

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

534A



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

SUBMITTAL DATE:
February 13, 2013

SUBJECT: Approval of three Departmental Records Retention Schedules (DRRS)

RECOMMENDED MOTION: That the Board of Supervisors approve the attached Departmental Records Retention Schedules (DRRS) for the Sheriff, TLMA's Code Enforcement and ACR's Records Management and Archives Program 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 Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: February 26, 2013
xc: ACR, Sheriff, TLMA-Code Enforce.

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

Prev. Agn. Ref.: **District:** **Agenda Number:**

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3-18

FORM APPROVED COUNTY COUNSEL BY: TAWNYA LIEU DATE: 2/11/13
 Departmental Concurrence
 Dept't Recomm.: Consent
 Per Exec. Ofc.: Policy

**Record Retention Schedules
Listed by Department
February 13, 2013**

NEW SCHEDULES

Sheriff

All sections (Attachment A)

**Traffic and Land Management Agency
Code Enforcement**

All sections (Attachment B)

**Assessor-County Clerk-Recorder
Records Management and Archives Program**

All sections (Attachment C)



County of Riverside, California Departmental Records Retention Schedule (DRRS_SHF_2013_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 Sheriff's Department [Sheriff] 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 the Sheriff 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. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the Sheriff will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the [Department] is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the Sheriff will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

The Sheriff will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The Sheriff is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the Sheriff 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.

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.

BP = California Business and Professions Code

CaIRRS = California's Records Retention Schedule as posted at the Secretary of State's website

CCR = California Code of Regulations

CCP = California Code of Civil Procedure

CFR = Code of Federal Regulations

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

CR = Creation date

CU = While current

CY = Calendar year end

GC = California Government Code

HS = California Health & Safety Code

P = Permanent

PC = California Penal Code

REV = Revised

T = Termination (of use, employment or service)

WIC = California Welfare & Institutions Code

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule (DRRS)

Department / Agency: Sheriff's Department

Division: ALL DIVISIONS

Section: ALL SECTIONS

Schedule #:

DRRS_SHF_2013_Rev01

| Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|-----------------------------|-------------------------------------|--|---------------------------|----------------------|-------------------|
| Code | Title | Description | | | |
| Administration (ADM) | | | | | |
| SHF-ADM100 | Deceased File (In the Line of Duty) | Personnel and Medical file of employee killed in the line of duty. | P | Best Practice | Dept. |
| SHF-ADM150 | Department Roster | A listing of all department employees including volunteer, reserve and retired. | CU + 2 | GC 26202 | Shred/Delete |
| SHF-ADM200 | Live Scan Records | Records related to the processing of Live Scan fingerprints. Records series includes the applicant submission form and any tracking logs developed. | CY + 2 | GC 26202 | Shred/Delete |
| SHF-ADM250 | Medical Records - employees | Records related to employees' medical condition including baseline health, new hire physical, annual physicals, worker's compensation, etc. | P | Best Practice | Dept. |
| SHF-ADM300 | Policy & Procedures | Records documenting departmental policy and implementation procedures. Records series includes departmental directives (DD) and departmental memoranda (DM). Records series may also include mission statements and manuals. | P | Best Practice | Dept. |
| SHF-ADM350 | Press Passes | Records related to the request for press passes. Records series includes the request form, photo and background check information. | CY + 2 | Best Practice | Shred/Delete |

| Code | | Record Series | | Description | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|-------------|---------------------------------------|---|---------------------------|--------------------------|-------------------------|----------------|---------------------------|----------------------|-------------------|
| SHF-BCTC100 | Academy Recruitment Files | Records generated during an individual's participation in academy training. All written records generated are retained. | Ben Clark Training Center | P | Best Practice | Dept. | | | |
| SHF-BCTC150 | Course Curriculum File | Training presentation recording scope, content, and time period of training courses. | Ben Clark Training Center | CL + 15 | GC 26202; Best Practice | Shred/Delete | | | |
| SHF-BCTC200 | Course Presentation File | Records including the course outline, class roster with signatures, training reimbursement requests and student evaluations. | Ben Clark Training Center | CL + 15 | GC 26202; Best Practice | Shred/Delete | | | |
| SHF-BCTC250 | Employee Training File | Records documenting the training received by an individual during their employment with the department. Records series may include certificate applications, training history (including firearms training), manual issuance, trainee progress reports, writing skills agreement and attendance of classes not offered by the BCTC. | Ben Clark Training Center | P | Best Practice | Dept. | | | |
| SHF-BCTC300 | Instructor Resumes | Current resume for all course instructors. | Ben Clark Training Center | T + 15 | GC 26202; Best Practice | Shred/Delete | | | |
| SHF-BCTC350 | Personal Body Armor Upgrade agreement | Contract with employee to pay the difference between county contribution and cost of vest | Ben Clark Training Center | Return of Body Armor + 2 | GC 26202; Best Practice | Shred/Delete | | | |
| SHF-BCTC400 | Qualifications Ammunition Request | Records documenting a request made by a station or bureau for ammunition to be used during qualifications. | Ben Clark Training Center | CY + 2 | GC 26202 | Shred/Delete | | | |
| SHF-BCTC450 | Special Orders | Records related to the request for and participation in training. Records series may include a request for training, requests for per diem and records documenting the time/date, location and name of class. | Ben Clark Training Center | FY + 7 | GC 26202; Audit Support | Shred/Delete | | | |

| Code | | Title | Record Series Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|-----------------|--|---|--|---------------------------|--|------------------------------|-------------------|
| SHF- BCTC500 | | Training Manuals | Manuals used by employees as reference for the appropriate actions to be taken in a particular instance. | Ben Clark Training Center | REV + 15 | GC 26202; Best Practice | Shred/Delete |
| Cal-100 | | | | | | | |
| SHF- CID100 | | Latent Fingerprint Case Files - Persons Crimes | Latent fingerprints for person crimes including PC187 and kidnapping cases. | Cal-ID | P | PC 799; Best Practice | Dept. |
| SHF- CID150 | | Latent Fingerprint Case Files - Property Crimes | Latent fingerprints for property crimes. | Cal-ID | CL + 20 | GC 26202; Best Practice | Shred/Delete |
| SHF- CID200 | | Ten Print Cases - Hit | Prints taken to confirm identity of inmates, suspects, bad check cases, etc. Records series includes those instances when there is a hit. | Cal-ID | P | Best Practice | Dept. |
| SHF- CID250 | | Ten Print Cases - No Hit | Prints taken to confirm identity of inmates, suspects, bad check cases, etc. Records series includes those instances when there is no hit. | Cal-ID | CY + 2 | GC 26202 | Shred/Delete |
| Cal-100 | | | | | | | |
| SHF- CPA100 | | Autopsy and Consult Records | List of autopsy and consultations completed. | Coroner | P | Best Practice | Dept. |
| SHF- CPA150 | | Coroner Case File | Records related to decedent case, proceedings and findings. Records include the autopsy protocol, the tracking list for autopsy protocols, lists of personal property held or released by the Public Administrator, and various logs including evidence log, medication log, historical logs, packet request log, photo log and blood log. | Coroner | P | GC 27463.5; Best Practice | Dept. |
| SHF- CPA200 | | Curriculum Vitae (CV) | Pathologists resume for attorneys when required to testify. | Coroner | CY + 2 or End of Service; whichever is later | GC 26202; Best Practice | Shred/Delete |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|------------|--|---|----------------------|-------------------------------|--------------------------------------|----------------------|-------------------|
| Title | | Description | | | | | |
| SHF-CPA250 | Histology Samples Tracking - PC 187 and Coroner Review Cases | Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy. | Coroner | P | PC 799; Best Practice | Dept. | |
| SHF-CPA300 | Histology Samples Tracking - Natural deaths | Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy ruled a natural death. | Coroner | Identification of remains + 2 | GC 26202; GC 27521(e); Best Practice | Shred/Delete | |
| SHF-CPA350 | Histology Samples Tracking - Traumatic deaths | Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy ruled a traumatic death. | Coroner | Identification of remains + 2 | GC 26202; GC 27521(e); Best Practice | Shred/Delete | |
| SHF-CPA400 | Histology Samples Tracking - Undetermined Cause | Records related to the collection, testing and disposal of tissue and toxicological specimens obtained during an autopsy undetermined cause of death. | Coroner | Identification of remains + 5 | GC 26202; GC 27521(e); Best Practice | Shred/Delete | |
| SHF-CPA450 | Indigent & Cremation Program | Loan applications for indigent cremation services | Coroner | CL + 5 | GC 26202; Best Practice | Shred/Delete | |
| SHF-CPA500 | Personal Property Inventory Sheets | Lists personal property of decedent held by the Coroners Office | Coroner | P | Best Practice | Dept. | |
| SHF-CPA550 | Photographs | Photographs taken in the course of regular departmental duties including autopsy photos. | Coroner | P | Best Practice | Dept. | |
| SHF-CPA600 | Public Administrator Case File | Decedent's death certificate, will, investigator notes, property inventory, etc. | Public Administrator | CR + 5 | GC 26202; Best Practice | Shred/Delete | |
| SHF-CPA650 | Public Administrator Estate Auction Invoices | Invoices generated after the Public Administrator holds an auction of decedent's property | Public Administrator | FY + 7 | GC 26202; Audit Support | Shred/Delete | |
| SHF-CPA700 | Statistic Form File | Completed statistic form for all Coroner cases | Coroner | CU + 2 | GC 26202 | Shred/Delete | |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|------------|--|---|-------------|------------------------|---------------------------|----------------------|-------------------|
| Title | Description | | | | | | |
| SHF-CPA750 | X-Rays - Natural Deaths | X-ray's of decedents used by the pathologist during autopsy | Coroner | CR + 2 | GC 26202 | Shred/Delete | |
| SHF-CPA800 | X-Rays - PC 187 and Coroner Review Cases | X-ray's of decedents used by the pathologist during autopsy | Coroner | P | PC 799; Best Practice | Dept. | |
| SHF-CPA850 | X-Rays - Traumatic Cases | X-ray's of decedents used by the pathologist during autopsy | Coroner | CR + 2 | GC 26202 | Shred/Delete | |
| | | | | | | | |
| SHF-COR100 | Administrative Logs | Tracking system developed to ensure that policies and procedures are being followed. Records series includes logs such as blanket exchange log, cell search log, citation log book, criminal history (CII) log, inmate property audit log, etc. | Corrections | CY + 3 | GC 26202; Best Practice | Shred/Delete | |
| SHF-COR150 | After Action Report | Documents incidents or training within the facility or at a site. Report is used to review action taken in an effort to identify learning opportunities. | Corrections | CY + 5 | GC 26202; Best Practice | Shred/Delete | |
| SHF-COR200 | Application for Visitation or Mail Cover | Records documenting the focused screening of mail and/or visits received by a specific inmate. | Corrections | CY + 3 | GC 26202; Best Practice | Shred/Delete | |
| SHF-COR250 | Booking File - not PC187 | All Inmate related documents maintained in inmates file for non-187pc inmates. Records series may include Booking sheets, Certificate of Incarceration, copies of court orders, disciplinary action report, medical waivers, probable cause statement, release verification, etc. | Corrections | Release of inmate + 10 | GC 26202; Best Practice | Shred/Delete | |
| SHF-COR300 | Booking File - PC187 | All Inmate related documents maintained in inmates file for inmates convicted of homicide. Records series may include Booking sheets, Certificate of Incarceration, copies of court orders, disciplinary action report, medical waivers, probable cause statement, etc. | Corrections | P | PC 799; Best Practice | Dept. | |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|-------------------|--|---|--|----------------|---------------------------|---------------------------------------|-------------------|
| Title | | Description | | | | | |
| SHF-COR350 | Daily Court Calendar | Court calendar used to identify inmates scheduled to appear. | | Corrections | CY + 2 | GC 26202 | Shred/Delete |
| SHF-COR400 | Disciplinary Records | Documents discipline given to an inmate after receipt of a disciplinary marker. May include loss of commissary, recreation, visitation, etc. | | Corrections | Release + 10 | GC 26202; PC 4019.5(e); Best Practice | Shred/Delete |
| SHF-COR450 | Jail Information Management System (JIMS) | Database used to track inmate related activity or actions. Purge is based on individual records. | | Corrections | Release of inmate + 10 | GC 26202; Best Practice | Delete |
| SHF-COR500 | Use of Force (Form 553) | Records related to the use of force. Records series includes documentation of use of a special weapon and use of force on an inmate. | | Corrections | CY + 3 | GC 26202; PC 4019.5(e); Best Practice | Shred/Delete |
| SHF-COR550 | Work Release / Supervised Electronic Confinement Program | Records related to an individual's participation in a work release program including those maintained to show that the participant came into the office. Records series includes the sign-in sheet. | | Corrections | Completion of Program + 2 | GC 26202 | Shred/Delete |
| SHF-COR550 | | | | | | | |
| SHF-CS100 | Civil Process | Documents related to the service of civil process. | | Court Services | CL + 5 | GC 26202 | Shred/Delete |
| SHF-CS150 | Civil Process - Rejection | Notification of rejection of civil process due to errors in the paperwork. | | Court Services | CY + 3 | GC 26202; Best Practice | Shred/Delete |
| SHF-CS200 | Writs | Records of all service documents associated with service of a Writ of Execution or Writ of Sale. Series may include the writ, proof of service and collection documents. | | Court Services | CL + 5 | GC 26202; Best Practice | Shred/Delete |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|--|--|--|-----|----------------|---|----------------------|-------------------|
| Code | Title | Description | | | | | |
| SHF- ISB100 | Extradition Files | Records documenting the arrest process. Series may include portions of the booking file, drop holds, receiving sheet, probable cause statement, medical waiver, photos, release verification, copies of court paperwork, copies of warrants, etc. | ISB | CL + 7 | GC 26202; Audit Support | Shred/Delete | |
| Professional Staff - Bureau (PSB) | | | | | | | |
| SHF- PSB100 | Civil Case Files - fatality or minor | Civil file for cases involving a minor or the death of a person. This is the department copy of files relating to claim or lawsuit filed naming the department or department personnel. Records series includes dog bite cases involving a minor or resulting in death. | PSB | CL + 20 | GC 68152(c)(1); PC 832.5(b); Best Practice | Shred/Delete | |
| SHF- PSB150 | Civil Case Files - not fatality or minor | Civil file for cases not involving a minor or resulting in the death of a person. This is the department copy of files relating to claim or lawsuit filed naming the department or department personnel. Records series includes dog bite cases not resulting in death. May include copy of form requesting reimbursement for damages caused by the County of Riverside or a county employee. May also include claims against a suspect for the damage of County property. | PSB | CL + 10 | GC 68152(c)(1); PC 832.5(b); Best Practice | Shred/Delete | |
| SHF- PSB200 | Employee Complaints / Grievances | Employee complaints against department made to Federal or State Agency. Series includes complaints filed under the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing. | PSB | CL + 5 | GC 26202; Best Practice | Shred/Delete | |

| Record Series | | Title | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|--|---|-------------|--------------------------------|-------------------------------------|----------------------|-------------------|
| Code | | | | | | | |
| SHF-PSB250 | Internal Affairs Records | Records related to the internal investigations of personnel, policies and/or procedures. Records series includes the logs used to track time spent on each investigation. | PSB | P | PC 832.5(b); CalRRS; Best Practice | Dept. | |
| SHF-PSB300 | Internal Affairs Records - PERS Tracking | Records related to the tracking of time spent on internal investigations of personnel, policies and/or procedures. | PSB | P | PC 832.5(b); CalRRS; Audit Support | Dept. | |
| SHF-PSB350 | Legislative Liaison Records | Copies of quarterly reports to State, receipts, bills tracked, time spent on activities. | PSB | End of legislative cycle + 5 | GC 26202; Best Practice | Shred/Delete | |
| SIB | | | | | | | |
| SHF-SIB100 | Asset Forfeiture Case Files | Investigator files of asset forfeiture cases. Includes investigation and proceedings information. Also includes notification to legal owner. | SIB | Date of Judgment signing + 100 | GC 26202; Best Practice | Shred/Delete | |
| SHF-SIB150 | Fictitious License Request | Information such as driver's license number or notarized social security number received for undercover operations. These are signed by the captain and are issued to only one officer. Numbers are not shared or reused. | SIB | T + 75 | GC 26202; Best Practice | Shred/Delete | |
| SHF-SIB200 | Massage Parlor Background Checks | Records related to the background checks for massage parlor operators and technicians. This packet includes the license renewal. | SIB | Expiration + 3 | GC 26202; Best Practice | Shred/Delete | |
| SHF-SIB250 | Specialty License Records | Applications and supporting documentation for businesses such as alcoholic beverage control, bingo, fortune telling, massage and those that are sex orientated. | SIB | Expiration + 3 | GC 26202; BP 4601(f); Best Practice | Shred/Delete | |

| Record Series | | Description | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|---|---|--|----------------|---|---------------------------|-------------------|
| Code | Title | Description | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
| SHF-GEN010 | Activity Logs | Paper record documenting the daily activity of field personnel. These documents, for example, who responded to an incident. | | General | CY + 5 | GC 26202; Best Practice | Shred |
| SHF-GEN020 | Alarm Records | Documents department response to false alarms. Records may include notification of response and appeals to false alarm claim. | | General | CL + 2 | GC 26202 | Shred/Delete |
| SHF-GEN030 | Audio, Telephone and Radio Communications | Recordings of on-going or daily operations. Records may include communications related to 911 calls and Dispatch radio communications. | | General | 8 months and with written consent of dept. attorney | GC 26202.6; Best Practice | Shred/Delete |
| SHF-GEN040 | Audit Reports | Records documenting any audit of the department's operations. Records series includes the final audit report. | | General | P | Best Practice | Dept. |
| SHF-GEN050 | Case Files - Problem Oriented Policing (POP) Unit | Case files handled by the Problem Oriented Policing Unit. This series refers to the paper files only. | | POP Unit | CL + 5 | GC 26202; Best Practice | Shred |
| SHF-GEN060 | Citations | Citations issued by deputies for infractions. These can sometimes be the only record of an incident. Retention applies when the citation is not attached to an incident report. | | General | CY + 10 | GC 26202; Best Practice | Shred/Delete |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|------------|--|---|---------|----------------|--|----------------------|-------------------|
| Title | | Description | | | | | |
| SHF-GEN070 | Class B License File | Records tracking the Class B license status of staff assigned to transportation. Records series may include DMV paperwork and the drug & alcohol test form that identifies individuals who have been randomly selected to submit to drug tests. | General | CL + 2 | GC 26202 | Shred/Delete | |
| SHF-GEN080 | Clearance Letters | Letters notifying recipient whether party listed in letter has had any law enforcement contacts. Records series includes the form completed by the public and any backup documentation. | General | CY + 2 | GC 26202; PC 13324(b); Best Practice | Shred/Delete | |
| SHF-GEN090 | CLETS Entries - paper copy | The printed record from the California Law Enforcement Telecommunications System. The printed copy is audited along with the electronic entry and therefore must be maintained. Printed copies may be added to a case file as appropriate. | General | CY + 2 | GC 26202 | Shred | |
| SHF-GEN100 | Complaints | Various logs documenting complaints about department employees or their actions that are received from the public. | General | CL + 5 | PC 832.5(b); PC 801.5; GC 26202; Best Practice | Shred/Delete | |
| SHF-GEN110 | Consent to Carry a Concealed Weapon (CCW) Applications | Application to carry a concealed weapon. | General | Expiration + 4 | GC 26202; Best Practice | Shred/Delete | |
| SHF-GEN120 | Confidential Informant File | File contain information on confidential informants for the department. | General | T + 10 | GC 26202; Best Practice | Shred/Delete | |
| SHF-GEN130 | Criminal History Checks (CII) | Records related to inquiries made into an individual's criminal history. Records series includes records created when accessing the Department of Justice's criminal record/information. | General | CY + 3 | 11 CCR 707(c); GC 26202; Best Practice | Shred/Delete | |

| Record Series | | Description | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|--|--|--|----------------|--|--|-------------------|
| Code | Title | Description | | | | | |
| SHF-GEN140 | Department of Motor Vehicles Records | Records completed and submitted to the Department of Motor Vehicles for a variety of traffic violations. Records series includes DS427 and DL310, which are used to report unsafe drivers. May also include other DMV forms. | | Stations | CY + 2 | GC 26202 | Shred/Delete |
| SHF-GEN150 | Duty Assignment | Daily list of activities of a specific unit. Also list of personnel assigned to specific shift within individual units or facilities. | | General | CY + 5 | GC 26202; Best Practice | Shred/Delete |
| SHF-GEN160 | Field Interrogation Records | Records created in the field during the interrogation process. Records series may include field interrogation notes and subsequent reports. | | General | CL + 5 | GC 26202; Best Practice | Shred/Delete |
| SHF-GEN170 | Field Notes | Hand written notes made by a deputy in a format other than incident report. | | Officer | Destroy once incorporated into incident report or CR + 3 | GC 26202; Best Practice | Shred |
| SHF-GEN180 | Firearms and Narcotics | Records documenting all firearms and narcotics received by the Sheriff or Coroner. Records also document the destruction of these at the appropriate time. | | General | P | Best Practice | Dept. |
| SHF-GEN190 | Firearms Sales / Transfer of Ownership | Notification to the Sheriff Department of an employee's sale and/or transfer of a firearm. | | General | Termination of employment + 7 | GC 26202; Best Practice | Shred/Delete |
| SHF-GEN200 | Gang Intelligence Records | Information relating to local gangs and their members used for tracking and prosecuting members. Records series includes the Gang Intelligence Database and the Cal Gang Identification Card, which lists the individual, their gang affiliation, physical description, etc. | | General | CL + 5 | PC 186.32(b)(C); GC 26202; Best Practice | Shred/Delete |

| Record Series | | Code | Title | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|------------------------------|------|--|-------------|--|---------------------------|--|-------------------|
| SHF-GEN210 | Incident Reports - Permanent | | Incident reports for specific crimes such as PC187, manslaughter and sex cases. Also includes kidnapping cases where victim is not recovered and missing persons where the person has not been found. Series includes evidence ticklers. May also include wireless provider requests for subscriber name, address, home phone, GPS and real time data. | General | P | | PC 799; Best Practice | Dept. |
| SHF-GEN220 | Incident Reports | | General incident reports that do not to include specified crimes such as 187 PC, sex crimes etc., as these are listed separately. Series includes evidence ticklers. May also include wireless provider requests for subscriber name, address, home phone, GPS and real time data. | General | CL + 10 | | PC 11105.03(b)(4); GC 26202; Best Practice | Shred/Delete |
| SHF-GEN230 | Incident Reports - Juvenile | | General incident reports documenting all contact with a juvenile. Series includes evidence ticklers. May also include wireless provider requests for subscriber name, address, home phone, GPS and real time data. | General | Age 25 or 10 years from date of discharge, whichever is longer | | GC 26202; Best Practice | Shred/Delete |
| SHF-GEN240 | Indemnity Waivers | | Release of department liability for activities within department facilities or Ride Alongs. Records series includes those signed by contractors, staff and visitors. | General | CY + 5 | | CCP 335.1; GC 26202; Best Practice | Shred/Delete |
| SHF-GEN250 | Inspection Records | | Records documenting formal inspections by outside agencies, such as the Board of Corrections, Health Department, Fire Department, or representatives of the department. Records series includes safety cell log, Commanders Facility Inspection Log. | General | CL + 6 | | GC 26202; Best Practice | Shred/Delete |
| SHF-GEN260 | Juvenile Detention Logs | | Documents all juveniles detained at station. | Stations | CL + 2 | | GC 26202; California Youth Authority | Shred/Delete |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|------------|------------------------------------|---|---------|--|---|----------------------|-------------------|
| Title | | Description | | | | | |
| SHF-GEN270 | Logs | Records that list names, dates and/or actions completed by department personnel. Maintained to ensure compliance with department policies and procedures. | General | Last entry + 2 | GC 26202 | Shred/Delete | |
| SHF-GEN280 | Operations Package | Package containing operation specific information. Records may include business plan, logistics summary, emergency response plan, etc. | General | CY + 5 | GC 26202; Best Practice | Shred/Delete | |
| SHF-GEN290 | Pass-On Logs | Daily reporting of significant activities of a shift. Documents pass this information on to the next shift. | General | CY + 2 | GC 26202 | Shred/Delete | |
| SHF-GEN300 | Pawn Slips | Records documenting items purchased by a pawn broker. | General | CY + 3 | BP 21633; Best Practice | Shred/Delete | |
| SHF-GEN310 | Program Records | Records documenting the activities of and participants in department programs such as the Anti-Graffiti Program, Policy Activity League, Sheriff's Labor Program, etc. | General | Termination of Participation + 7 | GC 26202; Best Practice | Shred/Delete | |
| SHF-GEN320 | Property Records | Records related to property received by or issued from the department. Records series includes property release forms, inventory sheets, UPS signature forms, etc. | General | CY + 2 | GC 26202; Best Practice | Shred/Delete | |
| SHF-GEN330 | Public Information Request Files | Records documenting the departments response to a public records request made under the California Public Records Act, Security Clearance Information Act or other appropriate authority. | General | CY + 5 | GC 26202; Best Practice | Shred/Delete | |
| SHF-GEN340 | Records Lawfully Ordered Destroyed | Records destroyed on the basis of a valid court order. Examples include not substantiated child abuse cases, marijuana cases or cases where a defendant is found factually innocent. | General | Upon a lawfully administered court order | Best Practice | Shred/Delete | |
| SHF-GEN350 | Registrant File - Arson | Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant. | General | Disposition of case + 100 | PC 457.1(b)(2); GC 26202; Best Practice | Shred/Delete | |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|------------|--|---|---------|---|--|----------------------|-------------------|
| Title | | Description | | | | | |
| SHF-GEN360 | Registrant File - Arson (minor) | Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant. | General | Age 25 or upon court order to seal and destroy record | PC 457.1(d); PC 457.1(b)(3) | | |
| SHF-GEN370 | Registrant File - Narcotics and Gangs | Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant. | General | CL + 5 | PC 186.32(c) (Gang); HS 11594 (Narcotics) | | Shred/Delete |
| SHF-GEN380 | Registrant File - Sex Offender | Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant. | General | Disposition of case + 75 | PC 290.08 | | Shred/Delete |
| SHF-GEN390 | Registrant File - Sex Offender (minor) | Records created or maintained in order to confirm compliance with registration requirements. Records series may include personal information, registration receipt, pictures, fingerprints or registrant. | General | Upon court order to seal and destroy records | WIC 781(a); WIC 781(d) | | Shred/Delete |
| SHF-GEN400 | Registrant Information Release | Written record of information provided to the public regarding registered sex offenders. | General | CR + 5 | PC 290.01(d)(4)(B) | | Shred/Delete |
| SHF-GEN410 | Restraining Orders | Records related to restraining orders. Records series includes the restraining order and proof of service for temporary restraining orders. | General | CL + 2 | GC 26202 | | Shred/Delete |
| SHF-GEN420 | Search and Rescue | Records related to the coordination of volunteer efforts. | General | FY + 7 | GC 26202; Best Practice; Audit support | | Shred/Delete |
| SHF-GEN430 | Statistical Reports | Records related to the tracking and reporting of all instances of a type of crime or Sheriff action within the County. Records series may include Uniform Crime Report required by DOJ, homicide reports required by FBI, law enforcement officers killed or assaulted, hate crimes, etc. | General | CY + 10 | GC 26202; Best Practice | | Shred/Delete |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|----------------|---------------------------------|--|----------|--|----------------------------|----------------------|-------------------|
| Title | | Description | | | | | |
| SHF- GEN440 | Surveillance / Security Video | Recordings of on-going or daily operations. Records includes routine video of operations that are not needed for an investigation including mobile in-car video and jail and building surveillance video. | General | 13 months and with written consent of dept. attorney | GC 26202.6 | Shred/Delete | |
| SHF- GEN450 | Survey Responses | Records of various government and private surveys. | General | CY + 2 | GC 26202 | Shred/Delete | |
| SHF- GEN460 | Vehicle Release Packets | Documents all supporting information on release of stored vehicles. Packet ensures that everything is in order before releasing vehicle to owner. Records are linked to report and CLETS entry noting its release. | Stations | CL + 2 | GC 26202 | Shred/Delete | |
| SHF- GEN470 | Vehicle Storage Notices | Copy of notice sent to registered owner of vehicle that has been impounded. | General | CY + 4 | GC 26202; Best Practice | Shred/Delete | |
| SHF- GEN480 | Work Schedules | Records documenting days, shifts and daily assignments of staff. Records series includes projected and actual work schedules, daily sign-in sheets, cleaning schedules, etc. | General | CY + 3 | GC 26202; Best Practice | Shred/Delete | |
| SHF- GEN490 | Youth Court / Diversion Records | Records documenting youth referred to Youth Court as well as case information. | General | CL + 2 | GC 26202 | Shred/Delete | |



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

| | |
|-----------------------------------|---|
| Department / Sheriff's Department | Schedule Type: Departmental Records Retention Schedule (DRRS) |
| Agency: | Schedule #: |
| Division: ALL | DRRS_SHF_2013_Rev01 |
| Section: ALL | |

SIGNATURE PAGE

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

Sheriff
Title

11-29-2012
Date

Records Management and Archives Program

Name: Tauna Mallis

Assistant Assessor-Clerk-Recorder
Title

2/6/13
Date

County Archives

Name: Jim Hofer

Archives Manager
Title

6 Feb. 2013
Date

County Auditor-Controller

Name: Frankie ~~Frankie~~ Tanya Harris

General Accounting Division Chief
Assistant Auditor-Controller
Title

2/6/13
Date

Riverside County Information Technology

Name: Sebron Partridge

~~Deputy~~ Chief Information Security Officer
Title

2/6/13
Date

County Counsel

Name: Tawny Lieu

Deputy County Counsel
Title

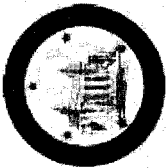
2/11/13
Date

County Risk Management

Name: Jim Sessions

Risk Manager
Title

2/11/13
Date



County of Riverside, California Departmental Records Retention Schedule (DRRS_TLMA_CODE_2012_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 Transportation and Land Management Agency / Code Enforcement Department (TLMA-Code) 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 TLMA-Code 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. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, TLMA-Code will suspend destruction of the subject records until all issues of the matter are resolved. Further, if TLMA-Code is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, TLMA-Code will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

TLMA-Code will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. TLMA-Code is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, TLMA-Code 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.

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.

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

FY = Fiscal year end

GC = California Government Code

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule

Department / Agency: Code Enforcement / Transportation and Land Management
Agency (TLMA)

Division: All

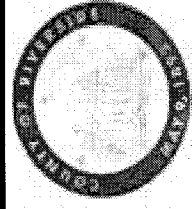
Section: All

Schedule #:

DRRS_TLMA-CODE_2012_Rev01

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|--------------|------------------------|--|--|------------------|---------------------------|-------------------------|-------------------|
| Code | Title | Description | | | | | |
| TLMA-CODE100 | Case Files - litigated | Case files created to track code enforcement activities. Records series may include accounting records, correspondence, investigative reports, Form 11, findings of fact (FOF), declaration of officer, map, assessor roll, geographic information services (GIS), Lot Book report, site plan, photographs, notices (notice of violation, administrative citations, notice of summary abatement of nuisance; affidavit of postings, proof of service, and certified return receipts, Notice of Non-compliance, NOH (notice to correct County ordinance violations and abate public nuisance), tax status documents, invoices, warrants, orders, seizure warrants, and Notice of Intent to Abate. | | Code Enforcement | CL + 10 | GC 26202; Best Practice | Shred/Delete |
| TLMA-CODE150 | Case Files - settled | Case files created to track code enforcement activities. Records series may include accounting records, correspondence, investigative reports, Form 11, findings of fact (FOF), declaration of officer, map, assessor roll, geographic information services (GIS), Lot Book report, site plan, photographs, notices (notice of violation, administrative citations, notice of summary abatement of nuisance; affidavit of postings, proof of service, and certified return receipts, Notice of Non-compliance, NOH (notice to correct County ordinance violations and abate public nuisance), tax status documents, invoices, warrants, orders, seizure warrants, and Notice of Intent to Abate. | | Code Enforcement | CL + 7 | GC 26202; Best Practice | Shred/Delete |

| Record Series | | Description | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|---------------|----------------------------|--|------------------|---------------------------|-------------------------|-------------------|
| Code | Title | | | | | |
| TLMA-CODE200 | Citations - Administrative | Citations issued for infractions found under Riverside Ordinance 725. | Code Enforcement | CL + 2 | GC 26202 | Shred/Delete |
| TLMA-CODE250 | Citations - Parking | Copies of parking citations issued by the department. | Code Enforcement | CY + 2 | GC 26202; Best Practice | Shred/Delete |
| TLMA-CODE300 | Logs | Formal logs used to track calendar events or incoming and outgoing paperwork. Records series may include hearings logs, check logs, etc. | Code Enforcement | FY + 3 | GC 26202; Best Practice | Shred/Delete |
| TLMA-CODE400 | Surveys | Surveys issued for the purpose of collecting additional information from property owners subject to foreclosure. | Code Enforcement | CL + 2 | GC 26202; Best Practice | Shred/Delete |




COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

| | | |
|----------------------|---|---|
| Department / Agency: | Code Enforcement / Transportation and Land Management Agency (TLMA) | Schedule Type: Departmental Records Retention Schedule (DRRS) |
| Division: | All | Schedule #: |
| Section: | All | DRRS_TLMA-CODE_2012_Rev01 |

SIGNATURE PAGE

Pursuant to Section D.6 of Board Policy A-43, records retention schedules submitted by RMAP to the County Executive Office for Board approval require prior sign off by the County Archives Manager, Risk Management, County Auditor-Controller, County Counsel, and the Director of the Records Management and Archives Program (RMAP). With full consideration given to the preservation of the historic records of the County of Riverside, the undersigned hereby certify that the attached retention schedule conforms to the requirements of Board Policy A-43, and to the legal and regulatory requirements and best business practices known at this time.

Department Head


 Name: Juan C. Perez

Agency Director
Title

11/27/12
Date

Records Management and Archives Program


 Name: Tauna Mallis

Assistant Assessor-Clerk-Recorder
Title

2/6/13
Date

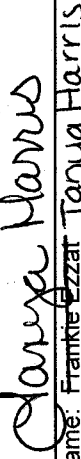
County Archives


 Name: Jim Hofer

Archives Manager
Title

6 Feb. 2013
Date

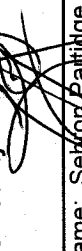
County Auditor-Controller


 Name: Frankie Ezzat Tanya Harris

Chief Accountant
Title

2/6/13
Date

Riverside County Information Technology


 Name: Seymour Patridge

~~Deputy~~ Chief Information Security Officer
Title

2/6/13
Date

County Counsel


 Name: Tawny Lieu

Deputy County Counsel
Title

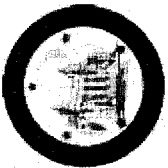
2/11/13
Date

County Risk Management


 Name: Jim Sessions

Risk Manager
Title

2/11/13
Date



County of Riverside, California Departmental Records Retention Schedule (DRRS_ACR-RMAP_2013_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 Assessor-County Clerk-Recorder / Records Management and Archives Program (RMAP) 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 RMAP 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 Assessor-County Clerk-Recorder department head.

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. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, RMAP will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the RMAP is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the RMAP will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

RMAP will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. RMAP is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, RMAP 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.

Explanation of Fields

Record Series Codes: The Record Series Code is assigned by RMAP. The code is alphanumeric and uniquely identifies the Record Series Title regardless of the schedule it occupies enabling the Record Series to be tracked within the master index system.

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Citation / Rationale: The legal citation or operational/business reason for retaining the Copy of Record for the period specified.

Final Disposition: The recommended final status or arrangement for the Copy of Record, usually disposed of by recycling, confidential shredding or transfer to the County of Riverside Archives as determined through best practice.

Explanation of Codes

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

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

EXP = Expiration

GC = California Government Code

P = Permanent

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor - County Clerk- Recorder

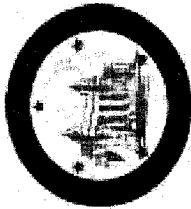
Schedule Type: Departmental Records Retention Schedule

Division: Records Management and Archives Program (RMAP)

Schedule #:

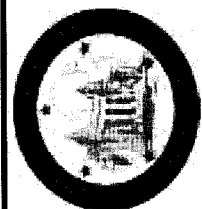
DRRS_ACR-RMAP_2013_Rev01

Section: All



| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|----------|--------------------|--|------|--|--|----------------------|-------------------|
| Title | Description | | | | | | |
| RMAP-100 | Account Services | Records related to customer accounts. Records series may include Records Transfer lists, New Customer form, RS-Web registrations, etc. | RMAP | Close of Customer Account + 7 | GC 26202; Audit Support; Best Practice | Shred/ Delete | |
| RMAP-150 | Archive Accessions | Documents that meet the historical requirement for Archival transfer. Includes Request for Records Transfer form, Agreement to Transfer Records form. May include authorized signatures and correspondence. | RMAP | P | GC 26205.7; Best Practice; BOS Policy A-43 | County Archives | |
| RMAP-200 | Database Records | Records supporting RMAPs internal inventory and billing software program. Records series includes manuals and upgrade documentation. | RMAP | Until revised, but not less than 2 years | GC 26202 | Shred/ Delete | |
| RMAP-250 | Financial Reports | Reports produced to monitor spending, performance measures and other operations that reflect the financial stability of the RMAP program. Records series may include approved budget, rate analysis, correspondence, reports and spreadsheets. | RMAP | P | Best Practice | Dept. | |
| RMAP-300 | Logs | Records of routine activities within RMAP. Records series includes activity logs, daily courier runs, post office documentation, equipment readings, etc. | RMAP | CY + 2 | GC 26202 | Shred/ Delete | |
| RMAP-350 | Program History | Records related to projects initiated or undertaken by the program that contribute to the long-term understanding of the role it has played within the County. | RMAP | P | Best Practice | Dept. | |
| RMAP-400 | Project Files | Records related to projects initiated or undertaken that do not contribute to the long-term understanding or history of the program. | RMAP | CL + 2 | GC 26202 | Shred/ Delete | |

| Code | | Record Series | | Copy of Record | Official Record Retention | Citation / Rationale | Final Disposition |
|----------|---------------------------|--|--|----------------|---------------------------|----------------------------|-------------------|
| Title | | Description | | | | | |
| RMAP-450 | Programs or Services | Records related to programs or services offered countywide such as photo lab, COM microfilm service, mail delivery services, etc. | | RMAP | CL + 7 | GC 26202; Best Practice | Shred/ Delete |
| RMAP-500 | Software Licenses | Licenses connected to various purchased software. Records series may include correspondence and product documentation. | | RMAP | EXP + 2 | GC 26202 | Shred/ Delete |
| RMAP-550 | Surveys | Customer surveys used to determine whether or not RMAP is meeting current needs. | | RMAP | CY + 2 | GC 26202 | Shred/ Delete |
| RMAP-600 | Training Program - County | Documentation of countywide training provided by RMAP staff including regular RMAP Meetings and workshops. Records series may include pertinent handouts, powerpoint slides and speaker notes. | | RMAP | CL + 5 | GC 26202; Best Practice | Shred/ Delete |



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

| | | |
|----------------------|--|---|
| Department / Agency: | Records Management and Archives Program / Assessor-County Clerk-Recorder | Schedule Type: Departmental Records Retention Schedule (DRRS) |
| Division: | ALL | Schedule #: |
| Section: | ALL | DRRS_ACR-RMAP_2013_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 *Larry Ward* Assessor-Clerk-Recorder Title Date 11.29.2012

Records Management and Archives Program *Tauna Mallis* Assistant Assessor-Clerk-Recorder Title Date 11/28/12

County Archives *Jim Hofer* Archives Manager Title Date 29 NOV 2012

County Auditor-Controller *Clara Harris* General Accounting Division Chief Assistant Auditor-Controller Title Date 2/6/13

Riverside County Information Technology *Frankie Ezzat* Deputy Chief Information Security Officer Title Date 2/6/13

County Counsel *Sebron Partridge* Deputy County Counsel Title Date 2/11/13

County Risk Management *Jim Sessions* Risk Manager Title Date 2/11/13