

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

321



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

SUBMITTAL DATE:
July 12, 2011

SUBJECT: Rescinding of Board of Supervisors Policy A-31

RECOMMENDED MOTION: That the Board of Supervisors rescind Policy A-31, "Destruction of Records Retained by the Purchasing Department"

BACKGROUND: In accordance with Board of Supervisors Policy A-43, the Records Management and Archives Program (RMAP) maintains a General Records Retention Schedule (GRRS), which provides authority for the disposition of commonly found records. The GRRS covers many common records including documents maintained by the County's Purchasing Department. Purchasing, in consultation with RMAP, has determine that Board Policy A-31 is no longer necessary, because Purchasing is following the mandated retention periods approved by the Board via the General Records Retention Schedule.

FORM APPROVED COUNTY COUNSEL
BY: TAMMY V. UJU
DATE: 6/30/2011
Departmental Concurrence

 Robert Howdyshell Purchasing Director	 Larry Ward Assessor-County Clerk-Recorder
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FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	NA
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NA
	Annual Net County Cost:	\$ 0	For Fiscal Year:	NA

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

C.E.O. RECOMMENDATION: APPROVE

BY:
Karen L. Johnson

County Executive Office Signature

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

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:
 Deputy