

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

320



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

SUBMITTAL DATE:
July 12, 2011

SUBJECT: Approval of the revised County General Records Retention Schedule (GRRS_2011_Rev06), four revised Departmental Records Retention Schedules (DRRS) and two new DRRS.

RECOMMENDED MOTION: That the Board of Supervisors approve the attached revised General Records Retention Schedule, the revised Departmental Records Retention Schedules for the Assessor, County Clerk, District Environmental Services and Immunization and the new Departmental Records Retention Schedule for the Riverside County Information Technology and Animal Services and direct the Clerk of the Board to amend the list of Board-approved records retention schedules contained in Section D.7 of Board Policy A-43 to include these schedules.

BACKGROUND: In accordance with the provisions of Policy A-43, approved on January 13, 2004, the Records Management and Archives Program (RMAP) worked with the County Executive Office and the offices of Risk Management, Auditor-Controller and County Counsel to review and update the County General Records Retention Schedule and the Departmental Records Retention Schedules attached.

Approval of the attached schedules will authorize the disposal of certain records following minimum retention periods. This will enable the County to eliminate the storage and maintenance of obsolete materials while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Larry W. Ward
Larry W. Ward
Assessor-County Clerk-Recorder

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

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

C.E.O. RECOMMENDATION:

APPROVE

BY: *Karen L. Johnson*
Karen L. Johnson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Stone 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: July 12, 2011
xc: All Depts., COB

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

Prev. Agn. Ref.:

District: ALL

Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.10

FORM APPROVED COUNTY COUNSEL
BY: *Tawny V. Lieu* DATE: 6/29/2011
Departmental Concurrence

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

**Record Retention Schedules
Listed by Department
July 2011**

REVISED SCHEDULES

General Records Retention Schedule

All County Departments and Agencies (Attachment A)
Supersedes schedule adopted December 7, 2010 Agenda # 3.4

Assessor – County Clerk - Recorder

-Assessor

All sections (Attachment B)
Supersedes schedule adopted January 23, 2007 Agenda # 3.5

-County Clerk

All sections (Attachment C)
Supersedes schedule adopted January 23, 2007 Agenda # 3.5

Community Health Agency

-Environmental Health

District Environmental Services (Attachment D)
Supersedes schedule adopted January 23, 2007 Agenda # 3.5

-Public Health

Immunization (Attachment E)
Supersedes schedule adopted January 23, 2007 Agenda # 3.5

NEW SCHEDULES

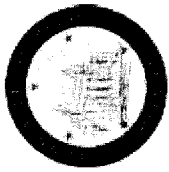
Riverside County Information Technology (RCIT)

All sections (Attachment F)

Community Health Agency

-Animal Services

All sections (Attachment G)



County of Riverside, California General Records Retention Schedule (GRRS_2011_Rev06)

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 05) adopted on December 7, 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. (Board Policy A-43 § D.10)

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

CR = Creation (of the record) date

R & TC = California Revenue and Tax Code

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

CU = Current

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

Schedule Type: General Records Retention Schedule (GRRS)

Schedule #:

GRRS_2011_REV06

Department / Agency: All Departments

Division: All Divisions

Section: All Sections

Record Series

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
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 & Dept.	FY + 7	GC 26907; Best Practice	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 & Dept.	FY + 7	GC 26907; Best Practice	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 & Dept.	FY + 7	GC 26907; Best Practice	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 & Dept.	FY + 7	GC 24051(b); Best Practice	Shred / Delete
ACC300	General Ledger	Contains the accounts needed to reflect the financial position of the government.	Auditor Controller & Dept.	P	Best Practice	County Archives
ACC325	Official County Receipts	Official receipts issued to departments by the Auditor-Controller's Office.	Auditor Controller & Dept.	FY + 7	GC 26907.2; GC 27001; Best Practice	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 & Dept.	T + 75	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 & Dept.	T + 75	Audit support; see also 29 CFR 516.6(c); Best Practice	Shred / Delete
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 & Dept.	FY + 7	GC 26907; Best Practice	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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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)
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, changes to County Code, procedure or organization, new taxes, etc.	Dept.	P	Best Practice	County Archives

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 + 7	Best Practice	Shred / Delete
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.	FY + 7	49 CFR 18.42(b); audit support and as required by the terms of the grant; Best Practice	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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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
ADM505	Public Records Requests	Records distributed to the public in response to a public records request. Records series includes the original request, the department response and a copy of the records provided if applicable.	Dept.	CY + 2	GC 26202	Shred / Delete
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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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.	Termination of Contract + 7	Best Practice	Shred / Delete
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 + 7	Audit Support; Best Practice	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 + 7	GC 26907; Best Practice	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 + 7	GC 26907 See also GC 25501.5; Best Practice	Shred / Delete

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

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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 + 7	Best Practice	Shred / Delete
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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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
LEG550	Litigation Records	Records related to legal correspondence, pleadings and copies of court records. Records series may include transcripts, notices, interrogatories and depositions.	Dept.	CL + 10	CCP 1952.3; Best Practice	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 Subpoenas Duces Tecum - challenged	Records related to subpoenas or subpoenas duces tecum received by a County department where the department has challenged the requirement to comply. Records series pertains only to those subpoenas where the County is not a party to the litigation.	Dept.	Resolution + 2	Best Practice	Shred / Delete
LEG750	Subpoenas and Subpoenas Duces Tecum - record of compliance	Records related to subpoenas and subpoenas duces tecum received by a County department where the department has fully complied. Records series pertains only to those subpoenas where the County is not a party to the litigation.	Dept.	Compliance + 2	Best Practice	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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 + 7	GC 24051; Best Practice	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.	end of lease or ownership + 7	GC 24051; Best Practice	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
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

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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 + 7	Audit Support; Best Practice	Shred / Delete

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
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 + 7	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	
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	

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
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
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 + 7 (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 + 7	22 CCR 1085; 2(c)	Shred / Delete

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE	
Department / Agency:	All Departments
Schedule Type:	General Records Retention Schedule (GRRS)
Division:	All Divisions
Section:	All Sections
Schedule #:	
GRRS_2011_Rev06	

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

Tawna L. Mallis
 Name: Tawna L. Mallis

Assistant Assessor-County Clerk-Recorder
 Title

6/28/11
 Date

County Archives

James D. Hofer
 Name: Jim Hofer

Archives Manager
 Title

28 JUNE 2011
 Date

County Auditor-Controller

Gary M. Poor
 Name: Gary M. Poor

Deputy Auditor-Controller
 Title

6/27/11
 Date

County Counsel

Tawny Lieu
 Name: Tawny Lieu

Deputy County Counsel
 Title

6/29/2011
 Date

County Risk Management

Jim Sessions
 Name: Jim Sessions

Risk Manager
 Title

6/20/11
 Date



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_ACR-A_2011_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 the Assessor-County Clerk-Recorder, Assessor Department (ACR-A) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted 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 the Assessor 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 Assessor 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 Assessor will maintain the requested records until the close of litigation plus an additional ten (10) years. The Assessor is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, the Assessor 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

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

CCR = California Code of Regulations

GC = California Government Code

R&TC = Revenue and Tax Code

P = Permanent

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor / Assessor-County Clerk-Recorder (ACR)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All Divisions

Schedule #:

Section: All Sections

DRRS_ACR-A_2011_Rev02

Record Series

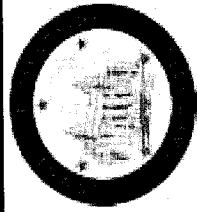
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-A-0004	Annual Racehorse Tax Return	Identifies racehorses subject to the in-lieu tax.	Business Personal Property	Five years from the date the returns became due	18 CCR §1045	Shred/Delete
ACR-A-0002	Appraisal Records	Used to determine a value for taxable property in the County. Information includes parcel number, name of owner, and description of property.	Valuation Divisions	P	Best Practice	County Archives
ACR-A-0003	Assessment Appeals	Evidence to support the property's assessed value. May include other documentation which is presented to the Review Board to establish the taxable value of the property.	Assessment Services	When five years have elapsed since the final action on the application	GC 25105.5	Shred/Delete
ACR-A-0004	Assessment Rolls / Accumulated Journals / Parcel Number Change List	List(s) of the assessed values for all property in the county. Includes situs roll, name roll, exempt roll and subdivision roll. Also includes assessment and parcel maintenance activity.	Assessment Services	P	Best Practice	County Archives
ACR-A-0005	Business Property Records	Used to locate all taxable property in the county, to identify the owners, describe the property and determine a value. May include mandatory and non-mandatory audit reports and work papers that verify the accuracy of the information provided by the taxpayer.	Business Personal Property	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a); R&T 834	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
ACR-A-0006 ACR-A-225	Preliminary Change of Ownership Report (PCOR) and Change in Ownership Statement (CIO)	The PCOR and CIO records non-public information about the property, transferee and amount paid. State law (R&TC 480.3) requires any transferee acquiring an interest in real property or manufactured home subject to property taxation, and that is assessed by the Assessor, to file a PCOR. If a PCOR is not filed at the time of recording, then the Assessor requires a CIO to be filed.	Title	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&TC 465(a); R&TC 834	Shred/Delete
ACR-A-0007 ACR-A-250	Change in Ownership - Completed Deeds / Special Deeds	Record of change in ownership used to determine type of re-assessment.	Title	P	Best Practice	County Archives
ACR-A-0008 ACR-A-275	Change of Mailing Address	Taxpayer requesting a change of address for the mailing of the property tax bill.	Assessment Services	2 fiscal years from the receipt date of the request	GC 26202	Shred/Delete
ACR-A-0009 ACR-A-300	Exclusions from Re-Assessment / Transfer of Value to Replacement Dwellings	Request from taxpayer for exclusion from re-assessment for property transfers (i.e., Parent and Child, Grandparent to Grandchild & between an Individual and Legal Entity). Also, request from taxpayer for transfer of base year value to replacement dwellings for seniors and disabled persons.	Title	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&TC 465(a); R&TC 834	Shred/Delete
ACR-A-0010 ACR-A-325	Exemption Claims - Homeowners', Veterans' or Disabled Veterans'	Filing of property tax exemption from a homeowner, veteran or disabled veteran.	Public Service	Six years after the lien date of the tax year for which the exemption was last granted.	R&TC 465(b); R&TC 834	Shred/Delete
ACR-A-0011 ACR-A-350	Exemption Claims - Welfare; Church; Religious; & Historical Aircraft	Filing of property tax exemption from qualifying organizations, e.g., Welfare, Church, and Religious organizations. Includes claims filed for: Historical Aircraft, Colleges, Public School, Cemetery, Library and Museum.	Exemptions	Six years after the lien date of the tax year for which the exemption was last granted.	R&TC 465(b); R&TC 834	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
AGR-A-0042 AGR-A-375	Mapping Mapping Package - Cuts/Combines	Documentation used to assign new assessor parcel numbers. Includes, but is not limited to, forms completed by the property owners, plans, and recorded documents.	Mapping	Six years after the lien date of the tax year for which the documentation pertains.	R&TC 465(a)	Shred/Delete
AGR-A-0043 AGR-A-400	Assessor Maps	Assessor maps: Assessment illustrations to define physical location and size. For assessment purposes only.	Mapping	P	Best Practice	County Archives
AGR-A-0044 AGR-A-425	Manufactured Home Title Records	Records indicating name and address of mobile home owner, description of mobile home, and mobile home park plans. Includes Housing and Community Development (HCD) title reports and HCD 433(a).	Manufactured Homes	P	Best Practice	County Archives
AGR-A-0046 AGR-A-450	Manufactured Home Building Records	Records describing the assessment and value information thereof mobile home part plans. Includes Kelley Blue Book worksheets, park plans and dealer reports/invoices.	Manufactured Homes	Six years after the lien date of the tax year for which the documentation pertains.	R&TC 465(a)	Shred
AGR-A-0047 AGR-A-475	Separate Valuations	A separation of values to a parcel(s) that is split or combined into several or one parcel(s), respectively.	Assessment Services	Six years after the lien date of the tax year for which the documentation pertains.	R&TC 465(a)	Shred/Delete
AGR-A-0048 AGR-A-500	State Board of Equalization Maps	Records supporting property assessed by the state (e.g., railroads and straddle counties).	Mapping	P	Best Practice	County Archives
AGR-A-0019 AGR-A-525	Subvention Reports	California Open Space Subvention Act Program: provides the state with information regarding Agricultural Preserve acreage changes for the year. Substantiates refunds for lost monies due to participation in the Williamson Act.	Agriculture	9 fiscal years after the fiscal year in which created.	Best Practice	Shred/Delete

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-A-0020	ACR-A-550	Undivided Interest	Creation of an assessment to a portion of a parcel with multiple owners based on the percentage of ownership and base year acquisition.	Assessment Services	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a); R&T 834	Shred/Delete	

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Assessor / Assessor-County Clerk-Recorder Agency: Assessor / Assessor-County Clerk-Recorder Division: All Divisions Section: All Sections
	Schedule Type: Departmental Records Retention Schedule (DRRS) Schedule #: DRRS_ACR-A_2011_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: Larry Ward Title: Assessor-County Clerk-Recorder Date: 3/18/2011

Records Management and Archives Program
 Name: Tauna Mallis Title: Assistant Assessor-Clerk-Recorder Date: 4/28/11

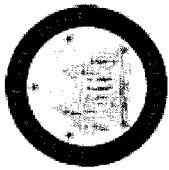
County Archives
 Name: Jim Hofer Title: Archives Manager Date: 28 JUNE 2011

County Auditor-Controller
 Name: Deborah Title: DEPUTY AUDITOR-CONTROLLER Date: 6/27/11

Information Technology
 Name: Greg Stoddard Title: Chief Technology Officer Date: [Signature]

County Counsel
 Name: Tawny Lieu Title: Deputy County Counsel Date: 6/29/2011

County Risk Management
 Name: Jim Sessions Title: Risk Manager Date: 6/28/11



County of Riverside, California Departmental Records Retention Schedule (DRRS_ACR-C_2011_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 the Assessor-County Clerk-Recorder, County Clerk Department (ACR-C) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted 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 the Assessor 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 County Clerk 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 County Clerk will maintain the requested records until the close of litigation plus an additional ten (10) years. The County Clerk is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, the County Clerk 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

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

B&P = Business and Professions Code

CCR = California Code of Regulations

Corp. Code = Corporations Code

CY = Calendar year end

Fam. Code = Family Code

GC = California Government Code

Ins. Code = Insurance Code

P = Permanent

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule

Department / Agency: Assessor-County Clerk-Recorder (ACR)

Division: County Clerk

Section: All

Schedule #:

DRRS_ACR-C_2011_Rev02

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title	Description						
ACR-C-0004-ACR-C-100	Bonds & Surety Companies, List of	The Department of Insurance issues an annual list of registered Bond & Surety companies that is filed with clerk by date. Financial Statements; Annual financial statements of admitted sureties in California, on file with clerk by date. Power of Attorney, Appointment of/Power of Attorney Revocation; Surety company employee powers. Includes copies of power of attorney/ revocation of power of attorney. On file with clerk by date. Bail Bond insurance issuance/Revocation; Bail licenses issued/revoked by the Department of Insurance on file with the clerk by date.		Department of Insurance	CY + 3	Best Practice	Shred/Delete
ACR-C-125	Daily Processing Logs	This includes scanning logs, notary journal receipt letter/logs, etc.		County Clerk	CY + 3	Best Practice; Dept. Policy	Shred/Delete
ACR-C-150	Deputy Commissioner For the Day	Applications and supporting documentation for Deputy Commissioner for the Day applicants		County Clerk	Revocation + 5	Best Practice; Dept. Policy	Shred/Delete
ACR-C-0002-ACR-C-175	Environmental Findings	California Environmental Quality Act: Negative Declaration and Notice of Determination, Public Notice of Environmental Finding (Posting Page) Duplicate copies of notices of projects with environmental impact implications.		County Clerk	12 months	14 CCR 753.5(f)	Shred/Delete
ACR-C-0005-ACR-C-200	Environmental Findings Index	Index is used to create the posting page.		County Clerk	CY + 1	14 CCR 753.5(f); Best Practice	Shred/Delete

Record Series		Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Description						
ACR-C-225	Error Suspense Logs	Logs documenting errors and backup documentation supporting attempts to contact customer to correct errors.	County Clerk	CY + 4	Best Practice; Dept. Policy	Shred/Delete	
ACR-C-0003-ACR-C-250	Fictitious Business Name Index	Permanent Index of Fictitious Business Names statements maintained by clerk.	County Clerk	P	Best Practice; B&P 17925(b)	County Archives	
ACR-C-0004-ACR-C-275	Fictitious Business Name Statements, Abandonments, Withdrawal Statements, Affidavit of Publication	Original Fictitious Business Name Statements of for profit businesses, on file with clerk by file number. Statement of Abandonment and Withdrawal of Partnership, records of business name statements that have been abandoned or withdrawn, on file with clerk by file number. Affidavit of Publication of Fictitious Business Name Statement, proof that FBN statement was published with an adjudicated newspaper, on file with clerk by file number.	County Clerk	Expiration + 4	B&P 17927	County Archives	
ACR-C-0006-ACR-C-300	Humane Officer Oath of Office	Record of appointed Humane Officers, badge number, and judge appointment, date of revocation if applicable.	County Clerk	CY + 3	GC 26202; Best Practice	Shred/Delete	
ACR-C-0007-ACR-C-325	Humane Officer Registry	Permanent record of Humane Officers listing name, badge number, appointing judge, appointment date, revocation date.	County Clerk	P	Best Practice; Corp. Code 14502(a)(c)(3)(f)	County Archives	
ACR-C-0008-ACR-C-350	Index of Deputy County Clerks	List information on appointments and revocations.	County Clerk	P	Best Practice; GC 24102	Dept.	

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
ACR-C-0000-ACR-C-375	Legal Document Assistant, Certificate of Registration/Bond	Records of registrations of legal document assistants listing name, file number, date filed.	County Clerk	Expiration + 3	B&P 6403(e); Best Practice	Shred/Delete
ACR-C-00040-ACR-C-400	Legal Document Assistant, Certificate of Registration of (cash deposit)	Records of registrations of legal document assistants listing name, file number, date filed.	County Clerk	Expiration + 3	B&P 6405(g)	Shred/Delete
ACR-C-00041-ACR-C-425	Legal Document Assistant Log	Permanent record of Legal Document Assistants listing name, file number, date filed.	County Clerk	P	Best Practice; B&P 6407(a)	Dept.
ACR-C-00042-ACR-C-450	Marriages, Application and Court Order to Obtain Information re: Confidential	Application submitted to a judge to obtain information regarding a confidential marriage.	County Clerk	CY + 2	GC 26202	Shred/Delete
ACR-C-00043-ACR-C-475	Marriage, Application for Confidential	Application worksheet, supporting documentation for license such as Affidavit of Inability to Appear, Affidavit of Identifying Witness, Affidavit for Duplicate Certificate of Marriage filed by license number.	County Clerk	CY + 1 after issuance	California Marriage Certificate Registration Handbook from DHS Pg.36, Par4 date 5/4/2009	Shred/Delete


Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-C-00044-500	Marriages, Application for Public (Public, Declared, Non-Clergy)		Application worksheet, supporting documentation for license such as Affidavit of Identifying Witness, Affidavit for Duplicate Certificate of Marriage, Application for Permission to Marry and Order, Consent to Marriage of Minor, Consent of Parent or Guardian to Issuance of Marriage, all applications filed by license number.	County Clerk	CY + 1 after issuance	California Marriage Certificate Registration Handbook from DHS Pg.36, Par4 date 5/4/2009	Shred/Delete	
ACR-C-00046-525	Marriages, Certificate of Confidential		Establishes a record of marriage.	County Clerk	P	FC 511(b) may be microfilmed per GC 26205; Best Practice	County Archives	
ACR-C-00046-550	Marriage, Index of Confidential		Permanent Index of Registered Confidential Marriages.	County Clerk	P	FC 511(b) may be microfilmed per GC 26205; Best Practice	County Archives	
ACR-C-00047-575	Marriages, Notary Authorization to issue Confidential Marriages		Notary public must submit application for approval to authorize confidential marriages.	County Clerk	CY + 3	Best Practice; FC 500	Shred/Delete	
ACR-C-00048-600	Notary Journals		Notary journals are deposited with county clerk and contain signatures and personal data pertaining to each notarial act.	County Clerk	10 years from receipt or reset date due to line item inquiry. Journals cannot be destroyed without court order.	GC 8209(c)	Shred/Delete	

Record Series		Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Description						
ACR-C-00019-ACR-C-625	Notary Journals, Index	Permanent index of deposited journals listing notary name, commission number, date journals were surrendered, destruction date of journals.	County Clerk	P	Best Practice; GC 8209(c)	County Archives	
ACR-C-00020-ACR-C-650	Notary Public Oaths	Notary public oaths taken, commission number, date of commission and copy of oath. On file with clerk by file number.	County Clerk	Expiration + 1	GC 8213(a); Dept Policy	Shred/Delete	
ACR-C-00024-ACR-C-675	Oaths of Office and Revocations of County Clerk Deputies	Authorizes the signature of Deputy County Clerks to perform duties for the County Clerk. Appointment of Deputy County Clerks is filed with the County Clerk and expires upon revocation.	County Clerk	Revocation + 5	GC 24102	Shred/Delete	
ACR-C-00022-ACR-C-700	Passport Application Transmittal	Transmittal listing all passport applications processed.	County Clerk	CY + 2	Department of State recommends at least 24 months retention	Shred/Delete	
ACR-C-00024-ACR-C-725	Process Server, Certificate of Registration	Records of registrations of process servers.	County Clerk	Expiration + 3 (original) Expiration + 10 (digital image)	B&P 22350, 22351(c) & 22354	Shred/Delete	
ACR-C-00025-ACR-C-750	Process Server, Certificate of Registration (cash deposit)	Records of registrations of process servers.	County Clerk	Expiration + 3 (original) Expiration + 10 (digital image)	B&P 22350, 22351(c) & 22354	Shred/Delete	

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
ACR-C-00026-ACR-C-775	Process Server Log	Permanent log of process server registrations listing name, file number, file date.	County Clerk	P	B&P 22355(a)	Dept.
ACR-C-00027-ACR-C-800	Professional Photocopier, Certificate of Registration of Bond of	Records of registrations of professional photocopiers.	County Clerk	Expiration + 3 (original) Expiration + 10 (digital image)	B&P 22452(c) & 22456	Shred/Delete
ACR-C-00028-ACR-C-825	Professional Photocopier, Certificate of Registration of (cash deposit)	Records of registrations of professional photocopiers.	County Clerk	Expiration + 3 (original) Expiration + 10 (digital image)	B&P 22452(c) & 22456	Shred/Delete
ACR-C-00029-ACR-C-850	Professional Photocopier Log	Permanent log of professional photocopiers listing name, file number, file date.	County Clerk	P	B&P 22457(a)	Dept.
ACR-C-00030-ACR-C-875	Public Agency, Statement of and Roster of	Roster of names and addresses of Public Agencies and their Officials as submitted by the public agency.	County Clerk; Secretary of State	P	GC 53051(c)	Dept.
ACR-C-00034-ACR-C-900	Unlawful Detainer Assistant, Certificate of Registration	Records of registrations of Unlawful Detainer Assistants, on file with clerk by file number. Also includes applications for identification cards.	County Clerk	Expiration + 3 (original) Expiration + 10 (digital image)	B&P 6406(a) & 6403(e)	Shred/Delete

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title	Description	Code	Description				
ACR-C-00032	Unlawful Detainer Assistant, Certificate of Registration of (cash deposit)	ACR-C-925	Records of registrations of Unlawful Detainer Assistants.	County Clerk	Expiration + 3 (original) Expiration + 10 (digital image)	B&P 6406(a) & 6403(e)	Shred/Delete
ACR-C-00033	Unlawful Detainer Assistant Log	ACR-C-950	Permanent log of Unlawful Detainer Assistants listing name, file number, file date.	County Clerk	P	B&P 6406(a); B&P 6407(a)	Dept.

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency: County Clerk / Assessor-County Clerk-Recorder	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division: All Divisions	Schedule #: DRRS_ACR-C_2011_Rev02	
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 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: Larry Ward

Assessor-County Clerk-Recorder

Title

 6/28/2011
Date

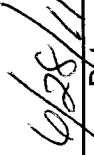
Records Management and Archives Program



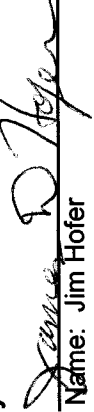
Name: Tauna Mallis

Assistant Assessor-Clerk-Recorder

Title

 6/28/11
Date

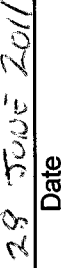
County Archives



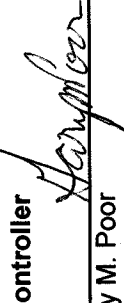
Name: Jim Hofer

Archives Manager

Title

 29 JUNE 2011
Date

County Auditor-Controller




Name: Gary M. Poor

Deputy Auditor-Controller

Title

 6/27/11
Date

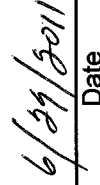
County Counsel



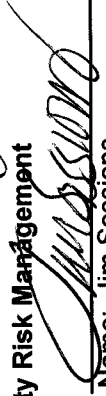
Name: Tawny Lieu

Deputy County Counsel

Title

 6/29/2011
Date

County Risk Management

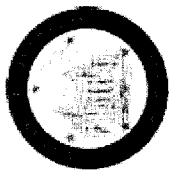


Name: Jim Sessions

Risk Manager

Title

 6/28/11
Date



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_CHA-DES_2011_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 the Community Health Agency, District Environmental Services Division (CHA-DES) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted 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 District Environmental 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, District Environmental 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, District Environmental Services will maintain the requested records until the close of litigation plus an additional ten (10) years. District Environmental Services is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, District Environmental 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.

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.

DES = District Environmental Services

GC = California Government Code

CCR = California Code of Regulations

HSC = California Health and Safety Code

Completion/Closure = means 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

Department / Agency: Environmental Health / Community Health Agency

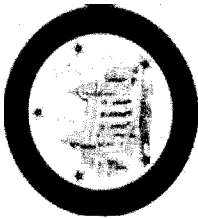
Schedule Type: Departmental Records Retention Schedule

Division: District Environmental Services

Schedule #:

DRRS_CHA-DES_2011_Rev02

Section: ALL



Record Series

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
EH-DES-0004 EH-DES100	Facilities Plan Check	The following reports are used by staff to monitor progress on facility construction: application, utilities letters, plan correction sheet, air balance reports, construction inspection, report, rejection notice, floor plan, exhaust hood plan, and plan check specification sheet.	DES Program Offices	Completion/ Closure + 3 years	GC 26202; 24 CCR 104.7; 22 CCR 65507; Best Practice	Shred/Delete
EH-DES-0002 EH-DES150	Food and Pool Field Cards	Operational statistics (Date of inspections and type of inspection). Area inspections generate and maintain their district field cards.	DES Program Offices	Completion/ Closure + 3 years	GC 26202; 24 CCR 104.7; 22 CCR 65507; Best Practice	Shred/Delete
EH-DES-0003 EH-DES200	Food Workers Test Records	Food Handlers Test results (Results of type of Test [A, B or C]). Date and Location of Food Facility where the client will be working.	DES Program Offices	Current year + 3 years	HSC 113948	Shred/Delete
EH-DES-0004 EH-DES250	Inspection Reports	Food, pool, spa, organized camps, poultry ranch, mobile home park operational reports. Initial reports describing the type of business and general description.	DES Program Offices	Completion/ Closure + 3 years	GC 26202; 24 CCR 104.7; 22 CCR 65507; Best Practice	Shred/Delete
EH-DES-0006 EH-DES300	Non-permitted pool/food facilities	Inspection and compliant reports are used by EH staff to monitor any facilities that did not require a facility number but did open for operation for a limited time.	DES Program Offices	5 years from date of application - departmental copy	GC 26202; Best Practice	Shred/Delete

<p>EH-DES-0005 EH-DES350</p>	<p>On-Site Inspections - Mobilehome Park, Organized Camp, Poultry Ranch Food, Pool Facilities File</p>	<p>The following forms are used for on-site inspections of new or remodeled facilities: on-site evaluation report, inspection report, complaint report, food facility, stormwater compliance survey, change of status, vending machine inspection report, mobilehome/special occupancy park inspection report, official sample receipt, voluntary condemnation receipt, notice of violation, general correspondence, lien information, request for records, suspension/revocation report, hearing report, citation, foodborne compliant form, inspection reports, unpackaged food vehicle plan evaluation form.</p>	<p>DES Program Offices</p>	<p>5 years from the date of application - departmental copy</p>	<p>GC 26202; 24 CCR 104.7; Best Practice</p>	<p>Shred/Delete</p>
<p>EH-DES-0007 EH-DES400</p>	<p>Trash, Sewage and Vector files</p>	<p>Compliant form, general correspondence and pesticide usage forms for Environmental Health Specialist staff to monitor complaints.</p>	<p>DES Program Offices</p>	<p>Completion/ Closure + 3 years</p>	<p>14 CCR 17414</p>	<p>Shred/Delete</p>





COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE


Department / Agency:	Environmental Health / Community Health Agency	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division:	District Environmental Services	Schedule #:
Section:	ALL	DRRS_CHA-DES_2011_Rev02

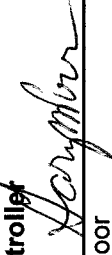
SIGNATURE PAGE

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  Director Title
 Name: Steve Van Stockum Date: 5-2-11

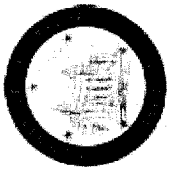
Records Management and Archives Program  Assistant Assessor-Clerk-Recorder Title
 Name: Tauna Mallis Date: 6/28/11

County Archives  Archives Manager Title
 Name: Jim Hofer Date: 28 JUNE 2011

County Auditor-Controller  Deputy Auditor-Controller Title
 Name: Gary Poor Date: 6/27/11

County Counsel  Deputy County Counsel Title
 Name: Tawny Lieu Date: 6/29/2011

County Risk Management  Risk Manager Title
 Name: Jim Sessions Date: 6/29/11



County of Riverside, California Departmental Records Retention Schedule (DRRS_PH-IM_2011_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 the Community Health Agency, Public Health Department, Disease Control Division, Immunization and Immunization Registry sections (PH-IM) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted by Immunization on January 23, 2007 and the DRRS adopted by Immunization Registry 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 Immunization 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, Immunization 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, Immunization will maintain the requested records until the close of litigation plus an additional ten (10) years. Immunization is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, Immunization is responsible for

Attachment E

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


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

CCR = California Code of Regulations

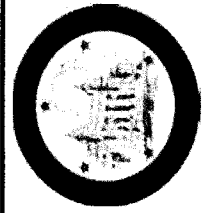
CL = Closed, which will also mean after final resolution (as in an inquiry or litigation) after expiration (as in a contract) after final payment, upon completion of participation in a program, etc. A record is considered "closed" when no further action is pending or required.

CY = Calendar year end

GC = California Government Code

		<h2 style="text-align: center;">COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</h2>				
Department / Agency: Public Health / Community Health Agency		Schedule Type: Departmental Records Retention Schedule				
Division: Immunization		Schedule #: DRRS_PH-IM_2011_Rev02				
Section: All						
Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
PH-DC-IM-0004 PH-IM100	Annual Flu Program - Mass Flu Clinics (Adults)	Records series includes tetanus, pneumococcal and influenza. Records series may also include authorization records and Vaccine Accountability Report and the Health Insurance Portability and Accountability Act (HIPAA) Authorization form.	Disease Control - Immunization	CL + 7	22 CCR 70751	Shred/Delete
PH-DC-IM-0004 PH-IM125	Annual Flu Program - Mass Flu Clinics (Minors)	Records series includes tetanus, pneumococcal and influenza. Records series may also include authorization records and Vaccine Accountability Report and the Health Insurance Portability and Accountability Act (HIPAA) Authorization form.	Disease Control - Immunization	Age 18 + 1 or last date of entry + 7, which is longer	22 CCR 70751	Shred/Delete
PH-DC-IM-0002 PH-IM150	Annual Fall Immunization Report Records	Self Audit sent to Health Department prepared by State. Licensed Preschools, Kindergartens, Private and Public Head Start. Reports are Annual Immunization Reports on children in child care centers, Immunization Assessment of Children enrolled in child care centers facility summary sheets, and Immunization Assessment of Kindergarten Students - Annual Report School Summary sheet, taken every fall.	Disease Control - Immunization	CY + 10	GC 26202; Best Practice	Shred/Delete
PH-DC-IM-0003 PH-IM200	California Immunization Program Quarterly Reports	Records series includes California health and Human Services Agency Influenza Authorization Record, which is a statistical / productivity report required by the State on a quarter basis. Report outlines activities, education, services rendered, etc.	Disease Control - Immunization	CY + 3	GC 26202; Best Practice	Shred/Delete

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
PH-IM250	Daily Reports	Reports created to facilitate the creation of quarterly and annual reports to First 5 or other contract or government agencies.		Disease Control - Immunization	CY + 1	Best Practice	Shred/Delete
PH-DC-IM0004	Immunization Progress Reports to First 5 Riverside Grantor	Quarterly and annual Reports and all records associated with the agreement with the Grantor.		Disease Control - Immunization	CY + 5	Per First 5 Riverside Contract	Shred/Delete
PH-DC-IM0005	Pediatric Immunization and Tuberculosis Skin Test Records	Records related to Pediatric Immunizations including HIPAA notice, 3rd Party Consent forms, Caregivers' Affidavit, Chickenpox Screening forms. Records series also includes any legal custody document and handwritten authorization notes from parent or guardian and tuberculosis skin test records.		Disease Control - Immunization	Age 18 + 1 or last date of entry + 7, which is longer	22 CCR 70751	Shred/Delete
PH-DC-IM0006	Professional Services Contracts / Performance Monitoring	Healthy Children Connection (discontinued 2010) contract monitoring evaluation report form. Form used for professional service quality, responsiveness and compliance matters.		Public Health Procurement Contract Office	CY + 5	Per First 5 Riverside Contract	Shred/Delete
PH-DC-IM0007	Vaccine Reports	Records related to vaccine reports including monthly vaccine usage report, quarterly vaccine request form, vaccine accountability and inventory report. Data is accumulated on a computer database and monthly transferred to Vaccine usage report. Other reports are kept in paper form.		Disease Control - Immunization	CY + 3	GC 26202; Best Practice	Shred/Delete



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency:	Public Health / Community Health Agency	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division:	Immunization	Schedule #:
Section:	All	DRRS_PH-IM_2011_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
Susan D. Harrington
 Name: Susan Harrington Title: Director Date: 5/18/11

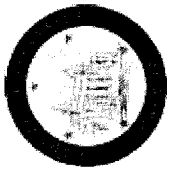
Records Management and Archives Program
Tauna Mallis
 Name: Tauna Mallis Title: Assistant Assessor-Clerk-Recorder Date: 6/28/11

County Archives
Jim Hofer
 Name: Jim Hofer Title: Archives Manager Date: 28 June 2011

County Auditor-Controller
Gary Poor
 Name: Gary Poor Title: Deputy Auditor-Controller Date: 6/27/11

County Counsel
Tawny Lieu
 Name: Tawny Lieu Title: Deputy County Counsel Date: 6/29/2011

County Risk Management
Jim Sessions
 Name: Jim Sessions Title: Risk Manager Date: 6/20/11



County of Riverside, California Departmental Records Retention Schedule (DRRS_RCIT_2011_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 Riverside County Information Technology Department (RCIT) 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 RCIT 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, RCIT 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, RCIT will maintain the requested records until the close of litigation plus an additional ten (10) years. RCIT is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, RCIT 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

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

CCP = California Code of Civil Procedure

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

Department / Agency: Riverside County Information Technology

Schedule Type: Departmental Records Retention Schedule

Division: ALL

Schedule #:

DRRS_RCIT_2011_Rev01

Section: ALL

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description			
RCIT 025	Application Source Code	Records series includes application source code, scripts, and configuration files.	T + 5	Best Practice	Shred/Delete
RCIT 050	Business Cases	Records produced as part of justifications for technological investments.	CL + 7	Audit Support	Shred/Delete
RCIT 070	Business Technology Plan	The final version of the business plan for the department.	P	Best Practice	Dept
RCIT 075	Business Technology Plan - working papers	Research information used to prepare RCIT business plan.	REV + 7	Audit Support	Shred/Delete
RCIT 100	Change Requests	Yearly Change Request/Notification System Operation Documentation	CY + 2	GC 26202	Shred/Delete
RCIT 125	Committee Records	Agendas and minutes for meetings of the Executive Staff, Departmental Technology Standards Committee (DTSC), Executive Technology Committee (ETC), Information Technology Governance Committee (ITGC), etc. Records series may include presentations, and sign-in sheets.	CY + 2	GC 26202	Shred/Delete
RCIT 150	Communication System Director (CSD) Radio System Reports	Reports showing periodic checks on Communication System Director server accessing radio service.	CY + 3	Best Practice	Shred/Delete
RCIT 175	Customer Records	Records of customers' relationship with RCIT. Records series may include telephone extension information, programming records, asset tracking, monthly Telco bills.	CL + 3	GC 26202; Best Practice	Shred/Delete

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description			
RCIT 200	Customer Records - Floor Plans	Records documenting the type and placement of technology within a facility. Records series may include As Built Floor plans and more historical floor plans.	RCIT	P	Best Practice Dept or County Archives
RCIT 225	Customer Service Surveys	Surveys sent out as part of the annual customer satisfaction survey or generated via an outside service such. Records series includes reports generated and kept on file.	RCIT	CY + 10	GC 26202; Best Practice Shred/Delete
RCIT 250	Design Artifacts	Records used to track the workflow of technical related service requests. May include diagrams and charts tracking requirements, use cases, work flow, etc.	RCIT	CY + 10	GC 26202; Best Practice Shred/Delete
RCIT 275	Environmental Assessments	Environmental Assessments generated by Post, Buckley, Schuh & Jernigan, Inc. (PBS&J) for each Public Safety Enterprise Communications (PSEC) project site.	RCIT	P	Best Practice Dept or County Archives
RCIT 300	Public Safety Enterprise Communications (PSEC) Coverage Maps	Network maps showing data and radio coverage throughout Riverside and parts of San Bernardino Counties.	RCIT	T + 10	Best Practice Shred/Delete
RCIT 325	Public Safety Enterprise Communications (PSEC) Site Leases	Land leases for Radio Communication Project, Form 11 copies, Fund transfer requests, approval docs.	RCIT	End of lease + 25	Best Practice; CCP 337.2 Shred/Delete
RCIT 350	Public Safety Enterprise Communications (PSEC) Site Purchases	Entire documentation for land Acquisition, Form II, Preliminary Title Report (PTR) request and the approval.	RCIT	P	Best Practice Dept or County Archives
RCIT 375	RCIT Charity Services	Tax ID info, donations, fundraiser info, vendors, golf tournament, auction	RCIT	FY + 7	Audit Support Shred/Delete
RCIT 400	RCIT Project Management	Documents and data used in managing RCIT projects with customers, including managing the Sharepoint project management site	RCIT	CL + 2	GC 26202 Shred/Delete

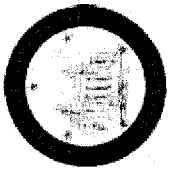
Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCIT 425	Requirements	Records related to the scope of work performed by RCIT for each customer. Records series may include documents confirming customers needs, requirements, expectations, etc.	RCIT	T + 2	GC 26202	Shred/Delete
RCIT 450	Sheriff Shift Review	Records of system problems as reported by County Sheriff Dispatch.	RCIT	CL + 2	GC 26202	Shred/Delete
RCIT 475	Site documentation - General and Construction specific	Records include any documentation related to a specific PSEC site or the development of a site. Specifics include, but are not limited to, the site development spreadsheet, coverage maps, and site files (which include daily inspection reports, issue specific correspondence, Site Candidate Information Packet (SCIP) packages, utility information, lease information, etc.).	PSEC	T + 10	Best Practice; CCP 337	Shred/Delete
RCIT 500	Software licensing renewal and support	Records facilitating the management of license agreements.	RCIT	CL + 5	CCP 337	Shred/Delete
RCIT 525	Technology Service Bureau Projects	Documents supporting and tracking Data Center projects, this includes installation of new racks and switches, etc.	RCIT	CL + 7	Best Practice	Shred/Delete
RCIT 550	Technology Services Bureau Drawings	Records include all drawings, processes and other information needed for the Data Center and remote facilities	RCIT	REV + 5	Best Practice	Shred/Delete
RCIT 575	Telco Records	Customer Service Requests, Circuit ID, Bill To information, Rates, Service Offerings, ORG Charts, Escalation Procedures and Proposals used when RCIT customers occupy a building or facility.	RCIT	CL + 3	Best Practice; GC 26202	Shred/Delete
RCIT 600	Test Artifacts	Results of testing plans and procedures for design.	RCIT	CU + 2	GC 26202	Shred/Delete
RCIT 625	Trouble Tickets Service Requests	Electronic records of requests for service and repairs to radios in County and Public Safety vehicles or handheld transceivers (HT) bench repairs for tracking service and billing purposes.	RCIT	CL + 2	Best Practice	Shred/Delete

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE	
Department / Agency:	Riverside County Information Technology
Schedule Type: Departmental Records Retention Schedule (DRRS)	
Division:	All Divisions
Schedule #:	DRRS_RCIT_2011_Rev01
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 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: <u>Nathan J. Colodney</u>	Chief Information Officer	Date
Records Management and Archives Program		
Name: <u>Tauna Mallis</u>	Assistant Assessor-Clerk-Recorder	Date <u>6/28/11</u>
County Archives		
Name: <u>Jim Hofer</u>	Archives Manager	Date <u>28 June 2011</u>
County Auditor-Controller		
Name: <u>Gary M. Poor</u>	Deputy Auditor-Controller	Date <u>6/27/11</u>
County Counsel		
Name: <u>Tawny Lieu</u>	Deputy County Counsel	Date <u>6/29/2011</u>
County Risk Management		
Name: <u>Jim Sessions</u>	Risk Manager	Date <u>6/28/11</u>



County of Riverside, California Departmental Records Retention Schedule (DRRS_CHA-AS_2011_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 Community Health Agency, Department of Animal Services (CHA-AS) 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 Animal 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, Animal 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, Animal Services will maintain the requested records until the close of litigation plus an additional ten (10) years. Animal Services is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Further more, Animal 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

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Explanation of Codes

Best Practice = Best Practice determined through business and government agency benchmarks and **CY** = Calendar year end

FAC = California Food & Agriculture Code

CCP = California Code of Civil Procedure

FY = Fiscal year end

CCR = California Code of Regulations

GC = California Government Code

CFR = Code of Federal Regulations

H&S = California Health and Safety Code

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.

P = Permanent

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule

Department / Agency: Animal Services / Community Health Agency

Division: All Divisions

Section: All Sections

Schedule #:

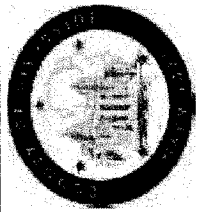
DRRS_CHA-AS_2011_Rev01

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Administration						
CHA-AS025	California Regulations Manual	Manual used to enforce policies and regulations set forth by the State. The manual should be updated as necessary to remain current.	Administration	P	Best Practice	Dept.
Field Services						
CHA-AS050	Animal Permit and License Records	Includes those issued to rescure, kennel or wildlife exhibit operators, and other persons pursuant to County ordinance or order. Series includes rescue, kennel and cattery applications, licenses and permits. Series also includes service dog license and documentation required to issue dog tag as well as pot belly pig and crowing rooster licenses.	Field Services	Expiration or revocation + 3; Denied + 2	GC 26202; Best Practice	Shred/Delete
CHA-AS075	Citations	Citations issued to public for failure to license, noisy animal complaint, leash law violations, failure to vaccinate, microchip or any other violation that falls under Riverside County Ordinance No. 630.	Field Services	Resolution + 10	CCP 343; GC 68152(c)(1); Best Practice	Shred/Delete
CHA-AS100	Complaints and Case Files	Records documenting complaints received from the public or other agency regarding animal control issues, including possible violations of animal control regulations.	Field Services	P	CCP 343; Best Practice	Dept.
CHA-AS125	Dispatch Logs	Logs sent from contracted after hours answering service.	Field Services	CY + 3	GC 26202; CCP 340; Best Practice	Shred/Delete
CHA-AS150	Field Euthanasia Log	Log animal control officers use to document animals they euthanize in the field.	Field Services	CL + 3	H&S 11190-11191	Shred/Delete

CHA-AS175	Field Investigation Reports	Records used to investigate reported neglect or abuse of an animal. Series includes animal investigation documents such as pictures, tapes, CDs, and correspondence.	Field Services	Incident + 5	GC 26202; Best Practice	Shred/Delete
CHA-AS200	Official Notice of Violation	Violation notice issued to a member of the public failure to quarantine an animal. See also Administrative Citations.	Field Services	Resolution + 10	CCP 343; GC 68152(c)(1); Best Practice	Shred/Delete
CHA-AS225	Pepper Spray Discharge	Record of incident and complete information supporting the reasons for a discharge of pepper spray in the field.	Field Services	CY + 2	GC 26202	Shred/Delete
CHA-AS250	Restraint Orders	Records used to identify history of an animal that poses a safety threat to the public or other animals. Series includes animal investigation documents including pictures, tapes, CDs and correspondence	Field Services	Retraining Order expired + 5	GC 26202; Best Practice	Shred/Delete
CHA-AS275	Trip Sheet	Record used to track call activity, pick ups and time reporting for services performed in the field.	Field Services	FY + 7	Best Practice	Shred/Delete
Shelter Services						
CHA-AS300	Animal Inventory	Record of each animal received at an animal shelter, including data relating to its admission and condition, its reclamation, adoption, sale or destruction. Used to track individual animals on a daily basis.	Shelter Services	CY + 3	FAC 32003; CCP 340(c); Best Practice	Shred/Delete
CHA-AS325	Alarm Records	Records indicating when alarm has been set off and law enforcement responds. Series includes the log form and invoices for call services.	Shelter Services	FY + 7	Best Practice	Shred/Delete
CHA-AS350	Call Activity Report	Form used in case of an emergency or computer failure to log and dispatch calls.	Shelter Services	CY + 3	GC 26202; Best Practice	Shred/Delete
CHA-AS375	Pet Adoption Application	Application used to screen potential pet adoptees. Adoption form including name, address, phone and adopting history.	Shelter Services	CY + 3	GC 26202; Best Practice	Shred/Delete
CHA-AS400	Training	Training handouts and materials for educating the public on safe animal handling practices and annotations. Documentation of Training.	Shelter Services	CY + 7	GC 26202; Best Practice	Shred/Delete
CHA-AS425	Work Release Program	Records related to Animal Services participation in the County's Work Release Program. Series includes program guidelines and documents used to track hours worked.	Shelter Services	CL + 6	GC 26202; Best Practice	Shred/Delete

Veterinarian Services						
CHA-AS	Animal License Records	Records generate or used by for various agencies for the purposes of licensing an animal. Series includes animal license number, copy of rabies certificate, if applicable, person and veterinarian information including address and phone numbers.	Vet Services	CL + 3	17 CCR 2606.4(a) FAC 32003; Veterinary Medical Board (VMB) Policy 95/96-4	Shred/Delete
CHA-AS475	Animal Treatment Records	Records documenting veterinary treatment of animals in the custody of Animal control. Series include animal patient chart, daily evaluation report, microchip implant procedure, surgical patient list including spay/neuter log, and any treatment provided including Telazo.	Vet Services	Discharge + 3	FAC 32003	Shred/Delete
CHA-AS500	Communicable Disease Reports	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or humans submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Vet Services	Release from Quarantine + 3	FAC 32003; Best Practice	Shred/Delete
CHA-AS525	Controlled Substance Log	Log used to track controlled substance used by clinic.	Vet Services	CY + 3	H&S 11190-11191; 21 CFR 1304.04(a)	Shred/Delete
CHA-AS550	Medical Waste Tracking	Document used to track medical waste and syringe needles.	Vet Services	CY + 3	H&S 118040	Shred/Delete
CHA-AS575	Rabies Vaccination Certificates	Copies of certificates of rabies vaccinations performed by veterinarians.	Vet Services	Date of issuance + 3	FAC 32003; H&S 11190-11191	Shred/Delete

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

	Department / Agency: Animal Services / Community Health Agency Division: All Divisions Section: All Sections
Schedule Type: Departmental Records Retention Schedule (DRRS) Schedule #: DRRS_CHA-AS_2011_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

Robert Miller
 Name: Robert Miller Title: Director, Animal Services Date: 3-29-11

Records Management and Archives Program

Tauna Mallis
 Name: Tauna Mallis Title: Assistant Assessor-Clerk-Recorder Date: 6/28/11

County Archives

Jim Hofer
 Name: Jim Hofer Title: Archives Manager Date: 29 June 2011

County Auditor-Controller

Gary Poor
 Name: Gary Poor Title: Deputy Auditor-Controller Date: 6/27/11

County Counsel

Tawny Lieu
 Name: Tawny Lieu Title: Deputy County Counsel Date: 6/29/2011

County Risk Management

Jim Sessions
 Name: Jim Sessions Title: Risk Manager Date: 6/28/11