

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

740



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

**SUBMITTAL DATE:**  
11/14/2011

**SUBJECT:** Approval of the Rate Schedule for the Records Management and Archives Program (RMAP) for Fiscal Year 2012/2013.

**RECOMMENDED MOTION:** That the Board of Supervisors approves the RMAP-Internal Service Fund rate schedule for fiscal year 2012/2013 as listed in Attachment A.

**BACKGROUND:**

We are proposing a 6.8 percent decrease in storage rates starting fiscal year 2012/2013. All other rates have been maintained generally the same, if not decreased, since fiscal year 2009/2010. The Records Management and Archives Program is continuing its support for the implementation and maintenance of the county's record management and retention schedules in accordance with Board of Supervisors Policy A-43 (County Records Management and Archives Policy).

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:	2012-13

<b>SOURCE OF FUNDS:</b>	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input 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 Tavaglione, 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:** February 7, 2012  
**xc:** ACR, Auditor, EO

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**3.3 A**

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY:   
 RUSSELL S. DOMINSKI 1-30-12  
 Departmental Concurrence

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

**Assessor-County Clerk-Recorder  
Records Management and Archives Program (RMAP)  
FY 2012/2013 Rate Schedule  
Expenditure Account Code: 525330 for RMAPServ**

Service/Product	Description	FY 11/12	Unit	FY 12/13
Account changes	Changes to user accounts that are <u>not</u> 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.	\$ 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	submittal (flat rate)	\$ 89.90
DRRS-Step 2, New RRS Setup project	Covers the initial meeting with each entity 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	submittal	\$ 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 submittal 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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<b>DRRS-Step 6, Approved RRS Annual updates &amp; maintenance for ALL BOS approved Department Records Retention Schedules</b>	Annually RMAP will contact each county entity 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	\$ 53.90
<b>DRRS-Step 7, Implementing w/i 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 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 Management Review and 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	\$ 1,258.56
<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.	\$ 26.80	DVD	\$ 26.80
<b>Imaging-Scanning of microfilm 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-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 research and prints required will be billed at the RM Technical Support Rate.	\$ 9.30	Work Order	\$ 9.30

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Records-Barcodes, custom	Creation of customized barcodes based on customer requirements. Includes developing, tracking, applying to file folders, verifying and maintaining master list. This cost is included in Levels 2 & 3 of Indexing.	\$ 0.25	each	\$ 0.25
Records-Barcodes, standard	Creation of standard barcodes and applying to file folders and boxes.	\$ 0.10	each	\$ 0.10
Records-Certified Destruction of microfilm, 1 cubic foot box	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
Records-Certified Destruction of paper, 1 cubic foot box	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
Records-Copies/Faxes of documents	Printing paper copies or faxing paper records.	\$ 0.50	each	\$ 0.50
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

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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	\$ 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.	\$ 3.13	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
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	\$ 0.41
Records-Storage, open shelf filing, 1 linear ft	Secured storage of paper documents that require open shelf storage.	\$ 0.88	monthly linear ft	\$ 0.82
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	\$ 0.41
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
RM-Professional Support, Archives/Records Analyst	Professional records management analysis, one-to-one training and consulting, special projects, research assistance, etc.	\$ 89.90	hour	\$ 89.90
RM-Seminars/Workshops	Professional Records Management Classes. Cost per workshop per person for each class.	\$ 32.95	chg per ws, per person	\$ 32.95
RM-Technical Support, Ongoing, Level 0	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.	\$ 69.30	Acct Annual	\$ 69.30
RM-Technical Support, Ongoing, Level 1	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.	\$ 13.80	Acct monthly	\$ 13.80
RM-Technical Support, Ongoing, Level 2	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

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Service/Product	Description	FY 11/12	Unit	FY 12/13
RM-Technical Support, Ongoing, Level 3	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
RM-Technical Support, RMAP RC-Technician	Records Center services for work not covered by flat rates.	\$ 69.30	hour	\$ 69.30

**NOTE: Supplies are at cost plus 10% handling**