

254



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

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

**SUBMITTAL DATE:**  
January 25, 2010

**SUBJECT:** Approval of the Rate Schedule for the Records Management and Archives Program (RMAP) for Fiscal Year 2011/2012.

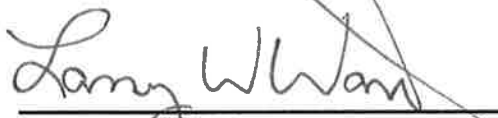
**RECOMMENDED MOTION:** That the Board of Supervisors

1. Approve the rate schedule listed in Attachment A for Fiscal Year 2011/2012 for the internal service fund, Records Management and Archives Program.
2. Approve and direct the Auditor-Controller to assign unrestricted net assets for future operations as reflected in Attachment B.

**BACKGROUND:**

The rates for FY2011/2012 reflect the use of actual figures from FY2009/2010 as directed by the Executive Office Memorandum dated September 16, 2010. The rate schedule discontinues document imaging services, and continues to support implementing and maintaining the General Records Retention Schedule (GRRS) and Departmental Records Retention Schedules (DRRS) in accordance with Board of Supervisors' Policy A-43. The major change in this internal service fund of moving the staff and services of the document imaging section to the County Recorder was due to the fact that most services were provided to the County Recorder. This change has eliminated overhead costs to the Recorder's Office. Overall, the approach for rate setting is in response to the program scope defined in Board of Supervisors' Policy A-43, approved January 13, 2004.

(Continued – 2 pages)


  
 Larry W. Ward  
 Assessor-County Clerk-Recorder

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011-2012

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

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

**APPROVE**

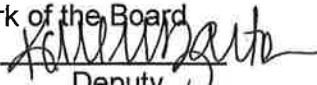
BY:   
 Karen L. Johnson

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Buster, Stone, Benoit and Ashley  
 Nays: None  
 Absent: Tavaglione  
 Date: January 25, 2011  
 xc: ACR, Auditor

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

**Prev. Agn. Ref.:**

**District:** ALL

**Agenda Number:**

**3.30a**

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY:   
 GEORGE C. TABORA

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

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

**DATE:** 1/25/2010

**SUBJECT:** Approval of the Rate Schedule for the Records  
Management and Archives Program (RMAP) for  
Fiscal Year 2011/2012.

**PAGE:** 2 of 2

Board of Superivors' Policy A-43 also states that the Records Management & Archives Program (RMAP) will operate the County Records Center, which is to provide cost effective storage, access, and disposal services to County departments for records of temporary value. The Records Center's services have been in great demand and RMAP anticipates, within the next two (2) years, expanding the Records Center to meet the increasing demands of the county departments. Currently, the Records Center is at 103% capacity. In lieu of rebates to user departments, RMAP requests approval to use its unrestricted net assets for future Records Center expansion as reflected in Attachment B.

**ATTACHMENT B**  
Assessor-County Clerk-Recorder  
Records Management and Archives Program  
Fiscal Year 2011/2012

DECREASE IN UNRESTRICTED NET ASSETS:

45100-1200300000-380100	Unrestricted Net Assets	\$373,000
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INCREASE IN UNRESTRICTED NET ASSETS FOR FUTURE OPERATIONS:

45100-1200300000-380200	Unrestricted Net Assts Fut Op	\$373,000
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**Assessor-County Clerk-Recorder  
Records Management and Archives Program (RMAP)  
FY2011/2012 Rate Schedule  
Expenditure Account Code: 525330 for RMAPServ**

Service/Product	Description	FY 10/11	Unit	FY 11/12
Account changes	Changes to user accounts that are not part of the annual update of the authorization signature lists. These include password changes, transferring of accounts, adding or deleting personnel authorizations, cancelling, etc.	\$6.30	per change (flat rate)	\$6.30
Account notifications	Special and delinquent notifications to user accounts such as destruction authorizations overdue by 30 days or more.	\$31.50	per notice (flat rate)	\$31.50
Account set-up & initial training	Creating new accounts, obtaining and processing authorizations and initial training (1.0 hr on-site). This applies to both new RMAP accounts and new RS-Web accounts.	\$85.00	each (flat rate)	\$85.00
DRRS-disposition extensions Initial work order submission	Department's request to extend the retention period for a records series on either their own BOS approved Department Records Retention Schedules (DRRS) or the County General Records Retention Schedule. Initial logging, analysis and verification of request. <sup>1</sup>	\$89.90	request (flat rate)	\$89.90
DRRS-disposition extensions Processing each records series	Department's request to extend the retention period for a specific box/file folder or container on either their own BOS approved Department Records Retention Schedules or the County General Records Retention Schedule. Processing, documenting, monitoring and maintaining requests. Includes submission to the BOS as required by BOS Policy A-43.	\$17.95	records series (flat rate)	\$17.95
DRRS-Step 1, New RRS Submission of Project Request	Receiving, documenting and tracking each DRRS.	\$89.90	submission (flat rate)	\$89.90
DRRS-Step 2, New RRS Setup project	Covers the initial meeting with each entity <sup>2</sup> that is preparing to create a records retention schedule (RRS). The meeting will be to discuss the inventory of the records, the necessary on-site training in preparing the inventory, basic assistance in the classification of the records according to their function within the entity. Includes a separate 4-hour training session to address the entity's needs. Additional meetings required will be charged at the RM Professional Support rate.	\$1,078.77	submission	\$1,078.77
DRRS-Step 3a, New RRS Review & Analysis by Archives/Records Analyst	Reviewing and analyzing the research completed by the submitting entity; 1 meeting with submitting county entity to clarify the records inventory & records series; review of the research and analysis done by the entity to ensure compliance to standards; up to 2 meetings as needed to finalize designations and prepare the RRS package for submission to the RRR Committee. Includes: Reviewing preliminary paperwork; verifying and writing the records descriptions and creating the final DRRS. Additional meetings, special analysis or unanticipated work will be charged at the RM Professional Support rate.	\$89.90	records series	\$89.90
DRRS-Step 3b, RRS Review & Analysis by Archives/Records Analyst	Analyzing and verifying records series to the current General Records Retention Schedule (GRRS) whenever a new DRRS is initially submitted for review or records series are added to an existing DRRS.	\$44.95	records series	\$44.95
DRRS-Step 4, New RRS Coordinating review process by County RRR Committee	Coordinating RRR Committee's review, scheduling meetings and documenting correspondence, meetings, decisions and revisions required to finalize this review process. This meeting is the last step prior to submitting the RRS to the BOS. Coordinating the discussion and documenting the decisions made is critical to ensuring a legally defensible RRS.	\$26.95	records series	\$26.95
DRRS-Step 5, New RRS Submitting to County BOS for approval	Processing of Form 11, posting DRRS on RMAP website.	\$179.79	records retention schedule	\$179.79

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Records Management and Archives Program (RMAP)  
FY2011/2012 Rate Schedule  
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Service/Product	Description	FY 10/11	Unit	FY 11/12
<b>DRRS-Step 6, Approved RRS</b> Annual updates & maintenance for ALL BOS approved Department Records Retention Schedules	Annually RMAP will contact each county entity <sup>3</sup> that has an approved BOS DRRS. While the entity will be responsible for checking and verifying all legal codes, administrative and operational requirements related to their records, RMAP will be responsible for coordinating this review and applying the changes to the retention schedule. This also includes maintaining all backup documentation supporting the DRRS and maintaining the most current version on the RMAP website as required by Board Policy A-43. This will be a flat annual charge to those departments with BOS approved DRRS. Revised DRRS that must be resubmitted to the RRR Committee (DRRS, Step 4) and BOS (DRRS, Step 5) will be charged in accordance with the established fees for these services.	\$53.90	records series (Attach A, Pg 6)	\$53.90
<b>DRRS-Step 7, Implementing w/i</b> <b>Records Center</b>	Research, analysis and communication to Records Center customers for records stored at the Records Center under each Department's DRRS that are eligible for destruction. To ensure compliance with both fiscal and calendar year retention periods this analysis for each records series is performed at the end of each calendar year and fiscal year.	\$17.95	records series	\$17.95
<b>GRRS-Part 1, Implementing w/i</b> <b>Records Center</b>	Research, analysis and communication to Records Center customers for records stored at the Records Center that are eligible for destruction. To ensure compliance with both fiscal and calendar year retention periods this analysis for each records series is performed at the end of each calendar year (billed during 3rd Qtr) and fiscal year (billed during 1st Qtr).	\$17.95	records series	\$17.95
<b>GRRS-Part 2 Annual Records</b> <b>Management Review and</b> <b>Training with each Department</b>	Annually RMAP will meet with each Department and provide a minimum of one workshop to ensure continual compliance with the GRRS and primary record keeping requirements of Board Policy A-43. This training is necessary to ensure that all county departments receive the same comprehensive, implementation-focused instruction in order to establish a foundation for demonstrating that the disposition of official records took place as part of the good faith implementation of County mandated retention schedules. This training is required as part of the overall records management plan for the County and will emphasize the department's responsibility to implement a retention program according to Board of Supervisor's Policy A-43 and the documentation necessary to establish good faith compliance with the policy and the statutes it is intended to support. This fee is to cover the staff time required to research, develop and document costs of the meetings and workshops.	\$1,258.56	per Dept (Attach A, Pg 7)	\$1,258.56
<b>Imaging-Converting data/files to</b> <b>DVD; Basic DVD Work order</b>	Researching, uploading, transferring to DVD indexes and images. Also includes quality control of required images. Shipping and handling are additional.	\$26.80	DVD	\$26.80
<b>Imaging-Scanning of microfilm</b> <b>images</b>	The scanning of microfilm. This includes job development, preparation of media, scanning, cropping of images, indexing, etc. Due to the unique requirements of each type of record and the various microfilm formats, a formal written cost proposal will be presented for each new job and quoted by the number of pages/images per hour.	\$69.30	hour	\$69.30
<b>Imaging-Scanning of paper</b>	The scanning of prepared letter and legal size paper. This includes job development, preparation of paper and media, scanning, cropping of images, indexing, etc. Due to the unique requirements of each type of record, a formal written cost proposal will be presented for each new job and quoted by the number of pages/images per hour.	\$69.30	hour	\$69.30
<b>Microfilm-Master, 16mm</b> E-transfer, conversion RI 1	The conversion of electronic images to 16mm silver master microfilm.	\$92.65	roll	Discontinued
<b>Microfilm-Master, 16mm</b> E-transfer, conversion, RI 2	The conversion of electronic images to 16mm silver master microfilm, 2nd master roll created simultaneously with the 1st master roll.	\$66.00	roll	Discontinued
<b>Microfilm-Master, 16mm</b> E-transfer, uploading/downloading	Uploading and downloading electronic images for conversion to 16mm silver master microfilm.	\$69.30	hour	Discontinued

**Assessor-County Clerk-Recorder  
Records Management and Archives Program (RMAP)  
FY2011/2012 Rate Schedule  
Expenditure Account Code: 525330 for RMAPServ**

Service/Product	Description	FY 10/11	Unit	FY 11/12
<b>Microfilm-Master Processing, 16mm x 131'</b>	The development of the Master microfilm roll.	\$24.75	roll	Discontinued
<b>Microfilm-Master Processing, 16mm x 215'</b>	The development of the Master microfilm roll.	\$40.50	roll	Discontinued
<b>Microfilm-Master Processing, 35mm x 100'</b>	The development of the Master microfilm roll.	\$27.00	roll	Discontinued
<b>Microfilm-Microfiche</b>	Diazo microfilm duplicate of original microfiche master. Also referred to as the working copy.	\$0.70	each	Discontinued
<b>Diazo Duplicate, 4" x 6"</b>	The microfilming of prepared non-standard size paper.	\$69.30	hour	Discontinued
<b>Microfilm-Microfilming of non-standard size paper</b>	The microfilming of prepared letter and legal size paper with a minimum charge of 1,500 pages per 16mm roll of microfilm.	\$0.06	page	Discontinued
<b>Microfilm-Paper Prints Per Page</b>	Hard copy paper prints made from microfilm - changed to materials only in FY2010/2011	\$0.07	page	\$0.07
<b>Microfilm-Paper Prints Work Order</b>	Hard copy paper prints made from microfilm. This includes the first 10 minutes of research labor and the first 5 pages. Additional researchhand prints required will be billed at the RM Technical Support Rate.	\$9.30	Work Order	\$9.30
<b>Microfilm-Roll film</b>	Diazo microfilm duplicate of original camera 16mm roll film master. Also referred to as the working copy.	\$13.35	roll	Discontinued
<b>Diazo Duplicating, 16mm X 100/131' roll film</b>	Diazo microfilm duplicate of original camera 16mm roll film master. Also referred to as the working copy.	\$18.05	roll	Discontinued
<b>Diazo Duplicating, 16mm X 215' roll film</b>	Diazo microfilm duplicate of original camera 35mm roll film master. Also referred to as the working copy.	\$14.55	roll	Discontinued
<b>Microfilm-Roll film</b>	Diazo microfilm duplicate of original camera 16mm roll film master. Also referred to as the intermediate copy or surrogate master.	\$25.50	roll	Discontinued
<b>Diazo Duplicating, 35mm X 100' roll film</b>	Silver microfilm duplicate of original camera 16mm roll film master. Also referred to as the intermediate copy or surrogate master.	\$38.80	roll	Discontinued
<b>Diazo Duplicating, 16mm X 131' roll film</b>	Silver microfilm duplicate of original camera 16mm roll film master. Also referred to as the intermediate copy or surrogate master.	\$31.75	roll	Discontinued
<b>Microfilm-Roll film</b>	Silver microfilm duplicate of original camera 35mm roll film master. Also referred to as the intermediate copy or surrogate master.	\$0.25	each	\$0.25
<b>Silver Duplicating, 35mm X 100' roll film</b>	Creation of customized barcodes based on customer requirements. Includes developing, tracking, applying to filefolders, verifying and maintaining master list. This cost is included in Levels 2 & 3 of Indexing.			
<b>Records-Barcodes, custom</b>	Creation of standard barcodes and applying to file folders and boxes	\$0.10	each	\$0.10
<b>Records-Barcodes, standard</b>	Certified Records Destruction of microfilm that is shredded on-site at the Records Center and witnessed by an RMAP technician.	\$16.50	box	\$16.50
<b>Records-Certified Destruction of microfilm: 1 cubic foot box</b>	Certified Records Destruction of paper that is shredded on-site at the Records Center and witnessed by an RMAP technician.	\$7.05	box	\$7.05
<b>Records-Certified Destruction of paper: 1 cubic foot box</b>	Printing paper copies or faxing paper records.	\$0.50	each	\$0.50
<b>Records-Copies/Faxes of documents</b>				

**Assessor-County Clerk-Recorder  
Records Management and Archives Program (RMAP)  
FY2011/2012 Rate Schedule  
Expenditure Account Code: 525330 for RMAPServ**

Service/Product	Description	FY 10/11	Unit	FY 11/12
Records-Delivery/Pickup/ Access charge per item	Labor to process, track and document each item researched, retrieved, refilled and pulled by RMAP.	\$1.00	each	\$1.00
Records-Delivery/Pickup- Priority	Delivery and Pickup of records required within 4 business hours of the request.	\$22.00	trip	\$22.00
Records-Delivery/Pickup- Regular (Downtown)	Regular delivery and pickup of records from offices located in the downtown area of Riverside. Records requested by a specified time on Day one are normally delivered by close of business on Day two.	\$11.00	trip	\$11.00
Records-Delivery/Pickup- Regular (outside DT)	Delivery and Pickup of records from offices located outside the downtown area of Riverside.	\$22.00	trip	\$22.00
Records-Delivery/Pickup-Rush	Delivery and Pickup of records required within 1 to 2 business hours of the request.	\$44.00	trip	\$44.00
Records-Image on Demand; Initial Work Order Set-Up	Scanning files upon request from records stored in the Records Center. This includes the first 10 minutes of prepping the file to be scanned and scanning the pages up to 10 pages. Additional pages will be billed by page as noted in the rate schedule.	\$7.25	Work Order	\$7.25
Records-Image on Demand; Scanning PDF or TIF Automatic Feed	Scanning files upon request from records stored in the Records Center. Scanning costs for each additional page per file in excess of 10 pages using the automatic feed	\$0.07	page	\$0.07
Records-Image on Demand; Scanning using Flatbed Scanner	Scanning files upon request from records stored in the Records Center. Scanning for each additional page per file in excess of 10 pages that must be scanned using the flatbed scanner.	\$0.11	page	\$0.11
Records-Indexing of box upon receipt	Data entry of the contents for each box transferred to RMAP to include a general description of the records in the box, destruction date if known, close or ending dates and other descriptive information.	\$3.15	box	\$3.15
Records-Indexing of file folders, Level 1	Data entry of each file folder transferred to RMAP based on the retrieval requirements of each customer. Level 1 includes 1 field of information provided by the customer on the transfer documents.	\$1.65	file	\$1.65
Records-Indexing of file folders, Level 2	Data entry of each file folder transferred to RMAP based on the retrieval requirements of each customer. Level 2 includes 2 to 5 fields of information provided by the customer on the transfer documents.	\$1.95	file	\$1.95
Records-Indexing of file folders, Level 3	Data entry of each file folder transferred to RMAP based on the retrieval requirements of each customer. Level 3 includes 1 or more fields of information that is contained within each file folder on the documents.	\$2.45	file	\$2.45
Records-Indexing of import, Roll film only	Data entry of each file folder transferred to RMAP based on the retrieval requirements of each customer. Level 1 includes 1 field of information provided by the customer on the transfer documents or customized bar code.	\$1.00	each	\$1.00
Records-Retrieval, Filing, Refiling	Retrieval, filing and refiling of records - includes box, file folder or other similar unit. All requests are charged a minimum of one retrieval even if a request is submitted in error whereas a box or file folder had been previously retrieved or destroyed. Also, includes permanent removal of boxes and moving individual file folders from one location to another.	\$2.35	each	\$2.35
Records-RS-SQL web access	Secured RS-SQL web access.	\$19.10	user/IP address	\$19.10
Records-RS-SQL web access changes	Changes to RS-SQL user accounts such as url changes, password changes, transferring of accounts, etc. These changes must be coordinated and submitted to the ACR-IT Help Desk.	\$18.90	per change (flat rate)	\$18.90
Records-Storage, media - contracted off-site (60+ miles)	Specialized climate control secured storage of microfilm, cassette tapes, DVD's and CD's.	\$3.30	each	\$3.13
Records-Storage, media - contracted off-site (300 + miles)	Specialized climate control secured storage of microfilm for the County Recorder.	at cost + 8% admin fee	qtrly	at cost + 8% admin fee

**Assessor-County Clerk-Recorder  
Records Management and Archives Program (RMAP)  
FY2011/2012 Rate Schedule  
Expenditure Account Code: 525330 for RMAPServ**

Service/Product	Description	FY 10/11	Unit	FY 11/12
Records-Storage, media on-site .5 cubic ft	Secured storage of microfilm, cassette tapes, DVD's and CD's at the Gateway and RC Annex facilities.	\$0.44	box monthly	\$0.44
Records-Storage, open shelf filing, 1 linear ft	Secured storage of paper documents that require open shelf storage.	\$0.88	linear ft monthly	\$0.88
Records-Storage, paper 1 cubic ft	Secured storage of paper documents. Also includes documents that are scanned and microfilmed and waiting for customer approval after 30 days.	\$0.44	box monthly	\$0.44
Records-Supply Services driver rate	Upon special request for a pickup or delivery of records. RMAP contracts with Supply Services to pickup and deliver pallets of boxes.	pass through cost	hour	pass through cost
Reports-Electronic up to 100 pages	Includes Destruction and Special Reports required in support of BOS Policy A-43 and special reports requested by customers. Provided in two formats (xls or pdf) depending on the type of request.	\$10.00	report	\$10.00
<b>RM-Professional Support, Archives/Records Analyst RM-Seminars/Workshops</b>	Professional records management analysis, one-to-one training and consulting, special projects, research assistance, etc. Professional Records Management Classes. Cost per hour per person for each class.	\$89.90	hour	\$89.90
<b>RM-Technical Support, Ongoing, Level 0</b>	Records Management Technical Support for ongoing accounts with an annual (Fiscal Year) less than \$500. Covers the processing of Requests (i.e. Work Orders, Transfer lists, etc) and creating separate billings by work unit. Also includes annual updating of the authorized signature list, communicating with customers to correct errors, changes, cancellations, deletions or revisions on these requests.	\$32.95	chg per ws, per person	\$32.95
<b>RM-Technical Support, Ongoing, Level 1</b>	Records Management Technical Support for accounts with an annual (Fiscal Year) balance of \$500 to \$5K. Covers the processing of Requests (i.e. Work Orders, Transfer lists, etc) and creating separate billings by work unit. Also includes annual updating of the authorized signature list, communicating with customers to correct errors, changes, cancellations, deletions or revisions on these requests.	\$69.30	Acct Annual	\$69.30
<b>RM-Technical Support, Ongoing, Level 2</b>	Records Management Technical Support for accounts with an annual (Fiscal Year) balance of \$500 to \$20K. Covers the processing of Requests (i.e. Work Orders, Transfer lists, etc) and creating separate billings by work unit. Also includes annual updating of the authorized signature list, communicating with customers to correct errors, changes, cancellations, deletions or revisions on these requests.	\$13.80	Acct monthly	\$13.80
<b>RM-Technical Support, Ongoing, Level 3</b>	Records Management Technical Support for accounts with an annual (Fiscal Year) balance of \$5K to \$20K. Covers the processing of Requests (i.e. Work Orders, Transfer lists, etc) and creating separate billings by work unit. Also includes annual updating of the authorized signature list, communicating with customers to correct errors, changes, cancellations, deletions or revisions on these requests.	\$69.30	Acct monthly	\$69.30
<b>RM-Technical Support, Ongoing, Level 3</b>	Records Management Technical Support for accounts with an annual (Fiscal Year) balance exceeding \$20K. Covers the processing of Requests (i.e. Work Orders, Transfer lists, etc) and creating separate billings by work unit. Also includes annual updating of the authorized signature list, communicating with customers to correct errors, changes, cancellations, deletions or revisions on these requests.	\$138.60	Acct monthly	\$138.60
<b>RM-Technical Support, RMAP RC-Technician</b>	Records Center services for work not covered by flat rates.	\$69.30	hour	\$69.30
<b>RM-Technical Support, RMAP DI Technician</b>	Imaging and microfilming services to prepare, process, quality control and convert paper/electronic documents to another media format not covered by flat rates.	\$69.30	hour	Discontinued



**Assessor-County Clerk-Recorder  
Records Management and Archives Program (RMAP)  
FY2011/2012 Rate Schedule  
Expenditure Account Code: 525330 for RMAPServ**

Service/Product	Description	FY 10/11	Unit	FY 11/12
<b>Outside Rates</b>	<b>Description</b>	<b>FY 10/11</b>	<b>Unit</b>	
<b>Imaging-Converting data/files to DVD; Basic DVD Work order</b>	Researching, uploading, transferring to DVD indexes and images. Also includes quality control of required images. Shipping and handling are additional.	\$23.60	DVD	Discontinued
<b>Microfilm-Microfiche</b>	Diazo microfilm duplicate of original microfiche master. Also referred to as the working copy.	\$0.70	each	Discontinued
<b>Diazo Duplicate, 4" x 6"</b>				
<b>Microfilm-Roll film</b>	Diazo microfilm duplicate of original camera 35mm roll film master. Also referred to as the working copy.	\$11.20	roll	Discontinued
<b>Diazo Duplicating, 35mm X 100' roll film</b>				
<b>Packaging &amp; Handling of Products</b>	Diazo microfilm duplicate of original camera 35mm roll film master. Also referred to as the working copy.	\$15.90	pkg/mailling	Discontinued

NOTE: Supplies are at cost plus 10% handling

Records Management and Archives Program (RMAP)  
 FY2010/2011 Rate Schedule  
 DRRS Annual Review  
 DRRS-Step 6, Approved County DRRS  
 List of BOS Approved Departmental Records Retention Schedules

Department / Agency	Division / Section	Schedule Number	Date approved by BOS	Agenda Number	# of Records Series (RS) on RRS	Cost per Records Series (RS) on RRS	Total Annual Cost
Assessor-County Clerk-Recorder (ACR)	County Clerk Recorder		1/23/2007	3.5	53	\$53.94	\$2,858.82
Assessor-County Clerk-Recorder (ACR)	Assessor - Valuation, Title, Mapping, Assessment Services & Exemptions		1/23/2007	3.5	60	\$53.94	\$3,236.40
Assessor-County Clerk-Recorder (ACR)	All Divisions / Sections	DRRS_COCO_2008_Rev01	12/16/2008	3.12	20	\$53.94	\$1,078.80
COCO - County Counsel	All Divisions / Sections	DRRS_CEO_2009_Rev01	7/21/2009	3.6	18	\$53.94	\$970.92
County Executive Office	District Environmental Services		1/23/2007	3.5	7	\$53.94	\$377.58
CHA - Environmental Health	Environmental Resources Management / Land Use / Water Engineering		1/23/2007	3.5	5	\$53.94	\$269.70
CHA - Environmental Health	Children's Medical Services, Child Health Programs, California Children's Services		1/23/2007	3.5	11	\$53.94	\$593.34
CHA - Public Health	Clinic Management		1/23/2007	3.5	3	\$53.94	\$161.82
CHA - Public Health	Community Outreach		1/23/2007	3.5	5	\$53.94	\$269.70
CHA - Public Health	Disease Control / Administration		1/23/2007	3.5	1	\$53.94	\$53.94
CHA - Public Health	Disease Control / Communicable Diseases		1/23/2007	3.5	5	\$53.94	\$269.70
CHA - Public Health	Disease Control / Epidemiology & Program Evaluation		1/23/2007	3.5	1	\$53.94	\$53.94
CHA - Public Health	Disease Control / Healthy Children's Connection		1/23/2007	3.5	4	\$53.94	\$215.76
CHA - Public Health	Disease Control / HIV/AIDS		1/23/2007	3.5	3	\$53.94	\$161.82
CHA - Public Health	Disease Control / Immunization		1/23/2007	3.5	7	\$53.94	\$377.58
CHA - Public Health	Disease Control / Immunization Registry		1/23/2007	3.5	5	\$53.94	\$269.70
CHA - Public Health	Disease Control / Sexually Transmitted Diseases		1/23/2007	3.5	5	\$53.94	\$269.70
CHA - Public Health	Disease Control / Tuberculosis		1/23/2007	3.5	11	\$53.94	\$593.34
CHA - Public Health	Maternal, Child and Adolescent Health (MCAH)		1/23/2007	3.5	6	\$53.94	\$323.64
CHA - Public Health	Nutrition Services / Women, Infants, Children (WIC)		1/23/2007	3.5	7	\$53.94	\$377.58
CHA - Public Health	Special Services / Office of Industrial Hygiene		1/23/2007	3.5	6	\$53.94	\$323.64
CHR - Human Resources	All Divisions / Sections	DRRS_CHR_2008_Rev01	12/16/2008	3.12	50	\$53.94	\$2,697.00
Transportation and Land Management	Traffic Engineering Section	300-01	10/5/1999	2.13	12	\$53.94	\$647.28
Veteran's Services	Administration	581.1	9/10/2002	2.16	14	\$53.94	\$755.16
All DRRS approved prior to January			As Approved				\$0.00
					339		\$18,285.66

Note: Departments will be charged annually every March

Records Management and Archives Program (RMAP)  
 FY2010/2011 Rate Schedule  
 GRRS Implementation within County Departments  
 GRRS-Part 2

Org	Department / Agency	GRRS-Part 2	One Meeting w/ each Dept on-site includes travel	Research & Preparation	One Workshop for each Department	Additional Training, Workshops & RMAP Mtgs	Update, Review, Revisions, Changes, BOS Approval	Total Hrs Per Dept
100	BOARD OF SUPERVISORS (including COB)	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
110	EXECUTIVE OFFICE	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
113	HUMAN RESOURCES	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
120	ACR	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
130	AUDITOR-CONTROLLER	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
140	TREASURER-TAX COLLECTOR	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
150	COUNTY COUNSEL	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
170	REGISTRAR OF VOTERS	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
190	ECONOMIC DEVELOPMENT AGENCY	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
270	FIRE PROTECTION	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
280	AGRICULTURAL COMMISSIONER	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
220	DISTRICT ATTORNEY	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
230	CHILD SUPPORT SERVICES	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
240	PUBLIC DEFENDER	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
250	SHERIFF	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
260	PROBATION	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
310	TRANSPORTATION & LAND MANAGEMENT AGENCY	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
410	MENTAL HEALTH	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
420	COMMUNITY HEALTH AGENCY (CHA)	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
430	RIVERSIDE CO. REGL MEDICAL CENTER	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
510	DPSS AGENCY	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
520	DEPT. OF COMMUNITY ACTION	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
530	OFFICE ON AGING	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
540	VETERANS SERVICES	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
720	FACILITIES MANAGEMENT	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
730	PURCHASING	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
740	INFORMATION TECHNOLOGY	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
930	COUNTY PARKS AGENCY	\$1,259	2.0	3.0	3.0	2.0	4.0	14.0
		\$35,241	56.0	84.0	84.0	56.0	112.0	392.0

Org	Department / Agency	GRRS-Part 2
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110	EXECUTIVE OFFICE	\$1,259
113	HUMAN RESOURCES	\$1,259
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170	REGISTRAR OF VOTERS	\$1,259
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280	AGRICULTURAL COMMISSIONER	\$1,259
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740	INFORMATION TECHNOLOGY	\$1,259
930	COUNTY PARKS AGENCY	\$1,259
		\$35,241

Note: Departments will be charged annually every October