

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

447A



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

**SUBMITTAL DATE:**  
March 23, 2010

**SUBJECT:** Request for Proclamation & Presentation to honor Records and Information Management Month at the April 6, 2010 Board Meeting.

**RECOMMENDED MOTION:** That the Board of Supervisors recognize and honor April 2010 as Records and Information Management Month.

**BACKGROUND:** The Records Management and Archives Program's (RMAP) mission is to work in collaboration with all County Departments to promote and implement BOS Policy A-43, the County Records Management and Archives Policy, and to provide cost-effective records storage and document imaging services. Information is one of the County's most valuable assets and is needed on a daily basis to make decisions, provide services and resolve problems. Properly managing these assets is critical to the success of any organization.

The attached proclamation recognizes the County of Riverside's efforts in professionally managing its records. This recognition will take place during the same month that companies, government agencies and organizations throughout the world are promoting the importance of professional records and information management. ARMA International, the Association of Information Management Administrators, a professional, not-for-profit organization whose primary purpose is education in the field of records and information management, created this annual recognition in 1995.

Larry W. Ward  
Assessor-County Clerk-Recorder

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ None	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ None	Budget Adjustment:	No
	Annual Net County Cost:	\$ None	For Fiscal Year:	2009-2010

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

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Rob Rockwell

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Buster and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: April 6, 2010  
xc: ACR, E.O.

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

2.6

Prev. Agn. Ref.:

District:

Agenda Number:

Departmental Concurrence

Policy  Policy   
 Consent  Consent   
 Dept's Recomm.:  Per Exec. Ofc.:

*TO RECOGNIZE AND HONOR*

***RECORDS AND INFORMATION MANAGEMENT MONTH***

WHEREAS, the proper management and control of information is vital to every industry, business, and government agency; and that efficient organizations dedicate valuable resources to systematically create, distribute, store, and retrieve records that are critical to their operations; and

WHEREAS, professional records management programs assure the availability of information for sound decision-making by providing security and control of all types of documents against loss through mis-management, natural disaster, theft, or inadvertent destruction; and

WHEREAS, the observance of Records and Information Management Month was initiated by ARMA International in 1995 as a means to support and advocate for the advancement of professional records and information management programs through education and professional development; and

WHEREAS, all Riverside County citizens should understand and recognize the significant role that records and information management professionals render in maintaining appropriate business, civic, and government documents in a variety of physical formats; and

WHEREAS, many county departments are practicing the principles of good recordkeeping and professional information management by maintaining and using authentic and reliable information systems that place a high priority on accuracy and integrity.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the Riverside County Board of Supervisors hereby declares the month of April, 2010 as Riverside County Records and Information Management Month and does hereby encourage the people of Riverside County to support records management programs throughout the county.