

FIISCAL PROCEEDURES APPROVED
 PAUL ANGULO, CPA
 COUNTY AUDITOR-CONTROLLER

927



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

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

SUBMITTAL DATE:
 January 21, 2015

SUBJECT: Approval of RMAP's Rate Schedule for Fiscal Year 2015/16 [All Districts] [\$1,466,575] [County Department Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:
 Approves the RMAP-Internal Service Fund rate schedule for fiscal year 2015/16 as listed in Attachment A.

BACKGROUND:

Summary

The FY 2015/16 Records Management and Archive Program fees represent significant progress in RMAP's rate efficiency. RMAP's rate structure has been revised such that costs will be recovered through a blend of core rates and direct billings during FY 2015/16. As a result, the number of fees has been reduced from 55 to 13, enabling RMAP to more efficiently recover cost while maintaining the integrity of its billing structure. RMAP's rate structure is lower than the prior year due to staffing reductions and increased efficiencies.

RMAP assists departments in managing information by developing records management policies and procedures that are in compliance with Federal and State law, Riverside County Ordinance 2001-044, and Board of Supervisors Policy A-43.

Bobbi Schutte

Bobbi Schutte, Assistant Assessor-County Clerk-Recorder
 For: Peter Aldana, Assessor-County Clerk-Recorder

Departmental Concurrence

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 1,466,575	\$ 1,466,575	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: County Department Budgets	Budget Adjustment: \$0
	For Fiscal Year: 2015/16

C.E.O. RECOMMENDATION:

APPROVE

BY: *Samuel Wong*
 Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Benoit and Ashley
 Nays: None
 Absent: None
 Date: February 3, 2015
 xc: ACR

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

Prev. Agn. Ref.: 3.34 (1/28/14) | District: All | Agenda Number:

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

3-20

**Assessor-County Clerk-Recorder
Records Management and Archives Program (RMAP)
Attachment A - Proposed FY 2015/2016 Consolidated Rate Schedule
Expenditure Account Code: 525330 for RMAPServ**

	Service/Product	Description	Unit	FY 15/16
1	Box Administration	Common services include account set-up, initial training, annual authorization list updating, basic indexing, general customer support, and web access.		\$ 0.19
	Box Storage	Cost components include box inventory and maintenance, utilities, rent, equipment, and facility maintenance and repairs.	Box/Mo	\$ 0.19
				\$ 0.38
2	Certified Destruction	Certified destruction of records witnessed by an RMAP technician.	Box	\$ 6.43
3	Pick up / Delivery	Physical transportation of paper or media to or from the Records Center. Not inclusive of Supply Service pass through cost. Mileage fee at IRS rate outside 25 mile trip.	Trip	\$ 11.00
4	Access Records	Retrieval and filing services for records stored by RMAP. These services include retrieving, refiling, tracking, adding, and moving stored items.	Box	\$ 2.35
5	Indexing	Barcodes applied to folders within a stored box and the associated data entry of information provided by the customer to allow for proper and efficient retrieval.	Label	\$ 1.94
6	Imaging	Scanning paper into electronic format. The services provided include job development, preparation of paper/media, scanning, cropping, quality control, and general indexing.	Page	\$ 0.07
7	Imaging Media	All services required to transfer images and indexes to DVD. Shipping rate is not included and would be billed separately at cost.	DVD	\$ 22.94
8	Consulting	Professional records management assistance that includes specialized training, research, and projects.	Hourly	\$ 67.52
9	Training	GRRS training for county employees.	Per Dept. Annually	\$ 945.32
10	DRRS	All services required to develop a new records retention schedule. These services includes basic legal research, meetings, correspondence, and Form 11 preparation for submittal to the Board of Supervisors.	Record Series	\$ 27.12
11	DRRS Maintenance	Implementing and review of retention schedules, which includes communicating with departments on the boxes available for destruction and coordinating the annual review with department contacts.	Record Series	\$ 14.84
12	GRRS Maintenance	All departments benefit from the GRRS; therefore, research, analysis, and communications required to update to GRRS should be applied equally across all departments.	Per Dept. Annually	\$ 212.52
13	RMAP Tech Rate	Hourly rate for additional Records Center Technicians services that may be requested by a customer.	Hourly	\$ 59.88

**Riverside County Board of Supervisors
Request to Speak**

Submit request to Clerk of Board (right of podium),
Speakers are entitled to three (3) minutes, subject
to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Paul Jacobs

Address: _____
(only if follow-up mail response requested)

City: Temecula **Zip:** _____

Phone #: _____

Date: 2/3/15 **Agenda #** 3-19

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

_____ **Support** _____ **Oppose** _____ **Neutral**

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below:

_____ **Support** _____ **Oppose** _____ **Neutral**

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.