

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

816



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
November 22, 2010

SUBJECT: Approval of the revised County General Records Retention Schedule (GRRS_2010_Rev05), several revised Departmental Records Retention Schedules (DRRS) and new DRRSs for Public Health Nursing and Child Support Services

RECOMMENDED MOTION: That the Board of Supervisors approve the attached revised General Records Retention Schedule (Attachment A), the revised Departmental Records Retention Schedules for several departments (Attachments B through E) and the Departmental Records Retention Schedules for Public Health Nursing and Child Support Services (Attachments F and G) 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, Information Technology 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

Larry W. Ward
Assessor-County Clerk-Recorder

FORM APPROVED COUNTY COUNSEL
BY: *Tammy Lieu* 11/22/2010
DATE: 11/22/2010
Departmental Concurrence

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*

Karen L. Johnson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: December 7, 2010
xc: All Dept., COB

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*

Kecia Harper-Ihem
Clerk

Prev. Agn. Ref.:

District: All

Agenda Number:

3.4

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

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

**Departmental Record Retention Schedules
Requesting Section listed by Department
December 7, 2010**

REVISED SCHEDULES

Community Health Agency

Environmental Health

Environmental Protection and Oversight Division (Attachment B)

Public Health

Community Outreach (Attachment C)

Women, Infants, Children (Attachment D)

County Executive Office

All sections (Attachment E)

NEW SCHEDULES

Child Support Services

All sections (Attachment F)

Community Health Agency

Public Health

Nursing (Attachment G)



County of Riverside, California General Records Retention Schedule (GRRS_2010_Rev05)

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_2010_Rev 04) adopted on April 5, 2010.

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 an agency or department, the statute or regulation overrides this schedule and the records must be listed on the department's own records retention schedule. 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 Copy of Record once the audit is complete.

For records held for litigation, the Department will maintain the requested records until the close of litigation 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, each 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.

Once litigation has concluded, Risk Management will notify the Department of approval to dispose, at which time the Department may dispose of the records provided they appear on a Board approved records retention schedule and the retention period has expired.

Once it has been determined that a record is no longer needed to support normal business operations and where that record must be held permanently or is deemed to possess historical value, it may be transferred to the County Archives in accordance with Board Policy A-43, Section B.3.

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

CFR = Code of Federal Regulations

FY = Fiscal year end

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.

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.

GC = California Government Code

P = Permanent

PC = California Penal Code

AV = Retained as long as Administratively Valuable

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

R & TC = California Revenue and Tax Code

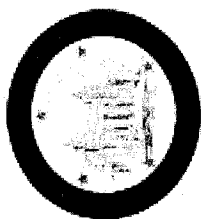
REV = (Until) Revised or superseded

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

CCP = California Code of Civil Procedure

EPPA = Employee Polygraph Protection Act (1988)

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE



Department / Agency: **All Departments**
 Schedule Type: **General Records Retention Schedule (GRRS)**
 Division: **All Divisions**
 Schedule #: **GRRS_2010_REV05**
 Section: **All Sections**

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title	Description				
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	FY + 5	GC 26907; Board of Supervisors' Policy A-62	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	FY + 5	GC 26907	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	FY + 5	GC 26907	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	CL + 5	GC 24051(b)	Shred / Delete
ACC300	General Ledger	Contains the accounts needed to reflect the financial position of the government.	Auditor Controller	P	Best Practice	County Archives
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	FY + 5	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	FY + 5	Audit support; see also 29 CFR 516.6(c)	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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	FY + 5	GC 26907	Shred / Delete
ACC500	Treasurer's receipts	Receipts issued to departments by the County Treasurer.	Dept.	FY + 5	GC 26907.2	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.	CY + 2	GC 26202	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
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)

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
ADM325	Correspondence - public policy	Records that document and support the implementation of a particular policy or program such as land development, new taxes, etc. 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 + 5	Best Practice	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 + 5	49 CFR 18.42(b); audit support and as required by the terms of the grant.	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
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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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.	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. and ACR - RMAP	P	Best Practice	Dept. and ACR-RMAP
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.	AU + 5	CSA	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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 + 5	Audit Support	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 + 5	GC 26907	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.	Auditor Controller	FY + 5	GC 26907 See also GC 25501.5; Board of Supervisors Policy A-31	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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 + 2	8 CCR 3203(b)(1-2) & (c)	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
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 + 5	GC 26907; See also CCP 337; CCP 337.2; CCP 343; Employment see 29 CFR 516.5(b)(3)	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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 Litigation Records (Court Records)	Records related to legal correspondence and court records. Records may include court orders such as those requiring records or for an employee to appear in court. Records series may also include subpoenas and depositions.	Dept.	CL + 10	CCP 1952.3; 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 + 5	GC 24051	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.	ownership + 5	GC 24051	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

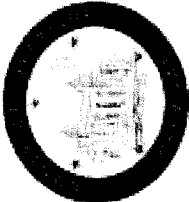
Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
OFM300	Telephone Messages	Relevant notes documenting calls received that pertain to department activities.	Dept.	CY + 2	GC 26202	Shred / Delete
OFM325	Vehicle Usage Reports	Records 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
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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 + 5	Audit Support	Shred / Delete
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 + 5	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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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. NOTE: This series includes records related to volunteers.	Dept. and County Human Resources	T + 75	Best Practice	Shred / Delete
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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 + 5 (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
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 + 5	22 CCR 1085 2(c)	Shred / Delete

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Schedule Type: General Records Retention Schedule (GRRS)
Department / Agency: All Departments	Schedule #: GRRS_2010_Rev05
Division: All Divisions	
Section: All Sections	

SIGNATURE PAGE

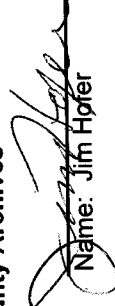
Pursuant to Section D.6 of Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives Manager, Risk Management, County Auditor-Controller, County Counsel, and the director of RMAP. With full consideration 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

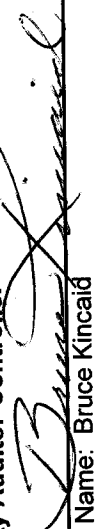
Assistant Assessor-County Clerk-Recorder
Title
Date 11-29-10

County Archives


Name: Jim Hofer

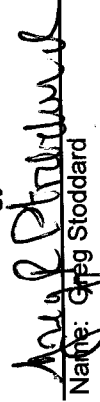
Archives Manager
Title
Date 22 Nov 2010

County Auditor-Controller


Name: Bruce Kincaid

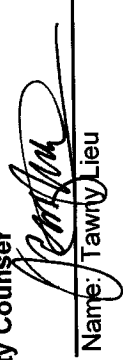
Assistant Auditor-Controller
Title
Date 11-29-10

Information Technology


Name: Greg Stoddard

Information Technology Officer
Title
Date 22-Nov-10

County Counsel

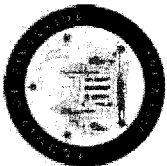

Name: Tawny Lieu

Deputy County Counsel
Title
Date 22-Nov-2010

County Risk Management


Name: Jim Sessions

Risk Manager
Title
Date 22-Nov-10



County of Riverside, California Departmental Records Retention Schedule (DRRS_CHA-EPO_2010_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 Department of Environmental Health – Environmental Protection and Oversight Division (CHA-EPO) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted by the Land Use/Water Engineering Section on 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 Environmental Protection and Oversight 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. In the event an employee threatens a legal claim, retains an attorney and/or sends a demand letter, files an administrative charge, or files a lawsuit, Environmental Protection and Oversight will suspend any records destruction until the completion of the matter. (Board Policy A-43 § D.10)

For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department of once the audit is complete.

For records held for litigation, Environmental Protection and Oversight will maintain the requested records until the close of litigation plus an additional ten (10) years. Environmental Protection and Oversight is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, Environmental Protection and Oversight is responsible for establishing appropriate procedures to ensure that records are retained for the period of

Attachment B

time mandated and that the records remain accessible as required. Once litigation has concluded, the Division of Risk Management will provide approval to proceed with the approved disposition.

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

CCR = California Code of Regulations

FY = Fiscal Year End

CCP = California Code of Civil Procedure

GC = California Government Code

CHA = Community Health Agency

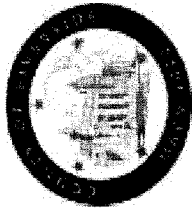
H&S = California Health and Safety Code

CL = Closed (when no further action is required)

P = Permanent

EPO = Environmental Protection and Oversight Division

R&T = California Revenue and Tax Code

		<h2 style="text-align: center;">COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</h2>				
Department / Agency: Department of Environmental Health / Community Health Agency Division: Environmental Protection and Oversight Division Section: ALL		Schedule Type: Departmental Records Retention Schedule Schedule #: <h3 style="text-align: center;">DRRS_CHA-EPO_2010_Rev02</h3>				
Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
EH-EPO 050	1996-97 Pilot Waste Tire Enforcement Grant	Records of California Integrated Waste Management Board sponsored (grant) survey results identifying tire dealers that handle and/or transport waste tires. Correspondence, complaints and complaint referrals in paper and/or electronic format.	EPO Program Offices	Final Payment + 3	14 CCR 18094(a)	Shred/Delete
EH-ERM-0004 EH-EPO 100	Assessor parcel Number Record Files	May contain but is not limited to septic tank and dispersal fields maps	EPO Program Offices	50 years from the Dept Approval Date	CCP 337.15; Best Practice	Shred/Delete
EH-EPO 125	Complaints (not linked to permitted facilities)	Records of General nuisance complaint investigation reports.	EPO Program Offices	FY + 2	GC 26202	Shred/Delete
EH-ERM-0002 EH-EPO 150	County Planning Land Use Case Files	May contain but is not limited to pertinent conditions of approval for various types of land development.	EPO Program Offices	50 years from the Dept Approval Date	CCP 337.15; Best Practice	Shred/Delete
EH-ERM-0003 EH-EPO 175	County Subdivision Map Files	May contain but is not limited to determination of land conditions and DEH concern-historical record of lot divisions and percolation reports.	EPO Program Offices	50 years from the Dept Approval Date	CCP 337.15; Best Practice	Shred/Delete

Record Series		Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code							
EH-EPO 200	Disclosure File	Business Emergency Plans, Chemical Inventory, Plot Plan, Annual Certification forms, UST Closed Site Letter, Contaminated Sites (Non-Local Oversight Program)	EPO Program Offices	P	CCP 337.15; Best Practice	Department	
EH-ERM- 0004 EH-EPO 225	Drinking Water Well Evaluations and Well Permits	May contain but not limited to confidential correspondence, inspection reports, lab sampling results, other permit related information. Inspection reports, maps, drawings, permits and permit applications.	EPO Program Offices	50 years from the Dept Approval Date	CCP 337.15; Best Practice	Shred/Delete	
EH-EPO 250	General records	General records not related to an inventoried facility such as tax lien documentation and general correspondence	EPO Program Offices	FY + 6	Best Practice; R&T 465(a); R&T 834	Shred/Delete	
EH-EPO 275	Inert Solid Waste Facilities	Records of Facility Inspection reports (monthly, quarterly or as otherwise required by CIWMB) CUP as specifically required, Notices and Orders, Stipulated Notices and Orders, Independent Hearing Panel Notices and Proceedings, complaint investigations, maps, drawings, photographs, and correspondence in letter and/or electronic format.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete	
EH-EPO 300	Land Applications of Manure	Records of Site Notifications, correspondence, complaint investigations and inspection reports	EPO Program Offices	3 fiscal years after land application	Best Practice	Shred/Delete	
EH-EPO 325	Land Applications of Sewage Sludge (biosolids)	Records of Applications for Registration as Processor, Generator, Grower and Transporter, Site Notifications and site registration applications, Tier Placement applications, correspondence and inspection reports and material sampling and analysis	EPO Program Offices	3 fiscal years after land application	Best Practice	Shred/Delete	

Record Series		Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code							
EH-EPO 350	Local Solid Waste Management Enforcement Agency (LEA or Local Enforcement Agency) Evaluations	Records and non-records (paper and electronic) of California Integrated Waste Management Board (Cal Recycle) Evaluations of the Local Enforcement Agency. Records and non-records (paper and electronic) of the Enforcement Agency's description, program and authority for enforcing the State Laws, State regulations and County Ordinances it is charged to carry out.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete	
EH-EPO 375	Local Solid Waste Management Enforcement Agency (LEA or Local Enforcement Agency) Certification, Evaluations and Enforcement Program Procedures	Records and non-records (paper and electronic) of the Enforcement Agency's description, program and authority for enforcing the State Laws, State regulations and County Ordinances it is charged to carry out.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete	
EH-EPO 400	Local Solid Waste Management Enforcement Agency, Medical Waste Facilities	Records and non-records (paper and electronic) of the Enforcement Agency's annual grant from the CIWMB to augment its enforcement activities	EPO Program Offices	Final Payment + 3	14 CCR 18094(a)	Shred/Delete	
EH-EPO 425	Medical Waste Facilities	Records of Permit Applications, for Small Quantity Generators (SMG) and Large Quantity Generators (LQG), Medical Waste Plans, Large Quantity Generators facility inspection reports, photographs. Non-records of Permits for Small and Large Quantity Generators, Fee receipts, correspondence (in letter and electronic format).	EPO Program Offices	FY + 3	Best Practice	Shred/Delete	

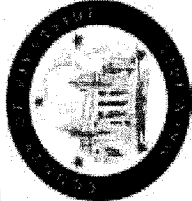
Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
EH-EPO 450	Non-State Permitted Solid Waste Facilities and Activities		Records of solid waste facilities or activities that do not require a State Permit. Includes inspection reports, complaint investigations, maps, drawings, photographs, and correspondence in letter and/or electronic format.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete	
EH-EPO 475	Private Waste Collection Company Franchise Agreements, Areas 1-13		Records of Franchise Agreements (FA), Non-records in paper and electronic format of Form 11's (submittals to the Board of Supervisors) and Board Agenda Items for annual Rate Adjustments and other Amendments to the Franchise Agreements, and correspondence for all Areas. These are a series of records maintained separately for each distinct Waste Collection Franchise Area. The agreements are 7 years self-renewing.	EPO Program Offices	CL + 7	Best Practice	Shred/Delete	
EH-EPO 500	Private Waste Collection Company Franchise Agreements, Area 8		Franchise Quarterly Fee Reports, Quarterly Recycling Reports, Quarterly and Annual (Service) Reports, Insurance Statements, complaint investigations, (performance and illegally disposed roadside waste) and photographs. Roadside waste fax transmissions (notifications to waste haulers) correspondence (letter and electronic format).	EPO Program Offices	FY + 2	GC 26202	Shred/Delete	

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
EH-EPO 525	Regulated Facility File	On-site Evaluation Report, Change of Status, Inspection Reports, Notice of Violation, General Correspondence, Lien Information, Request for Records, Suspension/Revocation Report, Hearing Reports, Enforcement Actions & Letters [Formal & Informal], Operating Permits & Invoices, UST Removal Report, UST Closure of UST, Sampling Information & Results, Closure Letter, Groundwater Report, Tank & Piping Construction & Manufacturer info. [Specifications], Continuous Monitoring Device System Certif., Site Inspection Report, Final Inspection Report, Tank System Integrity Test, State Water Resources Control Board (SWRCB) Forms A, B, & C, Unauthorized Release Response Plan, Certificate of Financial Responsibility, Operating Permit, Invoices, Rejection Notice, & Plan Check specification sheet.	EPO Program Offices	P	Best Practice	Department
EH-ERM 0005 EH-EPO 550	Small Water System Files, Active and Inactive Systems	May contain but is not limited to permits, water sampling, emergency contact forms. Inspection forms of water systems and research for historical purposes.	EPO Program Offices	50 years from the Dept Approval Date	CCP 337.15; Best Practice	Shred/Delete
EH-EPO 575	Soil Infiltration Rate Information	May contain but not limited to percolation test reports used for completion of septic approvals and reviews.	EPO Program Offices	50 years from the Dept Approval Date	CCP 337.15; Best Practice	Shred/Delete
EH-EPO 600	Solid Waste and Liquid Waste Vehicles Maintenance and Inspection	Records of Liquid waste, Solid Waste Collection and Transfer Vehicle Inspection reports, permit copies, pumper reports and correspondence (letter and electronic format).	EPO Program Offices	FY + 2	GC 26202	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
EH-EPO 625	Solid Waste Facility (SWF) Permit Documents and Closure Documents (landfills)	Records of Solid Waste Facility (Landfills: active, inactive and closed) <u>Permit Documents</u> including Joint Technical Documents, Report of Facility Information, <u>Closure/Post Closure Plans</u> (Preliminary and/or final). Other State permitted Solid Waste Facilities to include Transfer Stations, Material Recovery Facilities, Limited Volume Transfer Stations, Composting facilities, Chipping and Grinding facilities. Environmental Impact Reports, California Environmental Quality Act correspondence. Non records of staff generated Correspondence, Hearing Notices in both letter and electronic format.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete
EH-EPO 650	State Permitted Solid Waste Facilities - Unrelated to Facility operating Permits and Closure Plans	Records of Facility Inspection reports, (monthly, quarterly or as otherwise required by CIWMB or Cal Recycle), Conditional Use Permit (CUP) as specifically required, Notices and Orders, Stipulated Notices and Orders, Independent Hearing Panel Notices and Proceedings, complaint investigations, maps, drawings, photographs, and correspondence (record and non-record) in letter and/or electronic format.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete
EH-EPO 675	Tattoo, Body Piercing and Permanent Cosmetics	Records of Practitioners' applications for Registration, Non-record of Registration, Certifications, facility Inspection Reports and Correspondence (paper and electronic format).	EPO Program Offices	FY + 2	GC 26202	Shred/Delete
EH-EPO 700	Underground Storage Tank (UST) Operational File	Inspection Reports, UST State Unified Program A, B & C forms, Monitoring Application, Cover page of Test Results Report, Plan Check Application for Construction, Monitoring Application, Spill Response Plan, Financial Responsibility	EPO Program Offices	P	H&S 25284.4(i)	Department





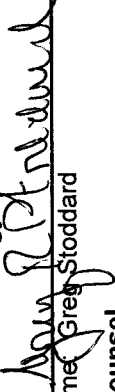
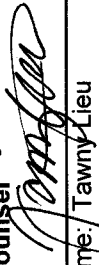

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
EH-EPO 725	Underground Storage Tank Plan Check File		Application attached to Plans, Contractor info sheet, Site Plot Plan [blueprints] & Vicinity Map, Utility location information	EPO Program Offices	Tank removal date + 2	GC 26202; Best Practice	Shred/Delete	
EH-EPO 750	Waste Generator File		Waste Generator Report, Operating Permits, Invoices, Contaminated Sites Letter (Non-Local Oversight Prog.), Treatment Permits, Inspection Reports	EPO Program Offices	P	Best Practice	Department	

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency: Department of Environmental Health / Community Health Agency Division: Environmental Protection and Oversight Division Section: All Sections	Schedule Type: Departmental Records Retention Schedule (DRRS) Schedule #: DRRS_CHA-EPO_2010_Rev02
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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		Director	Date
			11-22-10
Records Management and Archives Program		Assistant Assessor-Clerk-Recorder	Date
			11-29-10
County Archives		Archives Manager	Date
			22 Nov 2010
County Auditor-Controller		Assistant Auditor-Controller	Date
			11-29-10
Information Technology		Chief Technology Officer	Date
			22-Nov-10
County Counsel		Deputy County Counsel	Date
			22-Nov-2010
County Risk Management		Risk Manager	Date
			22 NOV 2010



County of Riverside, California Departmental Records Retention Schedule (DRRS_PH-CO_2010_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
951-486-7111
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Department of Public Health's Community Outreach Division (PH-CO) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted on 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 Community Outreach 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. In the event an employee threatens a legal claim, retains an attorney and/or sends a demand letter, files an administrative charge, or files a lawsuit, Community Outreach will suspend any records destruction until the completion of the matter. (Board Policy A-43 § D.10)

For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete.

For records held for litigation, Community Outreach will maintain the requested records until the close of litigation plus an additional ten (10) years. Community Outreach is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, Community Outreach 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. Once litigation has concluded, the Division of Risk Management will provide approval to proceed with the approved disposition.

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.

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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

CCR = California Code of Regulations

DOH = Department of Health

GC = California Government Code

PH = Department of Public Health

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: PUBLIC HEALTH / COMMUNITY HEALTH AGENCY

Schedule Type: Departmental Records Retention Schedule

Division: COMMUNITY OUTREACH

Schedule #:

DRRS_PH-CO_2010_Rev02

Section: ALL SECTIONS


Record Series

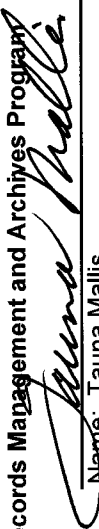
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
PH-CO-0001	Participant Health Fair Assessments for Blood Pressure or Blood Glucose	Acknowledgement of abnormal blood pressure or glucose reading as determined by a DOH healthcare professional during a community event/activity. This records series pertains to the records of adults only.	DOH Community Outreach	Destroy 7 years after event date	22 CCR 70751	Shred/Delete
PH-CO-0002	Employee Waiver Forms for After Hours or Off-Duty Event Participation	Provides for employee waiver and relinquishment of County of Riverside, its Board of Supervisors, districts, officers and employees, of liability; and acknowledges voluntary participation in specific event/activity unrelated to work duties.	DOH Community Outreach	Destroy 2 years after closed / completed	GC 26202	Shred/Delete
PH-CO-0003	Operation Alert / Lifeline Subscriber Information Cards	Synopsis of pertinent medical history, disabilities, personal data and emergency contact information for program clients. This records series pertains to the records of adults only.	DOH Community Outreach	Destroy 7 years after program termination date	22 CCR 70751	Shred/Delete
PH-CO-0004	Student Intern Applications	Packet includes personal documents of registered students who are placed with DOH and Environmental Health programs as interns as well as release of liability.	DOH Volunteer Services Office	Destroy 5 years after completion of internship	GC 26202	Shred/Delete
PH-CO-0005	Volunteer Applications	Packet includes personal documents of registered individuals who are placed with DOH and Environmental Health programs as volunteers as well as release of liability.	DOH Volunteer Services Office	Destroy 2 years after resignation	GC 26202	Shred/Delete


COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE	
Department / Agency: Public Health / Community Health Agency	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division: Community Outreach	Schedule #: DRRS_PH-CO_2010_Rev02
Section: All	


SIGNATURE PAGE

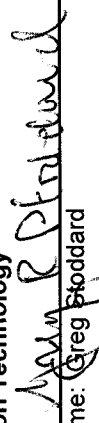
Pursuant to Section D.6 of Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives Manager, Risk Management, County Auditor-Controller, County Counsel, and the Chief Deputy of the Records Management 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 D. Harrington Title: Director of Public Health Date: 10/28/10

Records Management and Archives Program

 Name: Tauna Mallis Title: Assistant Assessor-County Clerk-Recorder Date: 11/16/10


County Archives

 Name: Jim Hofér Title: Archives Manager Date: 16 Nov 2010

County Auditor-Controller

 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 11/16/10

Information Technology

 Name: Greg Stoddard Title: Information Technology Officer Date: 16-Nov-10

County Counsel

 Name: Tawny Lieu Title: Deputy County Counsel Date: 11/16/2010

County Risk Management

 Name: Jim Sessions Title: Risk Manager Date: 11/16/10



County of Riverside, California Departmental Records Retention Schedule (DRRS_PH-NS_2010_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 Department of Public Health – Nutrition Services Division, Women, Infant, Children Section (PH-NS) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted on 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 Women, Infant, Children 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. In the event an employee threatens a legal claim, retains an attorney and/or sends a demand letter, files an administrative charge, or files a lawsuit, Women, Infant, Children will suspend any records destruction until the completion of the matter. (Board Policy A-43 § D.10)

For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department of once the audit is complete.

For records held for litigation, Women, Infant, Children will maintain the requested records until the close of litigation plus an additional ten (10) years. Women, Infant, Children is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, Women, Infant,

Children 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. Once litigation has concluded, the Division of Risk Management will provide approval to proceed with the approved disposition.

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

CHA = Community Health Agency

ISS = Internal Support Services

WIC = Women, Infant, Children – a section of Nutrition Services, which is a Division of the Department of Public Health

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule

Department / Agency: Department of Public Health

Division: Nutrition Services

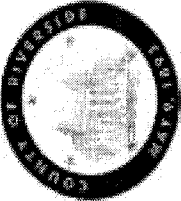
Section: WIC (Women, Infants, Children)

Schedule #:

DRRS_PH-NS_2010_Rev02

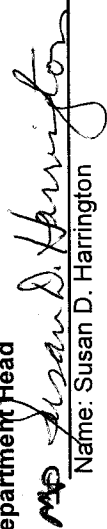
Item #	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
PH-NS 0001	Client Records <i>These records pertain to any WIC eligible participant in our program.</i>		<p>Client records are maintained in one of two files. The family file contains information relevant to the participants duration with the WIC program. It contains the names and birthdates of the parent and/or child(ren).</p> <p>The daily file is a running record that involves the participants history of meeting WIC program eligibility guidelines, i.e., did they take the classes, or provide the medical information about their case or their child's case.</p> <p>Records series may include applications, doctor referrals, questionnaire, proof of address, income and photo ID.</p>	Nutrition Services	End of Contract + 3 1/2 years (42 months)	State of California WIC Program Manual 110-20; 7 CFR 246.25	Shred/Delete
PH-NS 0002	Contract, State Department of Health		Contract issued each year or contract period for the WIC Program Manual, Policy 110-20	CHA - Contracts Administration	End of Contract + 3 1/2 years (42 months)	State of California WIC Program Manual 110-20	Shred/Delete
PH-NS 0003	Encumbrances and Expenditure Reports		Fiscal services report categorizing expenses for projects conducted under the WIC Program Manual, Policy 110-20.	CHA - Fiscal	End of Contract + 3 1/2 years (42 months)	State of California WIC Program Manual 110-20	Shred/Delete
PH-NS 0004	Expense Reimbursement Claim		Employee expense report for expenditures covered by the WIC Program Manual, Policy 110-20.	Nutrition Services	End of Contract + 3 1/2 years (42 months)	State of California WIC Program Manual 110-20	Shred/Delete

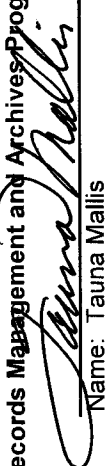
PH-NS 0005	Financial Report, Monthly	Report used to bill the State Department of Health for personnel services and general expenses - WIC Program Manual, Policy 110-20	CHA - Fiscal	End of Contract + 3 1/2 years (42 months)	State of California WIC Program Manual 110-20	Shred/Delete
PH-NS 0006	Material Requisition	Form used to order supplies from CHA-Purchasing	CHA-ISS	End of Contract + 3 1/2 years (42 months)	State of California WIC Program Manual 110-20	Shred/Delete
PH-NS 0007	Voucher Log	Signature log documenting the food vouchers received by each client.	Nutrition Services	End of Contract + 3 1/2 years (42 months)	State of California WIC Program Manual 110-20	Shred/Delete


COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE	
	Department / Agency: Department of Public Health
Division: Nutrition Services	Schedule Type: Departmental Records Retention Schedule (DRRS)
Section: WIC (Women, Infant, Children)	Schedule #: DRRS_PH-NS_2010_Rev02

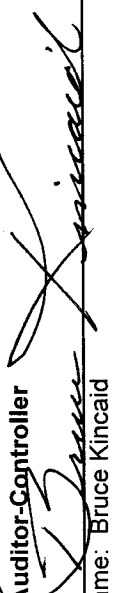
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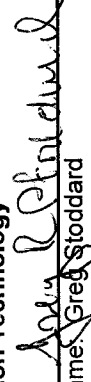
Pursuant to Section D.6 of Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives Manager, Risk Management, County Auditor-Controller, County Counsel, and the Chief Deputy of the Records Management 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 D. Harrington Title: Director of Public Health Date: 10/14/10


Records Management and Archives Program

 Name: Tauna Mallis Title: Assistant Assessor-County Clerk-Recorder Date: 11/16/10

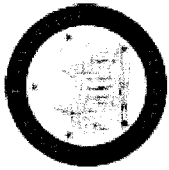
County Archives

 Name: Jim Hofer Title: Archives Manager Date: 16 Nov 2010

County Auditor-Controller

 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 11/16/10

Information Technology

 Name: Greg Stoddard Title: Information Technology Officer Date: 16-Nov-10

County Counsel

 Name: Tawny Lieb Title: Deputy County Counsel Date: 11/16/2010

County Risk Management

 Name: Jim Sessions Title: Risk Manager Date: 11/16/10



County of Riverside, California Departmental Records Retention Schedule (DRRS_CEO_2010_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
951-486-7111
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the County Executive Office (CEO) is adopted as per the recommendations of Board Policy A-43 and supersedes the prior DRRS (DRRS_CEO_2009_Rev01) adopted on July 21, 2009.

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 Executive Office 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. In the event an employee threatens a legal claim, retains an attorney and/or sends a demand letter, files an administrative charge, or files a lawsuit, the Executive Office will suspend any records destruction until the completion of the matter. (Board Policy A-43 § D.10)

For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete.

For records held for litigation, the Executive Office will maintain the requested records until the close of litigation plus an additional ten (10) years. The Executive Office is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, the Executive Office is

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.

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.

CU = (While) Current

CY = Calendar year end

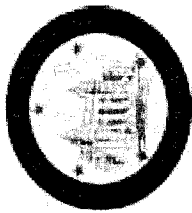
FY = Fiscal year end

GC = California Government Code

P = Permanent

REV = (Until) Revised or superseded

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



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule

Department / Agency: COUNTY EXECUTIVE OFFICE

Division: ALL DIVISIONS

Section: ALL SECTIONS

Schedule #: **DRRS_CEO_2010_Rev02**

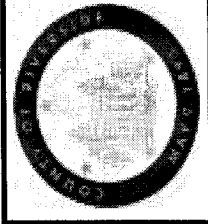
Record Series

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
CEO - CEO100	Bonds - revenue	Records related to the issuing of bonds which are secured by land or lease revenue to finance various County projects. Projects include capital projects, building acquisitions, transportation or similar projects. Records series may include the bond issue, agreements, expenditures, investments, reports and any other supporting documentation.	County Executive Office	CL + 5	CCP 349.2; Audit Support	Shred/Delete
CEO - CEO150	County Augmentation Agreements	Records related to or resulting from a County Augmentation Agreement. Depending upon the terms of the agreement, records series may include the signed contract, correspondence, fiscal projections, payment receipts and any other documentation required by contract.	County Executive Office	CL + 5	CCP 337; Audit support	County Archives
CEO - CEO200	Internal Service Fund (ISF) Rates Annual Submission Package	County fee packages submitted by ISF departments in support of annual fee approval. Records are maintained as backup documentation for rates submitted to the Board of Supervisors for approval. They also serve to establish a fee inventory and consolidated ordinance.	County Executive Office	FY + 5	Audit Support	Shred/Delete
CEO - CEO250	Mobile Home Petitions and Case Files	Records related to cases filed on behalf of mobile home park owners and/or residents. Records series may include those petitions made in accordance with County of Riverside Ordinance 760.2 and supporting documents including lease agreements if part of the case file.	County Executive Office	CL + 4	CCP 337; Best Practice	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
CEO - CEO300	Mobile Home Registration Forms	Records documenting the yearly registration of mobile home parks within the County of Riverside. Documentation is maintained in accordance with County Ordinance 760.2.	County Executive Office	FY + 2	GC 26202	Shred/Delete
CEO - CEO350	Personnel Files	Confidential records documenting the hiring process, salary and annual reviews for County agency directors, department heads, Executive Office staff and Special Districts.	County Executive Office	T + 75	Best Practice	Shred/Delete
Developer Mitigation, Developer Agreement and Developer Impact Fees (DM/DA and DIF)						
CEO - CEO450	Capital Improvement Annual Call	Annual request for project expenses related to DIF Funds. Records series includes correspondence, reports and spreadsheets. This information is used to prepare the Development Fees Annual Report and support the Nexus study.	County Executive Office	FY + 5	Audit Support	Shred/Delete
CEO - CEO500	Development Fees Annual Report	Annual report completed in accordance with GC 66006 providing full disclosure to the public of the imposition and use of developer impact fees. Records series includes the Submittal to the Board of Supervisors (Form 11).	Clerk of the Board	CY + 2	GC 26201; Best Practice	County Archives
CEO - CEO550	Development Fees Monthly Report	Reports distributed monthly to the Board of Supervisors and County departments reflecting balances and expenditures of development funds. This report is also used to complete the Development Fees Annual Report.	County Executive Office	CL + 5	Audit Support	Shred/Delete
CEO - CEO600	Development Fees Monthly Report - supporting documents (DM/DA)	Records related to developer mitigation or development agreement fees and used to create or support the Development Fees Annual Report. Records series may also include proof of monthly reconciliation and monthly financial reports. These records are tied to the agreement for which the fees are collected and are closed once the funds are spent.	County Executive Office	CL + 5	Audit Support	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
CEO - CEO650	Development Fees Monthly Report - supporting documents (DIF)	Records used to create or support the Development Fees Annual Report. Records series may also include proof of monthly reconciliation and monthly financial reports. These records are tied to the developer impact fees. Though a project may close, the fees collected, if not used, are rolled over. Fee collection records must therefore be maintained until all of the fees collected are expended.	County Executive Office	CL + 5	Audit Support	Shred/Delete
National Pollutant Discharge Elimination System (NPDES)						
CEO - CEO700	Benefit Assessment Area Engineering Reports	NPDES Area Engineering Report received or prepared in accordance with the Benefit Assessment Act of 1982. (Also article 13D or the constitution) Records series may include reports for the Santa Ana, Santa Margarita and Whitewater watersheds.	Riverside County Flood Control District	CU + 2	GC26201	Shred/Delete
CEO - CEO750	Lake Elsinore San Jacinto Watersheds Authority (LESJWA) Operation and Maintenance Agreements	Records supporting agreements made between the County of Riverside and the entities that make up the Lake Elsinore San Jacinto Watersheds Authority (LESJWA). Records series includes agreements signed by various parties including the County, approved Submittals to the Board of Supervisors (Form 11s), operation and maintenance agreements, committee and meeting minutes, correspondence and fiscal documentation.	Riverside County Flood Control District and County Executive Office	CL + 5	LESJWA Agreement & policy	County Archives
CEO - CEO800	National Pollutant Discharge Elimination System (NPDES) - Grant Administration Documents	NPDES grant administration files for San Jacinto River Watershed Improvement Project - Prop 13 Watershed Protection Program	County Executive Office	CL + 35	Prop 13 Amended Grant Agreement # 04-203-558-2	County Archives

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
CEO - CEO850	National Pollutant Discharge Elimination System (NPDES) - Permit Administration Documents	NPDES permit administration records and annual reports that are required by the permit. Records series may include the permit application and supporting materials, the approved permit, correspondence, required annual report and its supporting materials.	Riverside County Flood Control District and County Executive Office	CL + 5	40 CFR 122.41(j)(2)	County Archives
CEO - CEO900	Storm Water Management Plan - Santa Margarita Region	Local implementation plan for the County as required by the Santa Margarita Region Permit.	County Executive Office	CL + 5	Best Practice	County Archives
CEO - CEO950	Storm Water Pollution Prevention Plans (SWPPP)	Storm water pollution prevention plans (SWPPP) and associated documents maintained according to agreement with the Santa Ana Regional Water Quality Control Board. Records series may include records of all inspections, sample collection records, analytical results, compliance certifications, and noncompliance reporting.	County Executive Office	CL + 5	Santa Ana Region Order No 01-34 (NPDES No. CAG 618005) page 22, sec. 6	County Archives



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	County Executive Office	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division:	All Divisions	Schedule #:
Section:	All Sections	DRRS_CEO_2010_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: Bill Laha Title: County Executive Officer Date: 10/18/10

Records Management and Archives Program
 Name: Tauna Mallis Title: Assistant Assessor-Clerk-Recorder Date: 11/16/10

County Archives
 Name: Jim Hofer Title: Archives Manager Date: 16 Nov 2010

County Auditor-Controller
 Name: Bruce Kincaid Title: Assistant Auditor-Controller Date: 11/16/10

Information Technology
 Name: Greg Stoddard Title: Chief Technology Officer Date: 16 Nov. 10

County Counsel
 Name: Tawny Liev Title: Deputy County Counsel Date: 11/16/10

County Risk Management
 Name: Jim Sessions Title: Risk Manager Date: 11/16/10



County of Riverside, California Departmental Records Retention Schedule (DRRS_CSS_2010_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 Department of Child Support Services (CSS) 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 Child Support 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. In the event an employee threatens a legal claim, retains an attorney and/or sends a demand letter, files an administrative charge, or files a lawsuit, Child Support Services will suspend any records destruction until the completion of the matter. (Board Policy A-43 § D.10)

For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete.

For records held for litigation, Child Support Services will maintain the requested records until the close of litigation plus an additional ten (10) years. Child Support Services is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, Child Support 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. Once litigation has concluded, the Division of Risk Management will provide approval to proceed with the approved disposition.

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.

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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

CCR = California Code of 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

Schedule Type: Departmental Records Retention Schedule

Department / Agency: Child Support Services

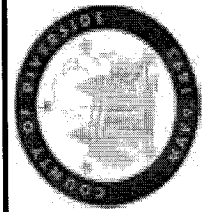
Division: ALL

Section: ALL

Schedule #:

DRRS_CSS_2010_Rev01

Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
CSS- CSS100	Client Child Support Case Files		Closed case files for client child support. Records series may include client child support applications, case establishment, paternity establishment, case management records, court orders and case financial documents.	Child Support Services	CL + 4 years and 4 months	22 CCR 111450; 22 CCR 111420	Shred/Delete	



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Child Support Services	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division:	All Divisions	Schedule #:
Section:	All Sections	DRRS_CSS_2010_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: *John Replogle* Title: DIRECTOR Date: 10/13/10

Records Management and Archives Program

Name: *Tauna Mallis* Title: Assistant Assessor-Clerk-Recorder Date: 11/16/10

County Archives

Name: *Jim Hofer* Title: Archives Manager Date: 16 NOV 2010

County Auditor-Controller

Name: *Bruce Kincaid* Title: Assistant Auditor-Controller Date: 11/16/10

Information Technology

Name: *Greg Stoddard* Title: Chief Technology Officer Date: 16 Nov - 10

County Counsel

Name: *Tawny Ligu* Title: Deputy County Counsel Date: 11/16/2010

County Risk Management

Name: *Jim Sessions* Title: Risk Manager Date: 11/16/10



County of Riverside, California Departmental Records Retention Schedule (DRRS_PHN_2010_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
951-486-7111
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Department of Public Health - Nursing Division (PHN) 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 Public Health Nursing 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. In the event an employee threatens a legal claim, retains an attorney and/or sends a demand letter, files an administrative charge, or files a lawsuit, Public Health Nursing will suspend any records destruction until the completion of the matter.

For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete.

For records held for litigation, Public Health Nursing will maintain the requested records until the close of litigation plus an additional ten (10) years. Public Health Nursing is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, Public Health Nursing 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. Once litigation has concluded, the Division of Risk Management will provide approval to proceed with the approved disposition.

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

CCP = Code of Civil Procedure

CCR = California Code of Regulations

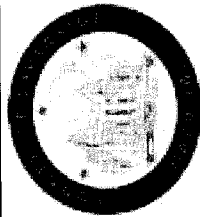
CFR = Code of Federal Regulations

CL = Closed, which will also mean after final resolution (as in an inquiry or litigation) after expiration (as in a contract) after final payment, date of last visit or attempt to locate, 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: PUBLIC HEALTH

Division: PUBLIC HEALTH NURSING

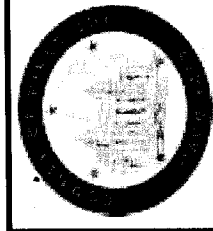
Schedule #:

DRRS_CHA-PHN_2010_Rev01

Section: ALL SECTIONS

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title Description				
CHA - PHN100	Medical Records (Adult) Patient medical record maintained by Public Health Nursing staff and documenting all contact with the patient while under PHN care. Records series include copy of referral, medical staff comments and notes, patient encounter form, test results and any related correspondence or medical documentation.	Public Health Nursing	CL + 7	22 CCR 70751	Shred / Delete
CHA - PHN150	Medical Records (Minor) Patient medical record maintained by Public Health Nursing staff and documenting all contact with the patient while under PHN care. Records series include copy of referral, medical staff comments and notes, patient encounter form, test results and any related correspondence or medical documentation.	Public Health Nursing	Age 18 + 1, but not less than CL + 7	22 CCR 70751	Shred / Delete
CHA - PHN200	Memoranda of Understanding Records documenting agreements made between Public Health Nursing and other private and government organizations. Records series includes documentation of the responsibilities of PHN and these agencies. Records series also includes annual budget, reporting needs, job descriptions and scope of work.	Public Health Nursing	CL + 7	48 CFR 4.805 et seq; CCP 337; Best Practice	Shred / Delete
CHA - PHN250	PATCHS (Public Health Nurse Advocates Teaching Child Health and Safety) Referrals Record of referrals received from the Department of Public Social Services and other sources for PATCHS nurse follow-up. Log is consulted as needed for information purposes.	Public Health Nursing	CY + 3	GC 26202; Best Practice	Shred / Delete

CHA - PHN300	Referrals - Inactive	Referrals received from nurses outside the County Family Care Centers that are inactive due to the inability to locate the client, the client refused the services or is ineligible for service, etc. This record is also referred to as an incidental file.	Public Health Nursing	CL + 3	CCP 340.5	Shred / Delete
CHA - PHN350	SIDS Chart (Adult)	Required documentation of Sudden Infant Death Syndrome occurrence. This record is filed as part of the parents' medical record and the retention is classed based upon the age of the parents.	Public Health Nursing	CL + 7	22 CCR 70751	Shred / Delete
CHA - PHN400	SIDS Chart (Minor)	Required documentation of Sudden Infant Death Syndrome occurrence. This record is filed as part of the parents' medical record and the retention is classed based upon the age of the parents.	Public Health Nursing	Age 18 + 1, but not less than CL + 7	22 CCR 70751	Shred / Delete
CHA - PHN450	Supervising PHN Monthly Report	Summary record of each supervisor and staffs' activities for the month. Report is for informational purposes and used only to prepare other administrative reports such as budget projections and annual reports.	Public Health Nursing	FY + 5	GC 26201; Best Practice	Shred / Delete
CHA - PHN500	Surveys - Patient or Client	Survey forms completed by patients who have participated in a Public Health Nursing program. The purpose of the form is to gather information related to the quality of care received and overall staff performance.	Public Health Nursing	FY + 2	GC26202	Shred / Delete



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Community Health Agency	Schedule Type:	Departmental Records Retention Schedule (DRRS)
Division:	Public Health	Schedule #:	DRRS_PHN_2010_Rev01
Section:	Nursing		

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 Chief Deputy 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

Susan D. Harrington
 Name: Susan D. Harrington
 Title: Director of Public Health
 Date: 10/27/10

Records Management and Archives Program

Tauna Mallis
 Name: Tauna Mallis
 Title: Assistant Assessor-County Clerk-Recorder
 Date: 11/16/10

County Archives

Jim Hofer
 Name: Jim Hofer
 Title: Archives Manager
 Date: 16 Nov 2010

County Auditor-Controller

Bruce Kincaid
 Name: Bruce Kincaid
 Title: Assistant Auditor-Controller
 Date: 11/16/10

Information Technology

Greg Stoddard
 Name: Greg Stoddard
 Title: Information Technology Officer
 Date: 16 Nov -10

County Counsel

Tawny Lieu
 Name: Tawny Lieu
 Title: Deputy County Counsel
 Date: 11/16/2010

County Risk Management

Jim Sessions
 Name: Jim Sessions
 Title: Risk Manager
 Date: 11/16/10