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

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

SUBMITTAL DATE:
January 21, 2015

SUBJECT: Approval of RMAP's Rate Schedule for Fiscal Year 2015/16 [All Districts] [\$1,466,575] [County Department Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:
Approves the RMAP-Internal Service Fund rate schedule for fiscal year 2015/16 as listed in Attachment A.

BACKGROUND:

Summary

The FY 2015/16 Records Management and Archive Program fees represent significant progress in RMAP's rate efficiency. RMAP's rate structure has been revised such that costs will be recovered through a blend of core rates and direct billings during FY 2015/16. As a result, the number of fees has been reduced from 55 to 13, enabling RMAP to more efficiently recover cost while maintaining the integrity of its billing structure. RMAP's rate structure is lower than the prior year due to staffing reductions and increased efficiencies.

RMAP assists departments in managing information by developing records management policies and procedures that are in compliance with Federal and State law, Riverside County Ordinance 2001-044, and Board of Supervisors Policy A-43.

Bobbi Schutte

Bobbi Schutte, Assistant Assessor-County Clerk-Recorder
For: Peter Aldana, Assessor-County Clerk-Recorder

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 1,466,575	\$ 1,466,575	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: County Department Budgets

Budget Adjustment: \$0

For Fiscal Year: 2015/16

C.E.O. RECOMMENDATION:

APPROVE

BY: *Samuel Wong*
Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA
COUNTY AUDITOR-CONTROLLER
BY: *Rene Casillas*
Rene Casillas

Departmental Concurrence

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.: 3.34 (1/28/14) | District: All | Agenda Number:

3-20

**Assessor-County Clerk-Recorder
Records Management and Archives Program (RMAP)
Attachment A - Proposed FY 2015/2016 Consolidated Rate Schedule
Expenditure Account Code: 525330 for RMAPServ**

	Service/Product	Description	Unit	FY 15/16
1	Box Administration	Common services include account set-up, initial training, annual authorization list updating, basic indexing, general customer support, and web access.		\$ 0.19
	Box Storage	Cost components include box inventory and maintenance, utilities, rent, equipment, and facility maintenance and repairs.	Box/Mo	\$ 0.19
				\$ 0.38
2	Certified Destruction	Certified destruction of records witnessed by an RMAP technician.	Box	\$ 6.43
3	Pick up / Delivery	Physical transportation of paper or media to or from the Records Center. Not inclusive of Supply Service pass through cost. Mileage fee at IRS rate outside 25 mile trip.	Trip	\$ 11.00
4	Access Records	Retrieval and filing services for records stored by RMAP. These services include retrieving, refiling, tracking, adding, and moving stored items.	Box	\$ 2.35
5	Indexing	Barcodes applied to folders within a stored box and the associated data entry of information provided by the customer to allow for proper and efficient retrieval.	Label	\$ 1.94
6	Imaging	Scanning paper into electronic format. The services provided include job development, preparation of paper/media, scanning, cropping, quality control, and general indexing.	Page	\$ 0.07
7	Imaging Media	All services required to transfer images and indexes to DVD. Shipping rate is not included and would be billed separately at cost.	DVD	\$ 22.94
8	Consulting	Professional records management assistance that includes specialized training, research, and projects.	Hourly	\$ 67.52
9	Training	GRRS training for county employees.	Per Dept. Annually	\$ 945.32
10	DRRS	All services required to develop a new records retention schedule. These services includes basic legal research, meetings, correspondence, and Form 11 preparation for submittal to the Board of Supervisors.	Record Series	\$ 27.12
11	DRRS Maintenance	Implementing and review of retention schedules, which includes communicating with departments on the boxes available for destruction and coordinating the annual review with department contacts.	Record Series	\$ 14.84
12	GRRS Maintenance	All departments benefit from the GRRS, therefore, research, analysis, and communications required to update to GRRS should be applied equally across all departments.	Per Dept. Annually	\$ 212.52
13	RMAP Tech Rate	Hourly rate for additional Records Center Technicians services that may be requested by a customer.	Hourly	\$ 59.88