Audit support		Shred/Delete
SHF-GEN430	Statistical Reports	Records related to the tracking and reporting of all instances of a type of crime or Sheriff action within the County. Records series may include Uniform Crime Report required by DOJ, homicide reports required by FBI, law enforcement officers killed or assaulted, hate crimes, etc.	General	CY + 10	GC 26202; Best Practice		Shred/Delete

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
SHF-GEN440	Surveillance / Security Video	Recordings of on-going or daily operations. Records includes routine video of operations that are not needed for an investigation including mobile in-car video and jail and building surveillance video.	General	13 months and with written consent of dept. attorney	GC 26202.6	Shred/Delete	
SHF-GEN450	Survey Responses	Records of various government and private surveys.	General	CY + 2	GC 26202	Shred/Delete	
SHF-GEN460	Vehicle Release Packets	Documents all supporting information on release of stored vehicles. Packet ensures that everything is in order before releasing vehicle to owner. Records are linked to report and CLETS entry noting its release.	Stations	CL + 2	GC 26202	Shred/Delete	
SHF-GEN470	Vehicle Storage Notices	Copy of notice sent to registered owner of vehicle that has been impounded.	General	CY + 4	GC 26202; Best Practice	Shred/Delete	
SHF-GEN480	Work Schedules	Records documenting days, shifts and daily assignments of staff. Records series includes projected and actual work schedules, daily sign-in sheets, cleaning schedules, etc.	General	CY + 3	GC 26202; Best Practice	Shred/Delete	
SHF-GEN490	Youth Court / Diversion Records	Records documenting youth referred to Youth Court as well as case information.	General	CL + 2	GC 26202	Shred/Delete	

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE	
	Sheriff's Department Department / Agency:
ALL Division:	Departmental Records Retention Schedule (DRRS) Schedule Type:
ALL Section:	DRRS_SHF_2013_Rev01 Schedule #:

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: Stan Sniff Sheriff
 Title
 Date: 11-29-2012

Records Management and Archives Program

 Name: Tauna Mallis Assistant Assessor-Clerk-Recorder
 Title
 Date: 2/6/13

County Archives

 Name: Jim Hofer Archives Manager
 Title
 Date: 6 Feb. 2013

County Auditor-Controller

 Name: Frankie Ezzat Tanya Harris
 Title
 Date: 2/6/13

Riverside County Information Technology

 Name: Sebron Partridge ~~Deputy~~ Chief Information Security Officer
 Title
 Date: 2/6/13

County Counsel

 Name: Tawny Lieu Deputy County Counsel
 Title
 Date: 2/11/13

County Risk Management

 Name: Jim Sessions Risk Manager
 Title
 Date: 2/11/13



County of Riverside, California Departmental Records Retention Schedule (DRRS_TLMA_CODE_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 Transportation and Land Management Agency / Code Enforcement Department (TLMA-Code) 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 TLMA-Code 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, TLMA-Code will suspend destruction of the subject records until all issues of the matter are resolved. Further, if TLMA-Code is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, TLMA-Code will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

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


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.

CY = Calendar year end


FY = Fiscal year end

GC = California Government Code

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

		Schedule Type: Departmental Records Retention Schedule				
Department / Agency: Code Enforcement / Transportation and Land Management Agency (TLMA)		Schedule #: DRRS_TLMA-CODE_2012_Rev01				
Division: All						
Section: All						
Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TLMA-CODE100	Case Files - litigated	Case files created to track code enforcement activities. Records series may include accounting records, correspondence, investigative reports, Form 11, findings of fact (FOF), declaration of officer, map, assessor roll, geographic information services (GIS), Lot Book report, site plan, photographs, notices (notice of violation, administrative citations, notice of summary abatement of nuisance; affidavit of postings, proof of service, and certified return receipts, Notice of Non-compliance, NOH (notice to correct County ordinance violations and abate public nuisance), tax status documents, invoices, warrants, orders, seizure warrants, and Notice of Intent to Abate.	Code Enforcement	CL + 10	GC 26202; Best Practice	Shred/Delete
TLMA-CODE150	Case Files - settled	Case files created to track code enforcement activities. Records series may include accounting records, correspondence, investigative reports, Form 11, findings of fact (FOF), declaration of officer, map, assessor roll, geographic information services (GIS), Lot Book report, site plan, photographs, notices (notice of violation, administrative citations, notice of summary abatement of nuisance; affidavit of postings, proof of service, and certified return receipts, Notice of Non-compliance, NOH (notice to correct County ordinance violations and abate public nuisance), tax status documents, invoices, warrants, orders, seizure warrants, and Notice of Intent to Abate.	Code Enforcement	CL + 7	GC 26202; Best Practice	Shred/Delete

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
TLMA-CODE200	Citations - Administrative	Citations issued for infractions found under Riverside Ordinance 725.		Code Enforcement	CL + 2	GC 26202	Shred/Delete
TLMA-CODE250	Citations - Parking	Copies of parking citations issued by the department.		Code Enforcement	CY + 2	GC 26202; Best Practice	Shred/Delete
TLMA-CODE300	Logs	Formal logs used to track calendar events or incoming and outgoing paperwork. Records series may include hearings logs, check logs, etc.		Code Enforcement	FY + 3	GC 26202; Best Practice	Shred/Delete
TLMA-CODE400	Surveys	Surveys issued for the purpose of collecting additional information from property owners subject to foreclosure.		Code Enforcement	CL + 2	GC 26202; Best Practice	Shred/Delete

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE	
	Department / Agency: Code Enforcement / Transportation and Land Management Agency (TLMA) Division: All Section: All
Schedule Type: Departmental Records Retention Schedule (DRRS) Schedule #: DRRS_TLMA-CODE_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

Name: Juan C. Perez Agency Director Title
 Date: 11/27/12

Records Management and Archives Program

Name: Tauna Mallis Assistant Assessor-Clerk-Recorder Title
 Date: 2/6/13

County Archives

Name: Jim Hofer Archives Manager Title
 Date: 6 Feb. 2013

County Auditor-Controller

Name: Clayce Harris Chief Accountant Title
 Date: 2/6/13

Riverside County Information Technology

Name: Sebron Partridge Deputy Chief Information Security Officer Title
 Date: 2/6/13

County Counsel

Name: Tawny Lieu Deputy County Counsel Title
 Date: 2/11/13

County Risk Management

Name: Jim Sessions Risk Manager Title
 Date: 2/11/13



County of Riverside, California Departmental Records Retention Schedule (DRRS_ACR-RMAP_2013_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 Assessor-County Clerk-Recorder / Records Management and Archives Program (RMAP) 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 RMAP 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 Assessor-County Clerk-Recorder department head.

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, RMAP will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the RMAP is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the RMAP will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

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

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.

CY = Calendar year end

EXP = Expiration

GC = California Government Code

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule

Department / Agency: Assessor - County Clerk- Recorder

Division: Records Management and Archives Program (RMAP)

Schedule #:

DRRS_ACR-RMAP_2013_Rev01

Section: All

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description			
RMAP-100	Account Services	Records related to customer accounts. Records series may include Records Transfer lists, New Customer form, RS-Web registrations, etc.	Close of Customer Account + 7	GC 26202; Audit Support; Best Practice	Shred/ Delete
RMAP-150	Archive Accessions	Documents that meet the historical requirement for Archival transfer. Includes Request for Records Transfer form, Agreement to Transfer Records form. May include authorized signatures and correspondence.	P	GC 26205.7; Best Practice; BOS Policy A-43	County Archives
RMAP-200	Database Records	Records supporting RMAP's internal inventory and billing software program. Records series includes manuals and upgrade documentation.	Until revised, but not less than 2 years	GC 26202	Shred/ Delete
RMAP-250	Financial Reports	Reports produced to monitor spending, performance measures and other operations that reflect the financial stability of the RMAP program. Records series may include approved budget, rate analysis, correspondence, reports and spreadsheets.	P	Best Practice	Dept.
RMAP-300	Logs	Records of routine activities within RMAP. Records series includes activity logs, daily courier runs, post office documentation, equipment readings, etc.	CY + 2	GC 26202	Shred/ Delete
RMAP-350	Program History	Records related to projects initiated or undertaken by the program that contribute to the long-term understanding of the role it has played within the County.	P	Best Practice	Dept.
RMAP-400	Project Files	Records related to projects initiated or undertaken that do not contribute to the long-term understanding or history of the program.	CL + 2	GC 26202	Shred/ Delete

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
RMAP-450	Programs or Services	Records related to programs or services offered countywide such as photo lab, COM microfilm service, mail delivery services, etc.		RMAP	CL + 7	GC 26202; Best Practice	Shred/ Delete
RMAP-500	Software Licenses	Licenses connected to various purchased software. Records series may include correspondence and product documentation.		RMAP	EXP + 2	GC 26202	Shred/ Delete
RMAP-550	Surveys	Customer surveys used to determine whether or not RMAP is meeting current needs.		RMAP	CY + 2	GC 26202	Shred/ Delete
RMAP-600	Training Program - County	Documentation of countywide training provided by RMAP staff including regular RMAP Meetings and workshops. Records series may include pertinent handouts, powerpoint slides and speaker notes.		RMAP	CL + 5	GC 26202; Best Practice	Shred/ Delete



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

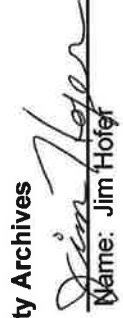
Department / Agency:	Records Management and Archives Program / Assessor-County Clerk-Recorder	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division:	ALL	Schedule #: DRRS_ACR-RMAP_2013_Rev01
Section:	ALL	

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  Assessor-Clerk-Recorder 11.29.2012
 Name: Larry Ward Title Date


Records Management and Archives Program  Assistant Assessor-Clerk-Recorder 11/28/12
 Name: Tauna Mallis Title Date

County Archives  Archives Manager 29 NOV 2012
 Name: Jim Hofer Title Date

County Auditor-Controller  General Accounting Division Chief 2/6/13
 Name: Frank Ezzat Title Date

Riverside County Information Technology  Assistant Auditor-Controller 2/6/13
 Name: Sebron Partidge Title Date

County Counsel  Deputy Chief Information Security Officer 2/11/13
 Name: Tawny Lieu Title Date

County Risk Management  Risk Manager 2/11/13
 Name: Jim Sessions Title Date