

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

310



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

**SUBMITTAL DATE:**  
October 15, 2013

**SUBJECT:** Approval of six Departmental Records Retention Schedules [\$0]

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

1. Approve the attached Departmental Records Retention Schedules
2. Direct the Clerk of the Board to amend the list of Board-approved retention schedules contained in Section D.7 of Board Policy A-43 to include these schedules.

**BACKGROUND:**

**Summary**

In accordance with the provisions of Board Policy A-43, the Records Management and Archives Program (RMAP) worked with appropriate departments to review the Departmental Records Retention Schedules attached. Approval will authorize the disposal of certain records following mandatory retention requirements, thereby enabling the County to reduce the cost of storage for obsolete materials while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met. Per Government Code 26202, this item requires a 4/5 vote.

Larry W. Ward  
Assessor-County Clerk-Recorder

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ NA	\$ NA	\$ NA	\$ NA	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ NA	\$ NA	\$ NA	\$ NA	
SOURCE OF FUNDS: NA				Budget Adjustment: No	
				For Fiscal Year: NA	

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

**APPROVE**

BY:

Karen L. Johnson

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

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

**Ayes:** Jeffries, Tavaglione, Stone and Ashley

**Nays:** None

**Absent:** Benoit

**Date:** November 5, 2013

**xc:** ACR, COB

**Kecia Harper-Ihem**

Clerk of the Board

By:   
Deputy

Prev. Agn. Ref.:

District: ALL

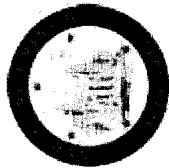
Agenda Number:

**3-15**

FORM APPROVED COUNTY COUNSEL  
BY:   
TAWNY V. LEU  
DATE: 10/15/13

Departmental Concurrence

☐ A-30  
☐ Positions Added  
☐ Change Order  
☒ 4/5 Vote



## **County of Riverside, California Departmental Records Retention Schedule (DRRS\_PROB\_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 Probation Department 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 Probation 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, Probation will suspend destruction of the subject records until all issues of the matter are resolved. Further, if Probation is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, Probation will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

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

## **Record Retention Schedules Listed by Department**

### **NEW SCHEDULES**

#### **Probation**

All sections (Attachment A)

#### **Public Defender**

All sections (Attachment B)

#### **Riverside County Regional Medical Center**

All sections (Attachment C)

### **REVISED SCHEDULES**

#### **Assessor – County Clerk - Recorder**

**Recorder** (Attachment D)

*Supersedes the DRRS adopted January 10, 2012, Item #3.10*

#### **Public Health**

**HIV/AIDS** (Attachment E)

*Supersedes the DRRS adopted November 8, 2011, Item #3.2*

#### **Public Health**

**Sexually Transmitted Diseases** (Attachment F)

*Supersedes the DRRS adopted January 23, 2007, Item #3.5*

## Explanation of Fields

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

**Record Series Title:** The Record Series Title identifies a group of similar records generally produced or utilized for similar business needs allowing them to be evaluated as a group for retention scheduling purposes.

**Record Series Description:** A description of the Record Series Title that includes examples, not an exhaustive list, of the record types found within the group.

**Official Record Retention:** The length of time that the Copy of Record must be kept based upon the legal minimum requirement as well as any operational or business need. All other copies must be disposed of at the end of the retention period. For example, departmental copies held for convenience or reference must be destroyed at the close of the retention period or when no longer needed to support normal business operations, whichever is earlier.

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

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

## Explanation of Codes

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

**CCR** = California Code of Regulations

**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** = Date of creation

**CY** = Calendar year end

**EC** = California Evidence Code

**FY** = Fiscal year end

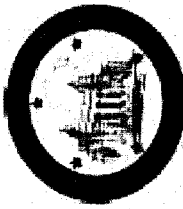
**GC** = California Government Code

**PC** = California Penal Code

**T** = Termination (of employment or service); Termination of probation

**USC** = United States Code

**WIC** = California Welfare and Institutions Code

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE										
		Schedule Type: Departmental Records Retention Schedule								
		Schedule #:								
		DRRS_PROB_2013_Rev01								
Department / Agency: Probation										
Division: All										
Section: All										
Record Series		Copy of Record		Official Record Retention		Citation / Rationale		Final Disposition		
Code	Title	Description		Dept.		CL + 5		EC 1045(b)(1); 29 CFR 1602.31; 29 CFR 1602.14; GC 12946; Best Practice		Shred/Delete
<b>Administration (ADM)</b>										
PROB_ ADM100	Complaints/Grievances	Includes documentation of employee grievances, charges related to discrimination or harassment including those filed under or by EEOC/DEH, County C-25 Harassment, Public Employment Relations Board (PERB), or a violation of Meyers-Milias-Brown Act. May also include an action brought by the Commission or the Attorney General against an employer under Title VII.		Dept.		CL + 5		EC 1045(b)(1); 29 CFR 1602.31; 29 CFR 1602.14; GC 12946; Best Practice		Shred/Delete
PROB_ ADM200	Corrective or Disciplinary Actions - Supervisors' copies	Supervisors' reference copies of records documenting the prevention and/or resolution of problems involving individuals and related to work situations. Records may include arbitration decisions, demotions, documents pertaining to the action taken for reconsideration of appeal, employee discipline matters, investigation reports, notice of appeals, notice of discipline, records pertaining to adverse job actions, suspensions, terminations and written reprimands.		Dept.		CR + 5		EC 1045(b)(1); 29 CFR 1602.31; 29 CFR 1602.14; GC 12946; Best Practice		Shred/Delete
PROB_ ADM300	Training History	Records retained to confirm participation in and successful completion of job related training for Standards and Training in Corrections (STC) and Non-STC programs. Includes documentation of employee continuing education, training and development, including employee identification, training received, dates of training and related records.		Dept		T + 3		29 CFR 1602.31; 29 CFR 1602.14; GC 26202; Best Practice		Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
Field (FLD)						
PROB_ FLD100	Client File - Adult	May include face sheet, assessments, law enforcement reports, progress reports, program enrollment forms, victim statement of loss, consent for release of information, protective orders, program terminations, program completion certificate.	Dept.	T + 40	PC 1203.7(c); PC 1203.10; Best Practice	Shred/Delete
PROB_ FLD150	Client File - Juvenile	May include face sheet, probation case plan, field card, ex parte for termination of wardship, Division of Juvenile Justice discharge order, Social Security card, birth certificate, all minute orders, petitions, all probation reports, memorandums, detention control hearing reports, notice of hearings and progress reports, Warrant of Arrests signed by judge, psychological, diagnostic and mental health evaluations, extradition/voluntary return.	Dept.	Termination of Juvenile Court jurisdiction + 5	WIC 826(a)	Shred/Delete
PROB_ FLD200	Client Sign In Logs	Lists client name, date and time when checking into a Probation Department office.	Dept.	CY + 5	GC 26202; Best Practice	Shred/Delete
PROB_ FLD250	DJJ Juvenile Probation Legal File	May include record of all court proceedings, Department of Corrections and Rehabilitation (DCR) annual review report as required by Senate Bill 459, DCR's law enforcement notification of parole or transfer, special education individualized assessment (IEP) , minor's mental health assessment, notification of parole date and status; petitions and court reports referencing all allegations filed against minor; memorandum from the Clerk of the Court regarding Order of Discharge; notification from DJJ regarding a dishonorable discharge after minor has completed custody time.	Dept.	Termination of Juvenile Court jurisdiction + 5	WIC 826(a)	Shred/Delete

Code	Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
	Title	Description				
PROB_ FLD300	Informal Contracts	Notes and letters pertaining to contracts with a juvenile who has not been adjudicated by the court but has agreed to informal probation in lieu of court appearance. May include correspondence from law enforcement, third party victims, collateral agencies, including notification of scheduled appointments.	Dept.	T + 5	WIC 826(a)	Shred/Delete
PROB_ FLD350	Placement File	Files related to juvenile probationers placed in group homes, relative placements, other county facilities, etc. May include all correspondence and forms from DPSS and placement sites related to the probationers placement.	Dept.	Until Client reaches age 26	WIC 11403.2(a)(2); GC 26202; Best Practice	Shred/Delete
PROB_ FLD400	Record Sealings	May include minute orders, probation officer's reports, school records, applications for juvenile petitions (J-132), correspondence, California Law Enforcement Telecommunications Records (CLETS), doctor's notes, field notes.	Dept.	Sealed + 5	WIC 781(d)	Shred/Delete
PROB_ FLD450	Record Sealings per PC793c	May include minute orders, probation officer's reports, school records, applications for juvenile petitions (J-132), correspondence, California Law Enforcement Telecommunications Records (CLETS), doctor's notes, field notes.	Dept.	Until Client reaches age 18 + 5	WIC 793(c); WIC 781(d)	Shred/Delete
PROB_ FLD500	Stepparent Adoptions and Civil Files	May include information related to search for biological parent, forms and correspondence related to proceedings and Court's orders.	Dept.	CL + 2	GC 26202; Best Practice	Shred/Delete
PROB_ FLD550	Termination of Parental Rights / Abandonment File	File related to the termination of parental rights or abandonment procedures. File may include a petition filed in court for freedom from parental custody and control (Form #809), Probation Officer's Report or Abandonment Report, Declaration of Diligent Search (Form #819), Order of relinquishment of Parental Rights.	Dept.	CL + 3	GC 26202; Best Practice	Shred/delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
PROB_ FLD600	Youth Accountability Team Files (YAT)	A record of juvenile prevention agreements and participation for at risk juveniles. May include copy of the contract or consequence agreement, referral, closed file checklist and waiver release agreement to participate in the YAT program.	Dept.	CL + 7	42 USC 3796ee et seq; GC 26202; Best Practice	Shred/Delete
<b>Dept. (DEP)</b>						
PROB_ DEP100	California Law Enforcement Telecommunications	Log listing information pertaining to reason for conducting a criminal search on any person, including who originated the request.	Dept.	CY + 3	GC 26202; Best Practice	Shred/Delete
PROB_ DEP200	Child Abuse or Neglect Investigations	Substantiated, unsubstantiated or inconclusive investigative reports of suspected child abuse and/or neglect.	Dept.	CY + 10	PC 11169 (c); 28 CFR 115.389(d)	Shred/Delete
PROB_ DEP250	Child Abuse or Neglect Investigations - Juvenile Offender	Substantiated, unsubstantiated or inconclusive investigative reports of suspected child abuse and/or neglect.	Dept.	CY + 10 with no further offenses	PC 11170(a)(3)	Shred/Delete
<b>Institution Services (INS)</b>						
PROB_ INS100	Food Services	Records related to the preparation and distribution of food. Records series includes food services inspections, meal counts and menus.	Dept.	FY + 3	7 CFR 210.23(c); GC 26202; Best Practice	Shred/Delete
PROB_ INS200	Monthly Incident Reports	Listing of all incidents that occurred in the institution, including unit, individuals involved and time incident occurred.	Dept.	CY + 3	GC 26202; Best Practice	Shred/Delete
PROB_ INS300	Ricardo M Statistical Log	Monthly calculation of number of minors participating in this program.	Dept.	CY + 3	GC 26202; Best Practice	Shred/Delete



Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
PROB_ INS400	Segregation Reports	All daily/weekly/monthly reports (including handwritten notes) related to listing of all Self-Placed, Behavioral or Administrative Segregations, including date, time, reason for segregation and duration of segregation.	Dept.	CY + 3	GC 26202; Best Practice	Shred/Delete

<b>COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</b>	
Department / Agency:	Probation Department
Division:	ALL
Section:	ALL
Schedule Type: Departmental Records Retention Schedule (DRRS)	
Schedule #: <b>DRRS_PROB_2013_Rev01</b>	

### 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: Mark A. Hake Title: Chief Probation Officer Date: 9-19-13

#### Records Management and Archives Program

Name: Tauna Mallis Title: Assistant Assessor-Clerk-Recorder Date: 10-8-13

#### County Archives

Name: Jim Hofst Title: Archives Manager Date: 8 October 2013

#### County Auditor-Controller

Name: Tanya Harris Title: Chief Accountant, General Accounting Date: 10/9/13

#### Riverside County Information Technology

Name: Seiron Partidge Title: Chief Information Security Officer Date: 10/15/13

#### County Counsel

Name: Tawny Lieu Title: Deputy County Counsel Date: 10/9/13

#### County Risk Management

Name: Jim Sessions Title: Risk Manager Date: 10/9/13



## **County of Riverside, California Departmental Records Retention Schedule (DRRS\_PD\_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 Public Defender 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 Public Defender 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, Public Defender will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the Public Defender is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the Public Defender will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

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

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## Explanation of Codes

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

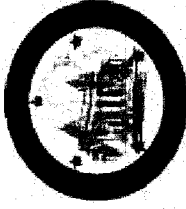
**CL** = Closed, which will also mean after final resolution (as in an inquiry or litigation) after expiration (as in a contract) after final payment, upon completion of participation in a program, etc. A record is considered "closed" when no further action is pending or required.

**FY** = Fiscal year end

**GC** = California Government Code

**P** = Permanent

**REV** = Revised

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE							
		Department / Agency: Public Defender		Schedule Type: Departmental Records Retention Schedule			
		Division: All		Schedule #:			
		Section: All		DRRS_PD_2013_Rev01			
Code		Title		Record Series		Citation / Rationale	Final Disposition
		Description		Copy of Record	Official Record Retention		
PD100	Case File	Attorney-Court records related to the defense of a client.		Public Defender	P	GC 26205.8; Best Practice	Dept.
PD200	Destruction Notice	Records related to a court order to destroy client records.		Public Defender	P	Best Practice	Dept.
PD300	Preservation Notice	Records related to a court order to preserve responsive records.		Public Defender	CL + 10	GC 26202; Best Practice	Shred/Delete
PD400	Statistical Reports	Compilations of statistical data maintained to establish trends and support funding.		Public Defender	FY + 20	GC 26202; Best Practice	Shred/Delete
PD500	Training	Training materials related to the Public Defender Academy. Records series may include training materials covered, date(s) of attendance and employee sign-in and/or acknowledgement.		Public Defender	REV + 10	GC 26202; Best Practice	Shred/Delete

<b>COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</b>	
Department / Agency:	Public Defender Schedule Type: Departmental Records Retention Schedule (DRRS)
Division:	ALL Schedule #: DRRS_PD_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**

*Steven J. Harmon*  
Name: Steven Harmon  
Public Defender  
Title  
Date: 9-26-13

**Records Management and Archives Program**

*Tauna Mallis*  
Name: Tauna Mallis  
Assistant Assessor-Clerk-Recorder  
Title  
Date: 10-8-13

**County Archives**

*Jim Hofer*  
Name: Jim Hofer  
Archives Manager  
Title  
Date: 8 October 2013

**County Auditor-Controller**

*Tanya Harris*  
Name: Tanya Harris  
Chief Accountant, General Accounting  
Title  
Date: 10/9/13

**Riverside County Information Technology**

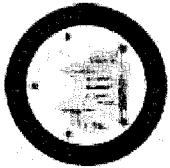
*Deborah Partidge*  
Name: Deborah Partidge  
Chief Information Security Officer  
Title  
Date: 10/15/13

**County Counsel**

*Tawny Lieu*  
Name: Tawny Lieu  
Deputy County Counsel  
Title  
Date: 10/15/13

**County Risk Management**

*Jim Sessions*  
Name: Jim Sessions  
Risk Manager  
Title  
Date: 10/9/13



## **County of Riverside, California Departmental Records Retention Schedule (DRRS\_RCRMC\_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."

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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 Riverside County Regional Medical Center (RCRMC) 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 RCRMC 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, RCRMC will suspend destruction of the subject records until all issues of the matter are resolved. Further, if RCRMC is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, RCRMC will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

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

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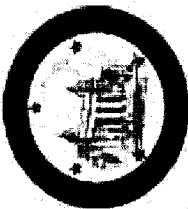
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**P** = Permanent



<div></div> <div>COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</div> <div>Schedule Type: Departmental Records Retention Schedule</div>							
Schedule #: <b>DRRS_RCRMC_2013_Rev01</b>							
Department / Agency: Riverside County Regional Medical Center							
Division: All							
Section: All							
Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
Administration (ADM)							
RCRMC-ADM100	Accreditation	Records related to the accreditation process and subsequent improvements to policies and procedures. Records series may include surveys and findings.		RCRMC	Until re-accreditation is achieved + 5	GC 26202	Shred/Delete
RCRMC-ADM125	Adverse Event Reports	Reports provided to the California Department of Public Health detailing negative impact events.		RCRMC	CL + 5	CCP 340.5; 22 CCR 70733(a)(8); GC 26202	Shred/Delete
RCRMC-ADM150	Annual Reviews	Records related to the annual review of safety plans such as transmissible diseases and biosafety plans.		RCRMC	CY + 6	GC 26202; 8 CCR 5199(j)(3)(A); Best Practice	Shred/Delete
RCRMC-ADM200	Census (daily)	Patient admission rosters and other records related to the daily population of the facility.		RCRMC	CL + 5	CCP 340.5; 22 CCR 70733(a)(7); GC 26202	Shred/Delete
RCRMC-ADM225	Committee minutes	Minutes of committee meetings that are not subject to the Brown Act.		RCRMC	CL + 5	22 CCR 70733(a)(4); GC 26202	Shred/Delete

Code	Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
	Title	Description				
RCRMC-ADM250	Communicable Disease Reports	Reports of communicable diseases that are provided to state and local health agencies.	RCRMC	CY + 3	GC 26202	Shred/Delete
RCRMC-ADM260	Complaints and Grievances	Records related to the receipt and resolution of complaints or grievances including those received through surveys. Records series may include investigation materials and correspondence.	RCRMC	CL + 5	22 CCR 53858(h); 21 CFR 900.12(h)(2); CCP340.5	Shred/Delete
RCRMC-ADM275	Donations, endowments, trusts, bequests, contributions	Records of support received by the hospital in addition to County allocated funds.	RCRMC	CL + 7 unless longer per terms of agreement	GC 26202; Best Practice	Shred/Delete
RCRMC-ADM300	HIPAA Records	Records related to compliance with the Health Insurance Portability and Accessibility Act. Records series may include notice of privacy practices, acknowledgement of receipt, correspondence, forms and HIPAA related policies and procedures.	RCRMC	CL + 6	45 CFR 164.530(j)(2)	Shred/Delete
RCRMC-ADM325	Incident Reports	Reports of accidents or incidents involving patients or other non-staff while on hospital grounds or in hospital facilities.	RCRMC	CL + 10	CCP 340.5; GC 26202	Shred/Delete
RCRMC-ADM350	Inspection Records	Records of inspection, either by internal or external entities, and approval of facilities, pharmacies, systems and processes. Records series may include recommendations received and the actions taken to comply with the recommendations.	RCRMC	CY + 6	42 CFR 482.41(b)(8); GC 26202; Best Practice	Shred/Delete
RCRMC-ADM375	Licenses or certificates	Records of application and receipt of licenses or certificates.	RCRMC	Expiration of License or Certificate + 5	GC 26202	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-ADM400	List of Contracted Services	Records indicating the type and nature of contracted services utilized by the hospital.	RCRMC	CL + 6	GC 26202; 42 CFR 482.12 (e)(2); Best Practice	Shred/Delete
RCRMC-ADM450	Office of Statewide Health Planning and Development (OSHDP) Reports - Patient data	Records related to a patients overall stay with the hospital including financial and discharge data and quality of care information.	RCRMC	CY + 20	GC 26202; Best Practice	Shred/Delete
RCRMC-ADM500	Patient Index / Medical Record Index number	Index cross-referencing patient information with the medical record number.	RCRMC	CL + 2	GC 26202	Dept.
RCRMC-ADM525	Patient Property	Records related to the collection, inventory of personal property, cash and valuables. Records series may include inventory sheets, receipts and disbursements of personal funds held in trust.	RCRMC	Delivery of Property + 3	GC 26202; PROB 330(d); Best Practice	Shred/Delete
RCRMC-ADM550	Permits	Records of the application and receipt of permits.	RCRMC	Expiration + 5	GC 26202	Shred/Delete
RCRMC-ADM575	Policies and Procedures - manuals	Records of all policies and procedures implemented by the hospital or related facilities.	RCRMC	REV +10	GC 26202; 22 CCR 70733(a)(10) and (11); Joint Commission Standard 03.02.01, EP5 & 6	Shred/Delete
RCRMC-ADM600	Reports and Statistics	Reports and statistical data maintained to establish trends or assist with business planning. Records series may include correspondence, admission/discharge numbers, services rendered, transfers, etc.	RCRMC	CY + 10	GC 26202	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-ADM625	Summary Records - Airborne Infection	Summary records of decisions not to transfer a patient to another facility for airborne infection isolation for medical reasons. Records series may also include explanations regarding the unavailability of isolation rooms/areas.	RCRMC	CY + 3	GC 26202; 8 CCR 5199(j)(3)(E)	Shred/Delete
RCRMC-ADM650	Treatment Authorization Requests	Records providing source documents for Medi-Cal electronic claims submissions.	RCRMC	FY + 7	GC 26202; 22 CCR 51502.1(f)(2) and 51476; Best Practice	Shred/Delete
RCRMC-ADM675	Unusual Occurrence Reports	Reports made to California Department of Public Health and/or the Public Health Officer detailing the facts surrounding an unusual occurrence.	RCRMC	CY + 5	22 CCR 70733(a)(8); CCP 340.5	Shred/Delete
<b>Admitting (ADT)</b>						
RCRMC-ADT100	Admission and Discharge Records	Patient admission roster.	RCRMC	CL + 5	GC 26202; CCP 340.5	Shred/Delete
RCRMC-ADT200	Emergency Department Logs	Records constituting a central log on each individual who comes to the emergency department seeking assistance regardless of whether or not treatment was received.	RCRMC	CL + 6	GC 26202; 42 CFR 489.20 (r)(1)(3); Best Practice	Shred/Delete
RCRMC-ADT300	Medicare Secondary Payer Questionnaire	Completed questionnaire required by Medicare.	RCRMC	CY + 10	GC 26202; Medicare Secondary Payer Manual § 20.2.2 (page 25)	Shred/Delete
<b>Business and Finance (BUS)</b>						

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-BUS100	Medicare Advantage Records	Records related to the administration of the Medicare Advantage Program.	RCRMC	Close of Contract or Last Audit + 10, whichever is later	42 CFR 422.504(i)(2) (ii)	Shred/Delete
RCRMC-BUS200	Medicare Part D Records	Records related to the prescription drug benefit of Medicare.	RCRMC	Close of Contract or Last Audit + 10, whichever is later	42 CFR 423.505(i)(2) (ii)	Shred/Delete
<b>Department (DEP)</b>						
RCRMC-DEP100	Appointment Calendars	Records documenting the date and time allotted for appointments of each patient or group of patients and the time actually spent with them.	RCRMC	CY + 3	GC 26202; CCP340.5	Shred/Delete
RCRMC-DEP200	Compliance Audits or Investigations (Internal)	Records of audits or investigations of compliance. Records series includes compliance hotline log.	RCRMC	CL + 6	CCP 340.5; GC 26202; Best Practice	Shred/Delete
RCRMC-DEP300	Emergency Medical Treatment and Active Labor Act (EMTALA) Records	Records related to Medicare and the transfer of individuals to and from the hospital.	RCRMC	CL + 5	42 CFR 489.20 (r)(1)	Shred/Delete
RCRMC-DEP350	Human Tissue Transplant Records	Records related to the collection and transplantation of human tissue. Records series may include donor screening and testing, supplier, donor and lot identifications, receipt, name of recipient, storage conditions, distribution, destruction/disposition of tissue, etc.	RCRMC	Transplant, Distribution or Expiration of Tissue, whichever is later, + 10	21 CFR 1270.33(h)	Shred/Delete

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
RCRMC-DEP400	Infection Control Records	Records related to steps taken to mitigate the spread of infections and communicable diseases. Records series may include decision making reports and control logs.	RCRMC	CY + 5	8 CCR 5199(j)(3)(F); 22 CCR 70733(a)(12) and (13)	Shred/Delete
RCRMC-DEP450	Labor Room Records	Records related to all labor room activities.	RCRMC	CY + 6	GC 26202; CCP 340.5; Best Practice	Shred/Delete
RCRMC-DEP500	Medical Transportation Records	Records related to the transport of patients. Records series may include date/time/location of service, odometer readings, vehicle ID, operator name, patient information, etc.	RCRMC	CY + 5	42 CFR 489.20 (r)(1); 22 CCR 51502.1(f)(2) and 51476(e)	Shred/Delete
RCRMC-DEP550	Psychiatric Reports - Adult	Records related to psychiatric reports sent to the Mental Health Department. Records series may include patient's rights denials, ECT and psychosurgery reports.	RCRMC	Last Date of visit + 7	BP 2919	Shred/Delete
RCRMC-DEP555	Psychiatric Reports - Minor	Records related to psychiatric reports sent to the Mental Health Department. Records series may include patient's rights denials, ECT and psychosurgery reports.	RCRMC	Age 18 + 7	BP 2919	Shred/Delete
RCRMC-DEP600	Surgical Privileges List	Roster of practitioners that specifies the privileges of each. NOTE: Each physician's surgical privileges should also be maintained within his/her medical staff file.	RCRMC	CL + 5	42 CFR 482.51(a)(4); GC 26202; CCP 340.5	Shred/Delete
RCRMC-DEP650	Surgery Records	Records showing register of operations performed and operating room logs.	RCRMC	CY + 10	GC 26202; 22 CCR 70223(f); CCP 340.5; Best Practice	Shred/Delete
Dietary Department (DIT)						

Record Series		Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code							
RCRMC-DIT100	Bacteriological testing of ice		Records documenting the methodology and results of testing for bacteria in ice.	RCRMC	CY + 2	GC 26202	Shred/Delete
RCRMC-DIT200	Meal Counts		Records documenting the number of meals provided in a given period of time.	RCRMC	CY + 2	GC 26202	Shred/Delete
RCRMC-DIT300	Menus		Record of the menu as served including documentation of variations from the meal planned.	RCRMC	Discontinued + 90 days	22 CCR 70273(g)(5); Best Practice	Shred/Delete
RCRMC-DIT400	Recipes		Recipes, including ingredients, portion size, nutritional analysis, etc.	RCRMC	Patient Discharge	22 CCR 70273(i)(3)	Place in patient medical file
<b>Housekeeping / Environmental Services (HES)</b>							
RCRMC-HES100	Cleaning Records		Records showing the cleaning schedule and associated tasks for rooms, equipment and work surfaces, etc.	RCRMC	CY + 2	GC 26202	Shred/Delete
RCRMC-HES200	Hazardous Waste Records		Records related to the testing, analysis and transport of non-medical hazardous waste. Records series includes reports, test results, and manifests.	RCRMC	Disposition + 3	22 CCR 66262.40	Shred/Delete
<b>Human Resources (HR)</b>							
RCRMC-HR100	Respirator Fit Testing		Records related to the fit testing of respirators on employees. Records series may include documentation of any exceptions.	RCRMC	CY + 3 or next fit test, whichever is later	8 CCR 5144(m)(2)(B)	Shred/Delete
RCRMC-HR200	Sharps Injury Log		Record of injury sustained while using sharps.	RCRMC	CY + 5	8 CCR 5193(h)(3)	Shred/Delete

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
RCRMC-HR300	Training Records - Employees	Records documenting any job related training provided to employees. Records series may include attendance lists, instructors names and qualifications, dates/times and curricula.	RCRMC	T + 3	GC 26202; 8 CCR 5199(j)(2)(A) (4) and (j)(2)(B); Best Practice	Shred/Delete
RCRMC-HR400	Vaccine Availability	Records documenting the availability, or not, of vaccines for employees exposed to transmittable diseases.	RCRMC	CY + 3	8 CCR 5199(j)(3)(C)	Shred/Delete
<b>Imaging/Radiology (IMR)</b>						
RCRMC-IMR100	CDPH Reports of Unplanned Contamination Events	Reports of unplanned contamination events submitted to the California Department of Public Health. Records series may include reports of equipment failure, events requiring medical treatment, fire or exposure to radioactive materials.	RCRMC	Expiration of License + 3	GC 26202; 17 CCR 30293(b); Best Practice	Shred/Delete
RCRMC-IMR150	Dosage and Radioactive Effluence	Records related to radioactive release including surveys, sampling bioassays, measurements, etc.	RCRMC	Expiration of License + 3	17 CCR 30275(f); 10 CFR 20.2103(a) and (b)	Shred/Delete
RCRMC-IMR200	Dose to Patient	Records indicating the dose of radioactive elements used on a patient.	RCRMC	Expiration of License + 2	GC 26202; 10 CFR 20.2107(b)	Shred/Delete
RCRMC-IMR250	Mammography Records - Quality Control	Records concerning mammography technique and procedures, quality control (including monitoring data, problems detected, corrective actions and their effectiveness), safety precautions and protection. Records series may include various log sheets for tests performed to ensure appropriate quality controls are in place.	RCRMC	Inspection + 3	17 CCR 30319.20; 21 CFR 900.12(d)(2)	Shred/Delete



Code	Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
	Title	Description				
RCRMC-IMR300	Mammography Records - Testing	Records related to various film tests including processor film strips, fixer retention tests, darkroom tests, etc.	RCRMC	Inspection + 3	17 CCR 30319.20; 21 CFR 900.12(d)(2)	Shred/Delete
RCRNC-IMR310	Mammograms and Reports	Records related to the performance and reporting of mammograms.	RCRMC	Last date of visit + 10	21 CFR 900.12(c)(4)	Shred/Delete
RCRMC-IMR400	NRC Form 4 - prior occupational dose	Nuclear Regulatory Commission Form 4: Cumulative Occupations Dose History. Record of exposure per employee.	RCRMC	Expiration of License + 3	10 CFR 20.2104(f)	Shred/Delete
RCRMC-IMR450	NRC Form 5 - occupations monitoring	Nuclear Regulatory Commission Form 5: Occupational Dose Record for a Monitoring Period. Record of exposure per employee for a given period of time. Note: a copy of this record must also be filed in the employee's health (medical) record.	RCRMC	Expiration of License + 3	10 CFR 20.2106(f); Best Practice	Shred/Delete
RCRMC-IMR500	Planned Special Exposure	Records documenting the exceptional circumstances requiring the use of a planned special exposure. Records series includes the name of the official who authorized procedure, what actions were taken and why each action was necessary.	RCRMC	Expiration of License + 3	10 CFR 20.2105(b); Best Practice	Shred/Delete
RCRMC-IMR550	Radiation Protection Program	Records related to the radiation protection program including the provisions of the program and any audits and other reviews of the programs content and implementation.	RCRMC	Expiration of License + 3	10 CFR 20.2102(b)	Shred/Delete
RCRMC-IMR600	Radiation Source Records - disposal	Records related to the disposal of licensed materials including by burial in soil.	RCRMC	Expiration of License + 3	10 CFR 20.2108(b); 17 CCR 30293(a); Best Practice	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-IMR650	Radiation source Records - receipt and transfer	Records showing the receipt and transfer of each source of radiation which is subject to license or registration.	RCRMC	Date of Transfer + 3	17 CCR 30293(a)(1)	Shred/Delete
RCRMC-IMR700	Radioisotope Records	Records of receipt, transfer, use, storage, delivery, disposal and reports of overexposure.	RCRMC	Expiration of License + 3	10 CFR 30.51; 10 CFR 20.2105(b); Best Practice	Shred/Delete
<b>Laboratory (LAB)</b>						
RCRMC-LAB100	Analytic System Records	Records related to quality control procedures and patient test records. Records series may include test results for system performance verified under 42 CFR 493.1253.	RCRMC	Life of equipment or CY + 3, whichever is longer	BP 1265(j)(2); 42 CFR 493.1105(a) (3)	Shred/Delete
RCRMC-LAB150	Cytology Lab Records	Records maintained to document control procedures and workloads per employee as specified in 42 CFR 493.1274 et seq.	RCRMC	CY + 3	BP 1265(j)(2)	Shred/Delete
RCRMC-LAB175	Cytology Reports and Confirmations	Records of cytology reports as well as histologic or clinical confirmations of findings.	RCRMC	CY + 10	17 CCR 1050(f)(1)(E); (g)(3)	Shred/Delete
RCRMC-LAB200	Immunohematology and Transfusion Records	Records related to the collection, processing, compatibility testing, storage and distribution of blood units.	RCRMC	CY + 10 or Expiration of product + 6 months, whichever is later.	21 CFR 606.160(d)	Shred/Delete
RCRMC-LAB210	Immunohematology and Transfusion Records - no expiration	Records related to the collection, processing, compatibility testing, storage and distribution of blood units.	RCRMC	P	21 CFR 606.160(d)	Dept.

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-LAB250	Pathology Test Reports	Records of pathology test reports.	RCRMC	CY + 10	42 CFR 493.1105(a)(6)(ii)	Shred/Delete
RCRMC-LAB300	Patient Specimen Testing Records	Records related to specimen testing including personnel performing the test and instrument printouts.	RCRMC	CY + 3	BP 1265(j)(2)	Shred/Delete
RCRMC-LAB350	Quality Control Records	Records related to the calibration, control procedures, maintenance and function tests, test result comparison activities, workload limit records, alarm system checks, proficiency testing, corrective actions, etc.	RCRMC	CY + 3	BP 1265(j)(2); 42 CFR 493.1105(a)(3)(i)	Shred/Delete
RCRMC-LAB400	Registers of Tests	Records of tests performed and maintained within log books (chronological) or accession logs.	RCRMC	CY + 3	BP 1265(j)(2); 42 CFR 493.1105(a)(b)	Shred/Delete
RCRMC-LAB450	Test Procedures	Records of testing procedures in use. Records series must include the date of initial use and the date the procedure was discontinued.	RCRMC	Discontinued + 3	BP 1265(j)(2); 42 CFR 493.1105(a)(2)	Shred/Delete
RCRMC-LAB500	Test Requisitions	Records documenting the request for certain tests to be performed.	RCRMC	CY + 3	BP 1265(j)(2); 42 CFR 493.1105(a)(1)	Shred/Delete
Medical Records (MED)						
RCRMC-MED100	Anatomical Gifts	Records related to anatomical gifts.	RCRMC	CY + 2	GC 26202	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-MED200	Medical Records - Adult	Patient medical records, including admission records, consent forms, laboratory notes, medication profile, nurses' notes, pathologist's reports, patient identification information, physical examinations, physicians' orders, prescriptions, surgical records, vital signs sheets, imaging, x-rays and studies, etc.	RRCRMC	Date of last visit + 7	22 CCR 70751(c)	Shred/Delete
RCRMC-MED300	Medical Records - Minor	Patient medical records, including admission records, consent forms, laboratory notes, medication profile, nurses' notes, pathologist's reports, patient identification information, physical examinations, physicians' orders, prescriptions, surgical records, vital signs sheets, imaging, x-rays and studies, etc.	RRCRMC	Age 18 + 1 or last date of visit + 7, whichever is later	22 CCR 70751(c)	Shred/Delete
Medical Staff Records (MES)						
RCRMC-MES100	Bylaws, rules and regulations	Records documenting the bylaws, rules and regulations of the medical staff.	RRCRMC	REV + 3	GC 26202; CCP 340.5; 22 CCR 70733(a)(3)	Shred/Delete
RCRMC-MES150	Call Schedules	Records listing physicians who available to provide treatment necessary after the initial examination to stabilize individuals is complete.	RRCRMC	REV + 2	42 CFR 489.20 (r)(2); GC 26202	Shred/Delete
RCRMC-MES200	Continuing Medical Education Records	Records related to the development of medical training. Records series may include committee minutes, evaluation summaries, needs assessment data, activity files, etc.	RRCRMC	Until re-accreditation is achieved + 2	GC 26202; Best Practice	Shred/Delete
RCRMC-MES250	Continuing Medical Training Records	Records related to the continued training and education of the medical staff. Records series may include attendance lists, credits earned/claimed, etc.	RRCRMC	T + 3	22 CCR 70725	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-MES300	Medical and/or Professional Staff Meeting Minutes	Minutes of committee or other medical or professional staff meetings. Records series may include reports or other attachments presented during the meeting.	RCRMC	CY + 2	GC 26202; 22 CCR 70733(a)(4)	Shred/Delete
RCRMC-MES350	Medical Staff Records	Records related to medical staff, including non-employees, documenting their qualifications and history with the hospital. Records series may include credentialing files, applications (accepted and rejected), complaints, etc.	RCRMC	T + 75	GC 26202; 22 CCR 70733(a)(9); Best Practice	Shred/Delete
RCRMC-MES400	Peer Review Records	Records produced by peers that evaluate the performance of other medical staff.	RCRMC	T + 3	GC 26202; CCP 340.5; Best Practice	Shred/Delete
RCRMC-MES450	Quality Assurance Records	Records related to the quality of care provided by medical staff. Records series may include copies of incident reports, root-cause analysis, etc.	RCRMC	CY + 6	GC 26202; Best Practice	Shred/Delete
RCRMC-MES500	Resident Rotation Schedules	Records documenting the schedules of medical residents. Records series may include location, nature of assignment, vacation, leave of absence, sick time, orientation time, classroom time, etc.	RCRMC	T + 3	22 CCR 70725	Shred/Delete
<b>Nuclear Medicine Records (NME)</b>						
RCRMC-NME100	Interpretation, Consultation and Procedures Reports	Records documenting the interpretation of results, the consultation provided to the patient and the procedures followed during the process.	RCRMC	CY + 5	42 CFR 482.53(d)(1)	Shred/Delete
RCRMC-NME200	Radiation Dose Records - Adult	Records indicating the dose of radioactive elements used on a patient.	RCRMC	Last dose + 10	CCP 340.5; 22 CCR 70751(c); Best Practice	Shred/Delete
RCRMC-NME210	Radiation Dose Records - Minor	Records indicating the dose of radioactive elements used on a patient.	RCRMC	Last dose + 25	CCP 340.5; 22 CCR 70751(c); Best Practice	Shred/Delete


Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-NME300	Receipt and Disposition of Radiopharmaceuticals	Records documenting receipt and disposal of radiopharmaceuticals.	RCRMC	Disposal or Transfer + 3	42 CFR 482.53(d)(3); 22 CCR 66262.40	Shred/Delete
RCRMC-NME400	Reports of Overexposure	Records documenting an instance of overexposure to radiation.	RCRMC	CY + 50	CCP 340.5; 22 CCR 70751(c); Best Practice	Shred/Delete
RCRMC-NME500	Utilization Records	Records documenting how radiopharmaceuticals are used by the hospital.	RCRMC	CY + 2	GC 26202	Shred/Delete
<b>Nursing Records (NUR)</b>						
RCRMC-NUR100	Policies and Procedures -Nursing	Written policies and procedures for patient care developed, maintained and implemented by the nursing service.	RCRMC	REV + 3	22 CCR 70213(a)(3); Best Practice	Shred/Delete
RCRMC-NUR200	Staffing Plan	Records related to the staffing plan for each patient care unit and the methodology used to develop it. Records series may include patient care requirements, staffing levels for registered nurses, and other licensed and unlicensed personnel.	RCRMC	CY + 2	GC 26202; 22 CCR 70217(d)(2)	Shred/Delete
<b>Pharmacy Records (PHR)</b>						
RCRMC-PHR100	Alcohol Records	Records regarding the receipt, shipment, use, etc. of alcohol for medicinal, mechanical (analysis or test) or scientific purposes.	RCRMC	CY + 6	27 CFR 22.164(a)	Shred/Delete
RCRMC-PHR150	Automated Delivery Device Policy and Procedure	Records documenting the policies and procedures relative to automated delivery device.	RCRMC	Last Use + 3	16 CCR 1713(f)	Shred/Delete
RCRMC-PHR200	Compounding Records - products used	Records related to the chemicals and products used for compounding including records of acquisition, storage and disposition.	RCRMC	CY + 3	16 CCR 1735.3(d)	Shred/Delete
RCRMC-PHR250	Compounded Drug Records	Records related to the compounding of drugs. Records series may include the master formula, date, personnel who compounded, pharmacists reviewing final product, quantity of each component, quantity compounded, etc.	RCRMC	CY + 3	16 CCR 1735.3(d)	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-PHR300	Controlled Substance Records	Records related to the inventory and dispensing of controlled substances. Records series may include inventory by registered location, kind and quantity of substances dispensed or administered, date of dispensing, names, addresses, etc.	RCRMC	CY + 6	GC 26202; 21 CFR 1304.11(c) and 1304.21(a); Best Practice	Shred/Delete
RCRMC-PHR350	Dialysis Drugs and Devices for Home Use	Records related to the drugs and devices used by home dialysis patients. Records series may include prescriptions, invoices, quantities, manufacturer information, lot numbers, date and pharmacists.	RCRMC	CY + 3	16 CCR 1787(c) and 1790	Shred/Delete
RCRMC-PHR400	Drugs Provided to Ambulance or EMS provider	Records related to the delivery of drugs to pre-hospital treatment providers.	RCRMC	CY + 3	BP 4119(b)(5)	Shred/Delete
RCRMC-PHR450	Epinephrine Auto-injector Records	Records related to epinephrine auto-injectors furnished to school districts, county offices of education, etc. Records series may include acquisition and disposition records.	RCRMC	CY + 3	BP 4119.2(b)	Shred/Delete
RCRMC-PHR500	Inspection Reports by Pharmacists	Records of monthly inspections conducted by hospital pharmacists of emergency drug supplies, particularly within the Nursing units.	RCRMC	CY + 3	22 CCR 70263(f)(3)	Shred/Delete
RCRMC-PHR550	Logs of Drugs Destruction	Records of destruction of discontinued individual patient's drugs not supplied by the hospital but that remain at the hospital after the patient is discharged.	RCRMC	CY + 3	GC 26202; 22 CCR 70263(q)(11)(A)	Shred/Delete
RCRMC-PHR600	Order Form - Drug Enforcement Agency (DEA) 222	Record copies of the Drug Enforcement Agency's order form.	RCRMC	CY + 2	21 CFR 1305.17(c)	Shred/Delete
RCRMC-PHR650	Prescription Records	Records related to the dispensing of controlled or non-controlled substances, which must be filed separately. Records series may include the prescription and supporting documentation.	RCRMC	CY + 3	16 CCR 1717(f)	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-PHR700	Quality Assurance Records	Records related to ongoing quality insurance efforts as well as investigation and analysis of medication errors.	RCRMC	CL + 5	16 CCR 1711(f); 22 CCR 53861	Shred/Delete
RCRMC-PHR750	Recall Records	Records related to the manufacturer's recall of drugs and records evidencing removal of drugs from all units and satellite facilities.	RCRMC	CY + 6	GC 26202; Best Practice	Shred/Delete
RCRMC-PHR800	Records of Sale, Acquisition and Disposition of Drugs	Records documenting the sale, acquisition and disposition of all drugs.	RCRMC	FY + 7	BP 4081(a), 4105(c), 4333(a); Best Practice	Shred/Delete
RCRMC-PHR850	Research Related to Purposely Mislabelled Prescriptions - Research	Records related to a research study.	RCRMC	CL + 30	BP 4078(c); Best Practice	Shred/Delete
RCRMC-PHR900	Sterile Injectable Product Records	Records related to sterile injectable products including name, lot number, amount, date and compounding information.	RCRMC	CY + 3	16 CCR 1751.1(c)	Shred/Delete
<b>Public Relations Records (PR)</b>						
RCRMC-PR100	Authorization to Use/Disclose Protected Health Information	Records documenting how protected health information will be used by the hospital and all instances of the disclosure of this information to other entities.	RCRMC	CY + 6	45 CFR 164.530(j)(2)	Shred/Delete
RCRMC-PR200	Consent to Photograph	Authorization to photograph a patient (as opposed to an employee) for use in a media format.	RCRMC	Discontinued + 6	45 CFR 164.530(j)(2)	Shred/Delete
<b>Research Records (RES)</b>						
RCRMC-RES100	Contracts - Research related	Records related to contracts with study sponsors and principal investigators including supporting documentation.	RCRMC	CL + 7 unless longer per terms of agreement	GC 26202; Best Practice	Shred/Delete
RCRMC-RES200	Human Subject Records - Adult	Records related to the use of human subjects during research. Records series may include the subject's medical record.	RCRMC	CL + 7	22 CCR 70751(c)	Shred/Delete



Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCRMC-RES250	Human Subject Records - Minor	Records related to the use of human subjects during research. Records series may include the subject's medical record.	RCRMC	Age 18 + 1 or CL+ 7, whichever is later	22 CCR 70751(c)	Shred/Delete
RCRMC-RES300	Institutional Review Board (IRB) Records	Records related to the IRB's approval of a research project. Records series may include the proposal, scientific evaluation, approved sample documents, progress reports, reports of injuries to subjects, etc.	RCRMC	CL + 3	21 CFR 56.115(b); 45 CFR 46.115(b)	Shred/Delete

<b>COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</b>		
	Department / Agency: Riverside County Regional Medical Center	Schedule Type: Departmental Records Retention Schedule (DRRS)
	Division: ALL	Schedule #: DRRS_RCRMC_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: *Douglas D. Bagley* Title: Chief Executive Officer Date: 10/3/13

**Records Management and Archives Program**  
 Name: *Tauna Mallis* Title: Assistant Assessor-Clerk-Recorder Date: 10/8/13

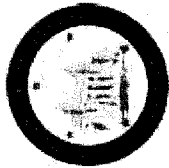
**County Archives**  
 Name: *Jim Hofer* Title: Archives Manager Date: 8 October 2013

**County Auditor-Controller**  
 Name: *Tanya Harris* Title: Chief Accountant, General Accounting Date: 10/9/13

**Riverside County Information Technology**  
 Name: *Scott Partidge* Title: Chief Information Security Officer Date: 10/15/13

**County Counsel**  
 Name: *Tawny Lieu* Title: Deputy County Counsel Date: 10/15/13

**County Risk Management**  
 Name: *Jim Sessions* Title: Risk Manager Date: 10/9/13



## **County of Riverside, California Departmental Records Retention Schedule (DRRS\_ACR-R\_2013\_Rev03)**

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, Recorder (ACR-R) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted January 10, 2012 as agenda item #3.10.

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 Recorder 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 claim or a lawsuit is made against the county of Riverside, the Recorder will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the Recorder is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the Recorder will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

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

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## 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.

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## Explanation of Codes

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

**CC** = California Civil Code

**CCP** = California Code of Civil Procedure

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

**CY** = Calendar year end

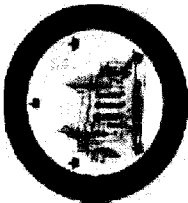
**FC** = California Family Code

**GC** = California Government Code

**HSC** = California Health & Safety Code

**RTC** = California Revenue & Tax Code

**P** = Permanent

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE						
		Department / Agency: Assessor-County Clerk-Recorder (ACR)				
		Schedule Type: Departmental Records Retention Schedule				
		Division: Recorder				
		Section: All				
		Schedule #:				
		DRRS_ACR-R_2013_Rev03				
Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Administration</b>						
ACR-R 0010	Archive Writer Audit Sheet	Form used for each roll during the quality control process to document findings.	Recorder	Destroy when appropriate microfilm roll is destroyed, but retain for not less than 2 years	GC 26202; Best Practice	Shred/Delete
ACR-R 0020	Attorney Service Drop Off Sheets	Customer forms completed when dropping off documents to be recorded. Form contains information such as customer name, special recording instruction and amount and type of documents.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0030	Audit of Master Microfilm Storage Facility	Annual audit of master microfilm and storage facility conditions including temperature readings and oxidation inspections. Audits performed on the same samples to establish benchmarks.	Recorder	P	Best Practice	Dept.
ACR-R 0040	Customer Comment Cards	Forms completed by customer's of the Assessor-Clerk-Recorder's office where customers comment on the service and provided to them. Customers rate customer service and provide suggestions for improvement of the services provided by the Assessor-Clerk-Recorder.	Assessor - County Clerk - Recorder	CY + 3	GC 26202; Best Practice	Shred/Delete
ACR-R 0050	Documents Undeliverable by Mail and Uncalled for	Original documents left with and recorded by the County Recorder which are undeliverable by mail and uncalled for.	Recorder	P	GC 26205.6; Best Practice	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-R 0060	Map Checklists	Quality control checklists of items that a map must contain in order to be recorded. Used to review evidence of decision made in the recording process.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0070	Marriage Correspondence	Correspondence to couple and/or to person solemnizing marriage notifying them of errors in license that prevents it from being recorded and what action must be taken to correct it. Letters include the names of couple, license number and reason for the letter.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0080	Methylene Blue Tests	Results of outside testing certifying that film processing results with respect to fixer functions fall within the standards dictated by ANSI IT9.17-1993. Certificates record the range of methylene blue present on the film, the date the film was processed and the film roll from which it came.	Recorder	P	Best Practice	Dept.
ACR-R 0090	Preliminary New Match List	Records documenting the date, legal description and preliminary number filed in the Recorder's Office. Provides Indexing section with a list of people who have filed Preliminary 20-day notices informing them of who they need to contact in compliance with CC 3259.5.	Recorder	Filing date + 3	CC 8214	Shred/Delete
ACR-R 0100	Reports	Administrative reports detailing information such as the number of documents recorded, fee breakdown, mail status, etc. Updated and printed daily. Used for internal quality control and reference.	Recorder	P	Best Practice	Dept.
ACR-R 0110	Studies and Statistics	Record of departments activities and accomplishments. They may include statistics, narrative reports, graphs and diagrams.	Assessor - County Clerk - Recorder	CY + 3	GC 26202; Best Practice	Shred/Delete
ACR-R 0120	Target Sheets	Record of fees for cashing when recording a Record of Survey or Assessment Diagram.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-R 0130	Affidavit for Duplicate Marriage License	Issued when a license is not recordable due to whiteouts, stains, crossed out information, and other alterations, or when informed that the original license was lost. An affidavit must be signed and returned before a duplicate marriage license can be issued.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0140	Application for a Certified Copy of a Military Discharge (DD214)	Applications for a certified copy of recorded military discharge.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0150	Application for Copy of Official Records	A request for copies of official records. Includes: document numbers requested, customer's name and address.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0160	Application for a Search or Certified Copy of a Birth Certificate	A request for a search or a certified copy of a birth certificate on file in the Riverside County Recorder's office. Includes: name and address of requestor, name on certificate and date of event.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0170	Application for Certified Copy or Search of a Death Record	A request for a search or a certified copy of a death certificate on file in the Riverside County Recorder's office. Includes: name and address of requestor, name on certificate and date of event.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0180	Application for Certified Copy or Search of a Marriage Record	A request for a search or a certified copy of a marriage certificate on file in the Riverside County Recorder's office. Includes: name and address of requestor, name on certificate and date of event.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
ACR-R 0190	Delinquent Tax List	Copy of publication and affidavit filed by the tax collector. Affidavit is published to show that the real property on which taxes, assessments, penalties and costs had not been fully paid are in default, together with a list of all real property and supporting documentation.	Recorder	Filing date + 7	RTC 3371-3374	Shred/Delete
ACR-R 0200	Plans, Contracts & Specifications	Plans, contracts and specifications under which the work or improvement of any building was performed. Records series includes supporting documentation.	Recorder	Filing date + 5, unless notified in writing to retain them by someone claiming some interest under the contract or in the property affected	GC 27205	Shred/Delete
ACR-R 0210	Preliminary 20-Day Notice	A written notice from a claimant that is given prior to the recording of a mechanic's lien, prior to filing a stop notice and prior to asserting a claim against a payment bond. Includes: general description of labor, name and address of the person furnishing that labor, name of the person who contracted for purchase of that labor and the description of the job site. Records series includes supporting documentation.	Recorder	Filing date + 3	CC 8214	Shred/Delete
ACR-R 0220	Amendment Logs	Working files on incoming birth, death and marriage amendments. Includes: date and book and page number.	Recorder	Superseded + 2	GC 26202; Best Practice	Shred/Delete
ACR-R 0230	Archive Writer Microfilm Log	Form detailing when, who, the recording date and contents of each roll created from the Archive Writer.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete



Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-R 0240	Bank Note Paper Logs	Logs tracking the storage and use of bank note paper on which are printed birth, death and marriage certificates.	Recorder	Last entry + 100	GC 26202; Best Practice	Shred/Delete
ACR-R 0250	Control Strip Logs	Logs recording the results of daily processor testing performed on exposure control strips prior to starting work. Services as a baseline and to verify the processor is functioning at the proper levels ensuring the density and quality of film remains consistent. Used in technical and operational troubleshooting.	Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0260	Equipment Logs	Logs maintained to document what has been duplicated or processed on a specific piece of equipment. Used to troubleshoot issues, spot-check employee performance and notify operator of the need to replenish chemicals necessary to maintain the integrity of the images produced.	Recorder	Last entry + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0270	Map Logs	Shreadsheets completed by 1) the customer dropping off a map and 2) Recorder staff ensuring that each map is recorded in the correct order. Logs are updated with every recodation.	Recorder	Last entry + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0280	Map Log Books	Log of recorded official maps. Separated in books by type of map - tract, parcel, assessment, record of survey and condominium plan (1947 to present). Includes: map book and page number, name of the city or unincorporated area the property on the map is located in, the document number assigned to the map once recorded, the name of who submitted the map for recording, the fees for recording the map and the time the map was recorded.	Recorder	P	Best Practice	Dept.
ACR-R 0290	Metadata Logs	Captures and records metadata information for each electronic image produced and submitted to the Recorder's image database. Metadata is not embedded in the images produced.	Recorder	P	Best Practice	Dept.

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-R 0300	Production/ Assignment Logs	Record of an employee's work rate and assigned duties. May include standards to be met and success rate.	Assessor - County Clerk - Recorder	CY + 3	GC 26202; CCP 338; Best Practice	Shred/Delete
ACR-R 0310	Abstract of Mortgage	Records of mortgages (1893-1897), includes indexes, names of borrowers and lenders, dates of documents and description of property. Arranged chronologically (handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC26205.7	Dept.
ACR-R 0320	Abstract of Sales Made State to State	An abridgement as an abbreviated form or a summary of sales made state to state (handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC26205.7	Dept.
ACR-R 0330	Assignments of Mortgages	Recorded transfers of real property encumbrances from old to new holders (1893-1930). Includes: index, date of assignment, names of assignor and assignee, location and description of property and date of recording combined with mortgages then recorded in official records after 1930. (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC26205.7	Dept.
ACR-R 0340	Bank Assets	Statements of banks financial condition (1893-1894). Includes: index, names of banks, sworn statements of financial condition. Arranged chronologically. (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC26205.7	Dept.
ACR-R 0350	Bank Stocks	Statement of the paid up capital stock of banks (1893-1894). Includes: index, names of banks, date of statement. Arranged chronologically. (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC26205.7	Dept.
ACR-R 0360	Candidates, Receipts and Expenditures	Candidates affidavit of receipts and expenditures for primary election (1926-1932). (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC26205.7	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-R 0370	Certificate of Sales	Records of sales by Sheriff on foreclosures (1893-1930). Includes: index, name of property owner, value, date of tax due, date of sale and property description. Arranged chronologically.	Recorder	P	GC 27320-27336; GC 26205.5; GC 26205.7	Dept.
ACR-R 0380	Certificates of Residence	Index includes name, residence, place where summons may be served and date (1893-1930). Arranged alphabetically by name. (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC 26205.7	Dept.
ACR-R 0390	Certificates of Revivor	Index to records showing the revival of a suit which is abated by the death or marriage of any of the parties. Also know as a bill of revivor. (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC 26205.7	Dept.
ACR-R 0400	Chattel Mortgages	Records of loans secured by personal property (1893-1930). Includes: index, borrower's and lender's names, date of loan, amount of loan, description of property. Arranged chronologically.	Recorder	P	GC 27320-27336; GC 26205.5	Dept.
ACR-R 0410	City Charters	A legal document establishing a city. Charters are adopted by cities where special conditions create needs that can't be adequately met by the general laws. A city can adopt a charter and tailor it's organization and elective offices to provide for unique local conditions and needs. A charter can only be adopted and/or changed by a majority vote of city residents-not by a vote of the city council. (July, 1999 - Current). The Secretary of State holds the official record.	Recorder	P	GC 34460; Best Practices	Dept.
ACR-R 0420	Co Partnerships	Agreements of Co-Partnership (1893-1930). Includes: index, agreements, names of partners, firm and date of record. Arranged chronologically.	Recorder	P	GC 27320-27336; GC 26205.5	Dept.
ACR-R 0430	Declarations of Homestead	Records of persons claiming homesteads (1893-1930). Includes: indexes, names of homesteaders, descriptions of property. Arranged chronologically.	Recorder	P	GC 27320-27336; GC 26205.5	Dept.

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-R 0440	Decrees of Distribution	Record of probate court for the distribution of the estates of deceased persons (1893-1930). Includes: index, names of decedent, administrator, distributees and description of estate. Arranged chronologically. (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC 26205.7	Dept.
ACR-R 0450	Deeds	Records transferring title to real property (1893-1930). Includes: indexes, nature and terms of document, description and location of property, names of grantor and grantee. Recorded in official records after 1930.	Recorder	P	GC 27320-27336; GC 26205.5	Dept.
ACR-R 0460	Federal Tax Liens	Index to tax liens (1923-1967). Includes: index, file number, name of taxpayer, address, amount due, date of notice and demand.	Recorder	P	GC 27320-27336; GC 26205.5	Dept.
ACR-R 0470	General Index	Index (1893-Current) to official records and to separate volumes of instruments that exist prior to the consolidation of the Recorder's documents into the official records in 1930. Includes: Recorder's number, title of instrument, names of grantee and grantor, reference to volume and page numbers in official records and date recorded. Combined general indexes, grantors-grantees after 1975. Grantee-a person who acquires an interest in land by deed, grant or other written instrument, commonly referred to as the buyer. Grantor-one who grants property or property rights, commonly referred to as the seller. Records series includes supporting documentation.	Recorder	P	GC 27320-27336; GC 26205.5	Dept.
ACR-R 0480	Leases	Leases of real property (1893-1930). Includes: index, date and number of document, names of lessor and lessee, date of recording, and reference to volume and page number in records. Supplanted by general indexes in 1931	Recorder	P	GC 27320-27336; GC 26205.5	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-R 0490	Licensed Surveyors	Register of civil engineers and surveyors. Includes: index, names, date issued, town and license number. Arranged alphabetically by name. (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC 26205.7	Dept.
ACR-R 0500	Lis Pendens	Evidence a pending court action concerning or affecting the title or the right of possession of real property. Includes: names of plaintiff(s) and defendant(s) as grantor and grantee, date of notice, purpose of action, location and description of property, date recorded, signature of attorney for plaintiff, case number, name of court or certified by a judge or clerk of the court. Also known as Notice of Pendency of Action.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0510	Mechanics Liens	Records of transcripts of mechanics' and contractors' claims filed as statutory liens on property to secure payment of debt for material or labor used thereon (1893-1930). Includes: index, name of plaintiff, name of defendant, statement of claimant's demand (dollar amount), statement of labor, recording date and time, book and page numbers. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0520	Military Discharge	Recorded copies of honorable discharges from the United States Armed Forces. May include: name of soldier, serial number, grade, branch of service, organization, date and place of birth, race, marital status, and civilian occupation. Information on military history may include: date of induction/enlistment, date entered into active service, place entered service, selective service date, military occupation, military qualification and date, battle campaigns, decorations and citations, wounds, immunization record, service outside United States, prior service, reason for separation, service schools attended, education pay date, insurance information, signature of soldier, signature of personnel officer and thumbprint.	Recorder	P	GC27320-27336; GC 26205.5	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-R 0530	Mining Claims	Handwritten locations of Cinnabar, Quartz, Magnesite, and other mining claims (1896-1930). Includes: index, date of claim. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0540	Miscellaneous Records	Various documents not required by law to be kept in separate volumes (1893-1930). Includes: handwritten index, names of parties and documents such as: declaration of trust, military discharges, enlistment records, bills of sale, wine certificates, candidates statements, affidavits, agreements, completions and decrees. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0550	Mortgages	Records by which real property is pledged as security of the repayment of an obligation (1893-1930). Includes: names of mortgagor and mortgagee, date, amount, and terms of mortgage, date recorded, location and description of property and signature of mortgagor. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0560	Notices of Attachments	Records of notices of a party being served with a writ of attachment of specific property being attached and held as security in the event a judgment is rendered (1893-1930). Includes: date of notice, names of plaintiff and defendant, amount and reason of attachment, location and description of real property. Recorded in official records after 1930. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0570	Official Bonds	Surety bonds posted by public officials. Includes: index, name of official position, sum of bond and date of bond. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0580	Official Maps	Maps which show subdivision or boundaries in Riverside County. Includes: index, parcel, tract, record of survey annexations, assessments, highway and agricultural maps. Shows boundaries, owners, easements and divisions. Arranged chronologically. Records series includes supporting documentation.	Recorder	P	GC27320-27336; GC 26205.5	Dept.

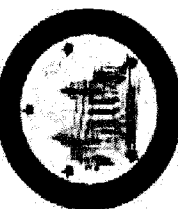
Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-R 0590	Official Records	Recorded instruments previously kept in separate volumes, but combined since 1931. Includes: deeds, mortgages, liens, and other documents dealing with real property. Arranged chronologically. Records series includes supporting documentation.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0600	Patents (Land Patents)	Recorded land grants authorized by Federal and State Land Office, granting transfer of title of real property (1893-1930). Includes: handwritten index, name of grantee, location and description of land, amount of fees due, date recorded, proof of claim, and map of property. Arranged chronologically. Also known as Land Patents.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0610	Power of Attorneys	Recorded copy of authority given to individuals to be Attorney in Fact (1893-1930). Includes: index, name of parties, date and description of powers. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0620	Pre Emptions	Records of rights given to settlers upon the public lands of the United States to purchase lands at a limited price in preference to others. Includes: index, modernly equivalent to a first refusal of right.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0630	Separate Property of Married Women	Recorded declarations of married women of separate ownership of property. Includes: index, description of property and livestock. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0640	Sole Traders	Records of married women that engage in business on their own account. Includes: index, name of applicant, type of business, name of court. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-R 0650	Stray and Lost Property	Records contain descriptions of lost animals with notices to come forward and claim. Includes: description of property, value, brand and ear mark, date found, etc. Arranged chronologically. (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC26205.7	Dept.
ACR-R 0660	Sub Guarantees	Statements signed and acknowledged by all parties having any record title interest in the real property consenting to the preparation and recordation of a parcel map. The document is required to be submitted with parcel and tract maps.	Recorder	P	Best Practice	Dept.
ACR-R 0670	Tax Deeds	Records of deeds issued to a purchaser following a sale necessitated by the non payment of real property taxes. Includes: index, tax year, amount of tax, property owner, description and amended tax deed. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0680	Tax Sales	Records of property sold to the State of California for non payment of State and County taxes. Includes: tax year, description of property. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0690	Torrens	A system of title recordation provided by provincial law; it is a system for the registration of land title, indicating the State of the title, including ownership and encumbrances. (Handwritten records)	Recorder	P	GC 27320-27336; GC 26205.5; GC26205.7	Dept.
ACR-R 0700	Transcripts of Judgments	Recorded transcripts of civil judgments from district, county, or superior court in cases involving property (1893-1930). Includes: index, date, nature, amount of judgment, case number, name of court, names of plaintiff and defendant, location and description of property, name of judge and date recorded. Recorded in official records after 1930. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5	Dept.



Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-R 0710	Uniform Commercial Code Financing Statements	Original papers recording liens on personal property under the Uniform Commercial Code. These replaced chattel mortgages. Includes: index, file number, debtor's name and address, secured party, filing date, time, number and officer, types of property covered, signature of party and signature of clerk.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0720	Water Claims	Records of rights to the use and/or control of water, whether for irrigation, hydro electric power, or personal use. Includes index.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
ACR-R 0730	Wills	Recorded wills of deceased persons (1893-1955). Includes: index, names of testator and beneficiaries, date and number of will, nature and amount of bequests, date admitted to probate court, name of executor, date recorded, and signature of testator.	Recorder	P	GC27320-27336; GC 26205.5	Dept.
Records						
ACR-R 0740	Births - 1893-1905	Register of all births occurring in Riverside County from 1893 to 1905. Includes: indexes, birth certificates, handwritten entries of births, delayed birth certificates, amendments, names of children, date of event and sex of child. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5; HSC 102235; Best Practice	Dept.
ACR-R 0741	Births - 1906 - Present	Register of all births occurring in Riverside County from 1906 to the present time. Includes: indexes, birth certificates, handwritten entries of births, delayed birth certificates, amendments, names of children, date of event and sex of child. Arranged chronologically.	California State Department of Health	P	Best Practice	Dept.

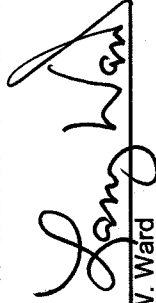
Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-R 0750	Deaths - 1893-1905	Register of all deaths occurring in Riverside County from 1893 to 1905. Includes: indexes, death certificates, delayed death certificates, amendments, name of decedent, date of death. Arranged chronologically.	Recorder	P	GC27320-27336; GC 26205.5; HSC 102235;	Dept.
ACR-R 0751	Deaths - 1906 - Present	Register of all deaths occurring in Riverside County from 1906 to the present time. Includes: indexes, death certificates, delayed death certificates, amendments, name of decedent, date of death. Arranged chronologically.	California State Department of Health	P	Best Practice	Dept.
ACR-R 0760	Expired Marriage License	Correspondence mailed to the applicants informing them of their license expiration date and to contact the County Clerk Office in the county of residence for a Declared Marriage License.	Recorder	CY + 3	GC 26202; CCP 338; FC 357-360; Best Practice	Shred/Delete
ACR-R 0770	Marriages - 1893-1905	Register of all marriages where the license was issued in Riverside County from 1893 to 1905. Includes: index, certificate of marriage, amendments, name of bride and groom, and date. Arranged chronologically by date of marriage.	Recorder	P	GC27320-27336; GC 26205.5; HSC 102235	Dept.
ACR-R 0771	Marriages - 1906 - present	Register of all marriages where the license was issued in Riverside County from 1906 to the present time. Includes: index, certificate of marriage, amendments, name of bride and groom, and date. Arranged chronologically by date of marriage.	California State Department of Health	P	Best Practice	Dept.

		<b>COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</b>	
		Department / Recorder / Assessor-County Clerk-Recorder	Schedule Type: Departmental Records Retention Schedule (DRRS)
		Agency:	Schedule #:
		Division: ALL	DRRS_ACR-R_2013_Rev03
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: Larry W. Ward Title: Assessor-County Clerk-Recorder Date: 9/17/13

**Records Management and Archives Program**



Name: Tauna Mallis Title: Assistant Assessor-Clerk-Recorder Date: 9/13/13

**County Archives**



Name: Jim Hofer Title: Archives Manager Date: 8 October 2013

**County Auditor-Controller**



Name: Tanya Harris Title: Chief Accountant, General Accounting Date: 10/9/13

**Riverside County Information Technology**



Name: Tanya Harris Title: Chief Information Security Officer Date: 10/15/13

**County Counsel**

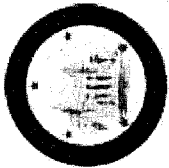


Name: Tawny Lieu Title: Deputy County Counsel Date: 10/15/13

**County Risk Management**



Name: Jim Sessions Title: Risk Manager Date: 10/9/13



## **County of Riverside, California Departmental Records Retention Schedule (DRRS\_PH-HIV\_2013\_Rev03)**

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 Department of Public Health HIV / AIDS division (PH-HIV) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted November 8, 2011 as agenda item # 3.2.

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 PH-HIV 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, PH-HIV will suspend destruction of the subject records until all issues of the matter are resolved. Further, if PH-HIV is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, PH-HIV will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

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

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## 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.

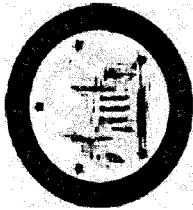
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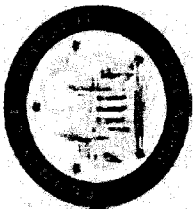
## Explanation of Codes

**BP** = California Business and Professions Code

**CCR** = California Code of Regulations

**CFR** = Code of Federal Regulations

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE							
		Department / Agency: Public Health / Community Health Agency					
		Schedule Type: Departmental Records Retention Schedule					
		Schedule #:					
Division: HIV / AIDS		DRRS_PH-HIV_2013_Rev03					
Section: All							
Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
PH-HIV100	Patient Medical Records / Charts	Adult HIV patient medical records documenting medical information and treatments at County Public Health Clinics		HIV / AIDS	Date of last entry + 7	22 CCR 70751	Shred/Delete
PH-HIV200	Prescription Records	Records of prescriptions written and/or filled for both controlled and uncontrolled substances. Records series includes the prescription pads or books.		HIV / AIDS	Date of last entry + 3	21 CFR 1304.04(h); BP 4333; 16 CCR 1717(f)	Shred/Delete

		<b>COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</b>		
		Department / Agency:	Public Health	Schedule Type: Departmental Records Retention Schedule (DRRS)
		Division:	HIV / AIDS	Schedule #:
		Section:	ALL	DRRS_PH-HIV_2013_Rev03

### 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: Susan D. Harrington      Director  
 Title  
 Date: 6/10/13

**Records Management and Archives Program**

  
 Name: Tauna Mallis      Assistant Assessor-Clerk-Recorder  
 Title  
 Date: 10/8/13


**County Archives**

  
 Name: Jim Hofer      Archives Manager  
 Title  
 Date: 8 October 2013

**County Auditor-Controller**

  
 Name: Tanya Harris      Chief Accountant, General Accounting  
 Title  
 Date: 10/9/13


**Riverside County Information Technology**

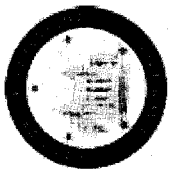
  
 Name: Selton Partidge      Chief Information Security Officer  
 Title  
 Date: 10/15/13

**County Counsel**

  
 Name: Tawny Lieu      Deputy County Counsel  
 Title  
 Date: 10/15/13

**County Risk Management**

  
 Name: Jim Sessions      Risk Manager  
 Title  
 Date: 10/9/13



## **County of Riverside, California Departmental Records Retention Schedule (DRRS\_PH-STD\_2013\_Rev02)**

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2004-044, "Pertaining to the Retention and Destruction of County Records," and Board of Supervisors, County of Riverside Policy A-43: "County Records Management and Archives Policy."

Inquiries or comments regarding this schedule should be directed to:

County of Riverside  
Records Management and Archives Program (RMAP)  
PO Box 472  
Riverside, CA 92502  
951-486-7151  
(County Mail Stop 2625)

### **Introduction**

This Departmental Records Retention Schedule (DRRS) for the Department of Public Health, Sexually Transmitted Diseases Division (PH-STD) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted January 23, 2007 [Item #3.5].

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 PH-STD 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, PH-STD 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, PH-STD will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

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



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## **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.

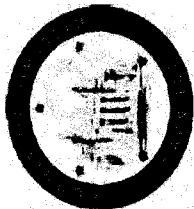
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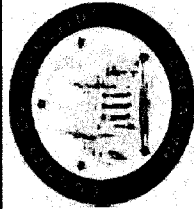
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## **Explanation of Codes**

**CFR** = Code of Federal Regulations

**CY** = Calendar year end

		<b>COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</b>					
		Department / Agency: Public Health / Community Health Agency					
		Schedule Type: Departmental Records Retention Schedule					
		Schedule #: DRRS_PH-STD_2013_Rev02					
Division: Sexually Transmitted Diseases							
Section: All							
Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
PH-DC-STD-0004 PH-STD 100	Field and Interview Records	Records documenting field worker interviews with clients. Records series may include copies of information received from the Center of Disease Control and/or the California Morbidity Report.		Sexually Transmitted Diseases	CY + 3	42 CFR 493.1105(a)(1); Best Practice	Shred/Delete

		<b>COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE</b>		
		Department / Agency:	Public Health	Schedule Type: Departmental Records Retention Schedule (DRRS)
		Division:	Sexually Transmitted Diseases	Schedule #:
		Section:	ALL	DRRS_PH-STD_Rev02

### SIGNATURE PAGE

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

**Department Head**

*Susan D. Harrington*  
 Name: Susan D. Harrington Title: Director of Public Health Date: 6/10/13

**Records Management and Archives Program**

*Tauna Mallis*  
 Name: Tauna Mallis Title: Assistant Assessor-Clerk-Recorder Date: 10/8/13

**County Archives**

*Jim Hofer*  
 Name: Jim Hofer Title: Archives Manager Date: 8 October 2013

**County Auditor-Controller**

*Tanya Harris*  
 Name: Tanya Harris Title: Chief Accountant, General Accounting Date: 10/9/13

**Riverside County Information Technology**

*Sebastian Partidge*  
 Name: Sebastian Partidge Title: Chief Information Security Officer Date: 10/15/13

**County Counsel**

*Tawny Lisu*  
 Name: Tawny Lisu Title: Deputy County Counsel Date: 10/15/13

**County Risk Management**

*Jim Sessions*  
 Name: Jim Sessions Title: Risk Manager Date: 10/9/13