

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

406 A



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

SUBMITTAL DATE:
September 30, 2015

SUBJECT: Approval of new or revised Departmental Records Retention Schedules

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached new or revised Departmental Records Retention 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.

Peter Aldana

Peter Aldana
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: *Samuel Wong 10/1/15*
Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington and Benoit
Nays: None
Absent: Ashley
Date: October 20, 2015
xc: Assessor

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

Prev. Agn. Ref.:

District:

Agenda Number:

3-6

FORM APPROVED COUNTY COUNSEL
BY: *G.P.P.* 9/22/15
DATE
GREGORY P. PRIAMOS

Departmental Concurrence

A-30

Positions Added

Change Order

4/5 Vote

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

FORM 11: Approval of new and revised Departmental Records Retention Schedules

DATE: September 30, 2015

PAGE: Page 2 of 3

Impact on Citizens and Businesses

The citizens of Riverside County benefit from the efficiencies gained through the application of generally accepted recordkeeping principles.

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

FORM 11: Approval of new and revised Departmental Records Retention Schedules

DATE: September 30, 2015

PAGE: Page 3 of 3

**Departmental Record Retention Schedules
Listed by Department
October 20, 2015**

NEW SCHEDULES

Economic Development Agency

Housing Authority

All sections (Attachment A)

Economic Development Agency

Housing Authority Successor Agency

All sections (Attachment B)

Fire Department

All sections (Attachment C)

Registrar of Voters

All sections (Attachment D)

REVISED SCHEDULES

Assessor-County Clerk-Recorder

Assessor

All sections (Attachment E)

Supersedes schedule adopted July 12, 2011 Agenda #3.10

District Attorney's Office

All sections (Attachment F)

Supersedes schedule adopted December 10, 2013 Agenda #3-9

Environmental Health

Environmental Protection and Oversight Division

All sections (Attachment G)

Supersedes schedule adopted December 7, 2010 Agenda #3.4

Mental Health

All sections (Attachment H)

Supersedes schedule adopted August 20, 2013 Agenda #3-18



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_EDA-HA_2015_Rev01)**

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2015-139, "Pertaining to the Management, Retention, Destruction or Disposition 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 751
Riverside, CA 92502
951-486-7151
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Economic Develop Agency, Housing Authority (EDA-HA) is adopted as per the recommendations of Board Policy A-43.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by the department 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, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.9)

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

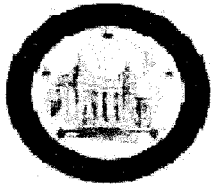
Citation / Rationale: The legal citation or operational/business reason for retaining the official record for the period specified.

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

Explanation of Codes

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.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Economic Development Agency	Schedule Type: Departmental Records Retention Schedule
Division: Housing Authority of the County of Riverside	Schedule #:
Section: All	DRRS_EDA-HA_2015_Rev01

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head: *Rob Field*
 Rob Field, Assistant County Executive Officer / EDA

Date: 8/31/15

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EDA-HA100	Housing Choice Voucher Program - Section 8	Records reflecting the initial eligibility, continued eligibility and termination for the Section 8 Housing Choice Voucher Programs. Record series includes ID, social Security cards, birth certificates, questionnaires, income and asset documents, relocation documents, correspondence, rent notices, owner contracts, leases, termination notices, hearing packets and evidence to support.	Housing Authority	CL + 3	24 CFR 982.158 (f)(1-8)	Shred/Delete
EDA-HA200	Program Files	Records reflecting the initial eligibility, continued eligibility and termination for Housing Authority Programs unrelated to Section 8. Record series includes ID, social security cards, birth certificates, questionnaires, income and asset documents, qualification documents with certifications, correspondence, rent notices, termination notices, hearing packets and evidence to support.	Housing Authority	CL + 5	2 CFR 200.333; 24 CFR 91.520; 24 CFR 92.508 (c)(1-6); 24 CFR 570.502(a)(16); 24 CFR 574.530; 24 CFR 960.205(f)(3); 24 CFR 964	Shred/Delete

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EDA- HA300	Project Files	Records documenting compliance with the US Department of Housing and Urban Development (HUD) procurement handbook and the California Public Contract Code and best practices. Record series includes bid documents, licenses, insurance documentation, contracts, transmittals, HUD forms, change orders, reports, notices and certificates.	Housing Authority	Audit + 4	2 CFR 200.333; 24 CFR 570.502 (a)(16); 24 CFR 574.530	Shred/Delete



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_EDA-HASA_2015_Rev01)**

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2015-139, "Pertaining to the Management, Retention, Destruction or Disposition 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 751
Riverside, CA 92502
951-486-7151
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Economic Development Agency, Housing Authority Successor Agency (EDA-HASA) is adopted as per the recommendations of Board Policy A-43.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by the department 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, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.9)

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

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Official Record Retention: The length of time that the official 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 official record for the period specified.

Final Disposition: The recommended final status or arrangement for the official record, usually disposed of by 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.

CCP = California Code of Civil Procedure

CFR = Code of Federal Regulations

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

GOV = California Government Code

HASA = Housing Authority of the County of Riverside as Housing Successor to the former Redevelopment Agency for the County of Riverside (RivCoHASA) and/or Housing Successor Agency to the former Coachella Redevelopment Agency (CoachellaHASA).

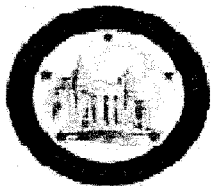
HOME = Home Investment Partnership Program

HSC = California Health and Safety Code

MHTL = Mobile Home Tenant Loan

MHRP = Manufactured Home Replacement Program

RDA = Redevelopment Agency



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Economic Development Agency	Schedule Type: Departmental Records Retention Schedule
Divisions: Housing Authority Successor Agency/Housing Division	Schedule #: DRRS_EDA-HASA_2015_Rev01
Section: All	

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head: 
 Rob Field, Assistant County Executive Officer / EDA

Date: 8/31/15

Code	Title	Description	Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
EDA-HASA100	Acquisition/Rehabilitation Program - Permanent Relocation	Records supporting relocation payments for acquisition/rehabilitation projects.	HASA	CL + 7	24 CFR 92.508(c)(2); Best Practice	Shred/Delete
EDA-HASA150	Applications	Records of all cancelled or denied applications for the Homeowners, HOME, and RDA Program. Records series may include applications, correspondence, and reports.	HASA	CL + 5	GOV 26202; Best Practice	Shred/Delete
EDA-HASA200	Development - HASA project with 45 year affordability period	Records supporting the administration of MHTL, MHRP and HASA projects with 45 year affordability periods. Records series may include administration files, allocation application files, Request for Qualifications, applicant project file, Joe Serna Fund application files.	HASA	CL + 50	GOV 65583.1(c)(2)(A)(ii); Best Practice	Shred/Delete
EDA-HASA250	Development - Project Files	Records supporting the acquisition and development process for projects without affordability periods. Records series may include administration files, Request for Qualifications, application files, and project files.	HASA	CL + 10	CCP 337; CCP 337.2; Best Practice	Shred/Delete
EDA-HASA300	Homeowners Program - 10yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 10 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualifications, and homebuyer project and legal (original recorded documents) files.	HASA	CL + 15	24 CFR 92.508(c)(2); Best Practice	Shred/Delete

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EDA-HASA350	Homeowners Program - 15yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 15 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualifications, and homebuyer project files and legal (original recorded documents) files.	HASA	CL + 20	24 CFR 92.508(c)(2); Best Practice	Shred/Delete
EDA-HASA400	Homeowners Program - 20yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 20 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualifications, and homebuyer project and legal (original recorded documents) files.	HASA	CL + 25	24 CFR 92.508(c)(2); GOV 65583.1(c)(2)(A)(ii); Best Practice	Shred/Delete
EDA-HASA450	Homeowners Program - 30yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 30 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualifications, and homebuyer project and legal (original recorded documents) files.	HASA	CL + 35	24 CFR 92.508(c)(2); HSC 33334.13(c); Best Practice	Shred/Delete
EDA-HASA500	Homeowners Program - 45yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 45 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualifications, and homebuyer project and legal (original recorded documents) files.	HASA	CL + 50	24 CFR 92.508(c)(2); HSC 33334.3(f)(1)(B); Best Practice	Shred/Delete
EDA-HASA550	Homeowners Program - 55yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 55 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualifications, and homebuyer project and legal (original recorded documents) files.	HASA	CL + 60	24 CFR 92.508(c)(2); HSC 50843.5(d)(1) (A); Best Practice	Shred/Delete
EDA-HASA600	Homeowners Program - no affordability	Records supporting the administration of the down payment assistance and rehab programs without an affordability period. Record Series may include administration files, funding allocation application files, Request for Qualifications, and homebuyer project files legal (original recorded documents) files.	HASA	CL + 20	GOV 26202; Best Practice	Shred/Delete

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EDA-HASA650	Monitoring Programs	Records supporting the tenant income for eligible HOME/RDA assisted units.	HASA	Last Audit+7	24 CFR 92.508(c)(2); Best Practice	Shred/Delete
EDA-HASA700	Mortgage Credit Certificate Program - Project files	Records supporting the administration of the Mortgage Credit Certificate Program. Record series may include administration file, funding allocation applications, Request for Qualifications, homebuyer project files and original certificate.	HASA	Allocation + 30	GOV 26202; Best Practice	Shred/Delete
EDA-HASA750	Release/ Reconveyance - Project Files	Records supporting the administration of subordinations, short sales, deed in lieu, foreclosures, and payoff. Records series may include administration files, homebuyer project files and original recorded documents.	HASA	Final payment + 7	GOV 26202; Best Practice	Shred/Delete
EDA-HASA800	Special Programs - Project Files	Records supporting the administration of specialty program without affordability restrictions. Records series may include administration files, Request for Qualifications, homeowner files, and original recorded documents for one-time grant programs for emergency housing, rental and rehab assistance.	HASA	CL + 10	GOV 26202; Best Practice	Shred/Delete



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_FIRE_2015_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 Fire 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 the department 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, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

The department will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The department is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the department is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

Explanation of Fields

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

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

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

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

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

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

Explanation of Codes

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

CFC = California Fire Code

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

NOC = Notice of Completion



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Fire

Schedule Type: Departmental Records Retention Schedule

Division: ALL

Schedule #:

Section: ALL

DRRS_FIRE_2015_Rev01

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head:


John Hawkins, Chief

Date:

08/13/15

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
FIRE100	Case Files - construction	Records related to the oversight of construction projects. Records series may include applications, permits, public hearing records if applicable, inspection notes and/or reports, certificates, maps, etc.	Fire	NOC + 7	CFC 104.6	Shred / Delete
FIRE150	Case Files - cost recovery	Records related to efforts to collect restitution payment for hazmat, fire and/or traffic incidents. Records series may include police, environmental health and/or hazmat reports, correspondence, and billing for training.	Fire	FY + 7	CFC 104.6	Shred / Delete
FIRE200	Case Files - hazardous materials	Records related to the investigation of incidents involving hazardous materials. Records series may include copies of subpoenas, reports, certificate of no record and related incident reports.	Fire	CL +7	CFC 104.6	Shred / Delete
FIRE250	Case Files - hazards	Records related to the investigation of incidents involving physical hazards. Records series may include investigative reports, findings of facts, maps, notices with proof of service, correspondence and contractor invoices.	Fire	CL +7	CFC 104.6	Shred / Delete
FIRE350	Communication and Technology	Records related to the licensing, tracking, maintenance and repair of communication and technology equipment.	Fire	Life of equipment + 7	CFC 104.6	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
FIRE500	Incident Reports	Records related to the investigation of isolated incidents not requiring a case file. Records series may include incident report and correspondence	Fire	FY + 7	CFC 104.6	Shred / Delete



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_ROV_2015_Rev01)**

Attachment D

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 751
Riverside, CA 92502
951-486-7151
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Registrar of Voters is adopted as per the recommendations of Board Policy A-43.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by the department 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.

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

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CY = Calendar year end

EC = California Elections Code

GC = California Government Code

P = Permanent

USC = United States Code



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Registrar of Voters

Schedule Type: Departmental Records Retention Schedule

Division: All

Schedule #:

Section: All

DRRS_ROV_2015_Rev01

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head: Rebecca Spencer
 Rebecca Spencer, Registrar of Voters

Date: 9/9/15

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
Vote-By-Mail (VBM)						
ROV_VBM100	Ballot Receipts - Federal	Ballot receipts for federal elections. Records series includes unused ballots and receipts.	ROV	CL + 22 months	EC 17301(b)	Shred / Delete
ROV_VBM125	Ballot Receipts - State / Local	Ballot receipts for state/local elections. Records series includes unused ballots and receipts.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_VBM150	Canceled Ballots - Federal	Ballot issued to a voter that was not voted by that voter, instead it is returned to a poll worker for cancellation.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV_VBM175	Canceled Ballots - State / Local	Ballot issued to a voter that was not voted by that voter, instead it is returned to a poll worker for cancellation.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_VBM200	Cancelled Ballots - Retirement Board	Ballot issued to a voter that was not voted by that voter, instead it is returned to a poll worker for cancellation.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV_VBM225	Envelopes - Federal	Paper ballot envelopes for voter identification.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV_VBM250	Envelopes - State / Local	Paper ballot envelopes for voter identification.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV_ VBM275	Envelopes - Retirement Board	Paper ballot envelopes for voter identification.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV_ VBM300	Provisional - Federal	Ballots from various polling sites in which a voters name does not appear on the voter roster.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV_ VBM325	Provisional Ballots- State / Local	Ballots from various polling sites in which a voters name does not appear on the voter roster.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ VBM350	Spoiled Ballots - Federal	Paper ballot turned in at a polling site with unintended marks or may be damaged somehow.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV_ VBM375	Spoiled Ballots- State / Local	Paper ballot turned in at a polling site with unintended marks or may be damaged somehow.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ VBM400	Spoiled - Retirement Board	Paper ballot turned in at a polling site with unintended marks or may be damaged somehow.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV_ VBM425	Surrendered Vote-By-Mail - Federal	Paper ballot turned in at a polling site in exchange for a duplicate ballot or to allow voter to vote an electronic ballot on the accessible voting unit.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV_ VBM450	Surrendered Vote-By-Mail - State / Local	Paper ballot turned in at a polling site in exchange for a duplicate ballot or to allow voter to vote an electronic ballot on the accessible voting unit.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ VBM475	Surrendered Vote-By-Mail - Retirement Board	Paper ballot turned in at a polling site in exchange for a duplicate ballot or to allow voter to vote an electronic ballot on the accessible voting unit.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV_ VBM500	Voted - Federal	Official ballot cast and accepted in a federal election.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b); EC 17305(b)	Shred / Delete
ROV_ VBM525	Voted - State / Local	Official ballot cast and accepted in a state/local election.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ VBM550	Voted - Retirement Board	Official ballot cast and accepted in an election.	ROV	CL + 3 years	GC 26202	Shred / Delete

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ROV_ VBM575	Vote-By-Mail Voter Applications - Federal	Application form mailed to the voter upon request for a Vote-by-Mail ballot.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17504(b)	Shred / Delete
ROV_ VBM600	Vote-By-Mail Voter Applications - State / Local	Application form mailed to the voter upon request for a Vote-By-Mail ballot.	ROV	CL + 6 months	EC 17505(b)	Shred / Delete
ROV_ VBM625	Affidavits of Registration - original paper copy	Application form provided to affiant to be completed to establish them as an elector.	ROV	CL + 5 years	EC 17000(a)	Shred
ROV_ VBM650	Affidavits of Registration - Inactive Electronic	Elector's electronic application record is made inactive due to not voting in two federal elections.	ROV	CY + 2 years	GC 26202	Delete
ROV_ VBM675	Affidavits of Registration - Cancelled Electronic Record	Elector's electronic application record is canceled due to not voting in two federal elections or due to voter not confirming residency address in order to remain on the active voter list.	ROV	CL + 5 years	EC 17000(a)	Delete
ROV_ VBM700	Affidavits of Registration - Pending paper copy	Elector's application record is placed in pending status due to missing voter information.	ROV	CL + 22 months	52 USC 20701 et seq	Shred
Campaign (CAM)						
ROV_ CAM100	Campaign Statements - Local	Original statements of board of supervisors candidates for these offices and committees supporting an office holder or a candidate.	ROV	CL + 5 years	GC 81009(b)	Shred / Delete
ROV_ CAM150	Campaign Statements - All others	Original campaign statements of all other persons not mentioned in GC 81009(a) or (b).	ROV	CL + 7 years	GC 81009(c)	Shred / Delete
ROV_ CAM300	Nomination papers / Signatures in-lieu of	Nomination papers for all candidates, not just those elected.	ROV	Expiration of Term + 4 years	EC 17100(a)	Shred / Delete
ROV_ CAM400	Reports and Statements - All Elections	Original reports and statements not specified by GC 81009(a), (b), (d).	ROV	CL + 7 years	GC 81009(e)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV_ CAM450	Reports and Statements (copies) - All Elections	Copies of reports and statement that do not need retention of more than one copy.	ROV	CL + 4 years	GC 81009(f)	Shred / Delete
ROV_ CAM500	Statements of Economic Interest	Original statement of economic interest of persons holding statewide elective office.	ROV	P	GC 81009(d)	Dept.
Petitions (PET)						
ROV_ PET100	Initiative or Referendum Petition - Failed	Petitions received and stored for 8 months after final examination of the petition by the elections official. Municipal petitions are returned to the City Clerk.	ROV	CL + 8 months	EC 17200(a)	Shred / Delete
ROV_ PET200	Initiative or Referendum Petition - Qualified	Petitions received and stored for 8 months after certification of the results of the election for which the election qualified for or if the measure is not submitted to the voters eight months after the final examination of the petition by the elections official. Municipal petitions are returned to the City Clerk.	ROV	CL + 8 months	EC 17200(a)	Shred / Delete
ROV_ PET300	Recall Petition - Failed	Recall Petitions received and stored for 8 months after final examination of the petition by the elections official. Municipal Recall petitions are returned to the City Clerk.	ROV	CL + 8 months	EC 17400(a)	Shred / Delete
ROV_ PET400	Recall Petition - Qualified	Recall Petitions received and stored for 8 months after certification of the results of the election for which the recall qualified. Municipal Recall petitions are returned to the City Clerk.	ROV	CL + 8 months	EC 17400(a)	Shred / Delete
Precincts (PRE)						
ROV_ PRE100	Assisted Voters List - Federal	List containing the voter's names who have been assisted in marking their ballots in a federal election.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete
ROV_ PRE125	Assisted Voters List - State / Local	List containing the voter's names who have been assisted in marking their ballots in a State/Local election.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV_ PRE150	Ballot Receipts - Federal	Paper ballot receipts for unused ballots in federal elections. Records series includes unused ballots and receipts.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV_ PRE175	Ballot Receipts - State / Local	Paper ballot receipts for unused ballots in State/Federal elections. Records series includes unused ballots and receipts.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV_ PRE200	Challenge Lists - Federal	List containing the voter's names who have been orally challenged by a member of the precinct board at the polling place during a federal election.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete
ROV_ PRE225	Challenge Lists - State / Local	List containing the voter's names who have been orally challenged by a member of the precinct board at the polling place during a state/local election.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV_ PRE250	Combined Rosters & Indexes	A complete printed index, by precinct, to the affidavits of registration current at the date of printing. It allows a space of sufficient size to allow each voter to sign his or her name.	ROV	CL + 5 years	EC 17300(a)	Shred / Delete
ROV_ PRE275	Envelopes / Provisional Federal	Paper ballot envelopes for voter identification from various polling sites in which a voters name does not appear on the voter roster in a federal election.	ROV	CL + 22 months	EC 17301(b)	Shred / Delete
ROV_ PRE300	Envelopes / Provisional State / Local	Paper ballot envelopes for voter identification from various polling sites in which a voters name does not appear on the voter roster in a state/local election.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ PRE325	Indexes at Precincts - Federal	A complete printed index, by precinct, to the affidavits of registration current at the date of printing in federal elections. It contains street addresses in alphabetical order and a cross reference number for each voter in the precinct.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete
ROV_ PRE350	Indexes at Precincts - State / Local	A complete printed index, by precinct, to the affidavits of registration current at the date of printing in state/local elections. It contains street addresses in alphabetical order and a cross reference number for each voter in the precinct.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV_ PRE375	Official Precinct Material - Federal	Records series includes precinct officers Declaration of Intention (EC 12321); Precinct Board Member applications (EC 12300); Order appointing precinct boards and designating the polling places (EC 12286); Nomination appointments from county central commission (EC 12306); written orders appointing precinct Board members and designating polling places (EC 12327).	ROV	CL + 22 months	EC 17502(b)	Shred / Delete
ROV_ PRE400	Official Precinct Material - State / Local	Records series includes precinct officers Declaration of Intention (EC 12321); Precinct Board Member applications (EC 12300); Order appointing precinct boards and designating the polling places (EC 12286); Nomination appointments from county central commission (EC 12306); written orders appointing precinct Board members and designating polling places (EC 12327).	ROV	CL + 6 months	EC 17503(b)	Shred / Delete
ROV_ PRE425	Precinct Maps - Federal Elections	Maps created using the current election parameters and precincts during a federal election.	ROV	CL + 2 years	GC 26202	Shred / Delete
ROV_ PRE450	Precinct Maps - Local Elections	Maps created using the current election parameters and precincts during a local election.	ROV	CL + 2 years	GC 26202	Shred / Delete
ROV_ PRE475	Supplemental Roster - Federal	A printed roster after the close of registration, by precinct, to the affidavits of registration current at the date of printing of new resident voters in a federal election.	ROV	CL + 22 months	EC 17506	Shred / Delete
ROV_ PRE500	Supplemental Roster - State	A printed roster after the close of registration, by precinct, to the affidavits of registration current at the date of printing of new resident voters in a state/local election.	ROV	CL + 6 months	EC 17506	Shred / Delete
ROV_ PRE525	Tally Sheets (poll copies) - Federal	Two sheets used in federal elections by precinct board members showing the contests being voted upon. The total number of votes counted for each candidate and for and against each measure is recorded on the tally sheets in words and figures.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV_ PRE550	Tally Sheets (poll copies) - State / Local	Two sheets used in state/local elections by precinct board members showing the contests being voted upon. The total number of votes counted for each candidate and for and against each measure is recorded on the tally sheets in words and figures.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV_ PRE575	Unused Ballots - Federal, State, Local	Unused ballots are those official ballots remaining in the control of the elections official unusable. These ballots may be recycled as long as an affidavit is prepared, in writing, as to the number of ballots recycled.	ROV	Destroy once polls have closed	EC 14404	Shred / Delete
Voter Registration (VTR)						
ROV_ VTR100	8d (2) Cards (undeliverable)	When NCOAs are processed the system will generate an 8d(2) card to confirm the address on record. Returned to election offices by registrants responding to verification or confirmation mailings.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR200	Alternate Residency Cards (ARC)	Generated by the system to confirm the voter record address. Returned to election offices by registrants responding to verification or confirmation mailings.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR300	Application for Viewing Voter Files	Applications to Purchase or View Voter Records per EC §2188	ROV	CL + 5 years	EC 2188(f)	Shred / Delete
ROV_ VTR400	National Change of Address Cards (NCOA)	In lieu of mailing a residency confirmation card, these notifications are sent to registrants to confirm registration address status and are returned as undeliverable or with address.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR500	Official Notices	Official notices received relating to a voter including notification of death, mental incompetence, and felony listings.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR600	Prior Registration Notice	Notice indicating voter registered in another jurisdiction.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR700	Undeliverable Voter Notification Cards (VNC)	Notifications sent to registrants to confirm registration status that are returned as undeliverable or with address. Returned to election offices by registrants responding to verification or confirmation mailings.	ROV	CY + 2 years	GC 26202	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV_ VTR800	Voter Registration Cards - correspondence	Request to cancel registration or change of address, name, party, etc.	ROV	CY + 2 years	GC 26202	Shred / Delete



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_ACR-A_2015_Rev03)**

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2015-139, "Pertaining to the Management, Retention, Destruction or Disposition 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 751
Riverside, CA 92502
951-486-7151
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Assessor-County Clerk-Recorder, Assessor Department (ACR-A) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted July 12, 2011 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 department 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, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.9)

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

Final Disposition: The recommended final status or arrangement for the official record, usually disposed of by 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

GC = California Government Code

R&TC = Revenue and Tax Code

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor / Assessor-County Clerk-Recorder (ACR)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All Divisions

Schedule #:

Section: All Sections

DRRS_ACR-A_2015_Rev03

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head: Peter Aldana
 Peter Aldana, Assessor-Clerk-Recorder

Date: 8/26/15

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-A-100	Annual Racehorse Tax Return	Identifies racehorses subject to the in-lieu tax.	Business Personal Property	Five years from the date the returns became due	18 CCR 1045	Shred/Delete
ACR-A-125	Appraisal Records	Used to determine a value for taxable property in the County. Information includes parcel number, name of owner, and description of property.	Valuation Divisions	P	Best Practice	County Archives
ACR-A-150	Assessment Appeals	Evidence to support the property's assessed value. May include other documentation which is presented to the Review Board to establish the taxable value of the property.	Assessment Services	When five years have elapsed since the final action on the application	GC 25105.5	Shred/Delete
ACR-A-175	Assessment Rolls / Accumulated Journals / Parcel Number Change List	List(s) of the assessed values for all property in the county. Includes situs roll, name roll, exempt roll and subdivision roll. Also includes assessment and parcel maintenance activity.	Assessment Services	P	Best Practice	County Archives
ACR-A-200	Business Property Records	Used to locate all taxable property in the county, to identify the owners, describe the property and determine a value. May include mandatory and non-mandatory audit reports and work papers that verify the accuracy of the information provided by the taxpayer.	Business Personal Property	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a); R&T 834	Shred/Delete

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-A-225	Preliminary Change of Ownership Report (PCOR) and Change in Ownership Statement (CIO)	The PCOR and CIO records non-public information about the property, transferee and amount paid. State law (R&TC 480.3) requires any transferee acquiring an interest in real property or manufactured home subject to property taxation, and that is assessed by the Assessor, to file a PCOR. If a PCOR is not filed at the time of recording, then the Assessor requires a CIO to be filed.	Title	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&TC 465(a); R&TC 834	Shred/Delete
ACR-A-250	Change in Ownership - Completed Deeds / Special Deeds	Record of change in ownership used to determine type of re-assessment.	Title	P	Best Practice	County Archives
ACR-A-275	Change of Mailing Address	Taxpayer requesting a change of address for the mailing of the property tax bill.	Assessment Services	2 fiscal years from the receipt date of the request	GC 26202	Shred/Delete
ACR-A-300	Exclusions from Re-Assessment / Transfer of Value to Replacement Dwellings	Request from taxpayer for exclusion from re-assessment for property transfers (i.e., Parent and Child, Grandparent to Grandchild & between an Individual and Legal Entity). Also, request from taxpayer for transfer of base year value to replacement dwellings for seniors and disabled persons.	Title	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&TC 465(a); R&TC 834	Shred/Delete
ACR-A-325	Exemption Claims - Homeowners', Veterans' or Disabled Veterans'	Filing of property tax exemption from a homeowner, veteran or disabled veteran.	Public Service	Six years after the lien date of the tax year for which the exemption was last granted.	R&TC 465(b); R&TC 834	Shred/Delete
ACR-A-350	Exemption Claims - Welfare; Church; Religious; & Historical Aircraft	Filing of property tax exemption from qualifying organizations, e.g., Welfare, Church, and Religious organizations. Includes claims filed for: Historical Aircraft, Colleges, Public School, Cemetery, Library and Museum.	Exemptions	Six years after the lien date of the tax year for which the exemption was last granted.	R&TC 465(b); R&TC 834	Shred/Delete

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-A-375	Mapping Mapping Package - Cuts/Combines	Documentation used to assign new assessor parcel numbers. Includes, but is not limited to, forms completed by the property owners, plans, and recorded documents.	Mapping	Six years after the lien date of the tax year for which the documentation pertains.	R&TC 465(a)	Shred/Delete
ACR-A-400	Assessor Maps	Assessor maps: Assessment illustrations to define physical location and size. For assessment purposes only.	Mapping	P	Best Practice	County Archives
ACR-A-425	Manufactured Home Title Records	Records indicating name and address of mobile home owner, description of mobile home, and mobile home park plans. Includes Housing and Community Development (HCD) title reports and HCD 433(a).	Manufactured Homes	P	Best Practice	County Archives
ACR-A-450	Manufactured Home Building Records	Records describing the assessment and value information manufactured homes. Includes cost worksheets, plans and dealer reports/invoices.	Manufactured Homes	Six years after the lien date of the tax year for which the documentation pertains.	R&TC 465(a)	Shred
ACR-A-475	Separate Valuations	A separation of values to a parcel(s) that is split or combined into several or one parcel(s), respectively.	Assessment Services	Six years after the lien date of the tax year for which the documentation pertains.	R&TC 465(a)	Shred/Delete
ACR-A-500	State Board of Equalization Maps	Records supporting property assessed by the state (e.g., railroads and straddle counties).	Mapping	P	Best Practice	County Archives
ACR-A-525	Subvention Reports	California Open Space Subvention Act Program: provides the state with information regarding Agricultural Preserve acreage changes for the year. Substantiates refunds for lost monies due to participation in the Williamson Act.	Agriculture	9 fiscal years after the fiscal year in which created.	GC 26202; Best Practice	Shred/Delete

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ACR-A-550	Undivided Interest	Creation of an assessment to a portion of a parcel with multiple owners based on the percentage of ownership and base year acquisition.	Assessment Services	When six years have elapsed since the lien date for the tax year for which that document was obtained.	R&T 465(a); R&T 834	Shred/Delete



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_DAO_2015_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 District Attorney's Office is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted December 10, 2013 as agenda item #3-9.

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

The department will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The department is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the department is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

Explanation of Fields

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

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

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

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

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

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

Explanation of Codes

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

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.

CY = Calendar year end

EC = California Evidence Code

FY = Fiscal year end

GC = California Government Code

P = Permanent

PC = California Penal Code

T = Termination (of employment)



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: District Attorney's Office

Schedule Type: Departmental Records Retention Schedule

Division: All Divisions

Schedule #:

Section: All Sections

DRRS_DAO_2015_Rev02

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head: *Michael Hestrin*
Michael Hestrin, District Attorney

Date: 8/18/15

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
Accounting (ACC)						
DAO_ ACC100	California Witness Relocation Assistance Program	Records related to witness relocation. May include program application, witness advisement, CalWrap agreement, communication records, rental agreements, copies of Investigator timesheets, invoices, receipts, payments, claims, and program questionnaire	District Attorney's Office	FY + 7	GC 26202; Best Practice	Shred / Delete
Asset Forfeiture (ASF)						
DAO_ ASF100	Administrative Asset Forfeitures	Records related to administrative asset forfeitures. Records series may include police reports, proofs of services, criminal case prints, publications and letters to agencies.	District Attorney's Office	P	Best Practice	Dept.
DAO_ ASF200	Judicial Asset Forfeitures	Records related to judicial asset forfeitures. Records series may include police reports, proof of services, claims, discovery and criminal case prints, publications, court orders, letters to agencies, minutes, and distribution.	District Attorney's Office	CL + 10	GC 26202; Best Practice	Shred/Delete
DAO_ ASF300	Wiretap Files	Records related to the request and administration of wiretap. Records series may include the application packet, court orders, six day reports, sealing orders, inventory postponements and the inventory packet.	District Attorney's Office	Date of Court Order or 10 years, whichever is later	PC 629.64	Shred/Delete
Bureau of Investigation (INV)						
DAO_INV 100	Confidential Informant Files	Records relating to confidential informants for the department.	District Attorney's Office	T + 10	GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAO_INV 150	Criminal History Check (CII) Logs	Logs documenting the case information for the name being ran by DAO employee. May include name, date of birth, case number, and name of person making the request.	District Attorney's Office	CY + 3	11 CCR 707(c); GC 26202; Best Practice	Shred / Delete
DAO_INV 200	Fictitious License Request	Information such as Driver's License or notarized social security number received for under cover operations.	District Attorney's Office	T + 75	GC 26202; Best Practice	Shred / Delete
DAO_INV 250	Initial Crime Reports (DAR) - felony	DAR Crime Reports for specific crimes such as homicide, manslaughter and sex cases. Also includes kidnapping cases where victim is not recovered. May include initial and supplemental police/ investigator reports, complaint assignment form and filing decision from reviewing deputy district attorney.	District Attorney's Office	P	PC 799; Best Practice	Dept.
DAO_INV 300	Initial Crime Reports (DAR)	DAR Crime Reports for all other crime types that do not include the above specified crime types. May include initial and supplemental police / investigator reports, complaint assignment form and filing decision from reviewing deputy district attorney.	District Attorney's Office	CL + 10	PC11105.03(b)(4); GC 26202; Best Practice	Shred / Delete
DAO_INV 350	Initial Crime Reports (DAR) - Sex Offender Registration	DAR Crime Reports for all sex offender registration crimes (290 PC). May include initial and supplemental police /investigator reports, complaint assignment form, and filing decision from reviewing deputy district attorney.	District Attorney's Office	CL + 75	PC 290.08	Shred / Delete
DAO_INV 400	Initial Crime Reports (DAR) - Juvenile	DAR Crime Reports for minor suspects. May include police / investigator reports, and other documents / discovery obtained during the investigation.	District Attorney's Office	CL + 10	GC 26202; Best Practice	Shred / Delete
DAO_INV 450	Internal Affairs - sustained	Records related to the internal investigation of personnel (sworn and non-sworn). Records series includes investigation reports and supporting materials.	District Attorney's Office	CL + 5	EC 1045(b)(1); PC 832.5(b); AG Opinion 99-1111; GC 26202	Shred/Delete
DAO_INV 500	Internal Affairs - not sustained	Records related to the internal investigation of personnel (sworn and non-sworn). Records series includes investigation reports and supporting materials.	District Attorney's Office	CL + 2	GC 26202	Shred/Delete
DAO_INV 550	Monthly Reports	Senior Investigator unit statistical reports for the month. May include stats from the DAMION database and hand counted stats.	District Attorney's Office	CY + 2	GC 26202	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAO_INV 600	Public Integrity Reports	Confidential investigation reports on public / high profile suspects. May include police / investigator reports and other documents / discovery obtained during the investigation.	District Attorney's Office	CL + 10	GC 26202; Best Practice	Shred / Delete
DAO_INV 650	Rehab & Pardon Files	Request from petitioner to clear record. These files may include the petitioner's report filed with court and the proof of service.	District Attorney's Office	CL + 10	GC 26202; Best Practice	Shred / Delete
DAO_INV 700	Security Checks	Mini background check for volunteers and interns. May include investigator check list, personal history statement; live scan results, local checks, CLETS / DMV printouts; Investigator's memo.	District Attorney's Office	CY + 3	GC 26202; Best Practice	Shred / Delete
DAO_INV 750	Special Investigations	Investigation reports on cases when the DA Bureau is called to assist outside agencies. May include investigation reports and other discovery obtained during the course of the investigation.	District Attorney's Office	CL + 5	GC 26202; Best Practice	Shred / Delete
Case Support (CSP)						
DAO_CSP100	Analysis Results	DOJ & Biotox results of blood and/or drug analysis. Records may include suspect's name, case information and results of test.	District Attorney's Office	CY + 5	GC26202; Best Practice	Shred/Delete
DAO_CSP150	Child Recovery Unit - Attorney Files	Records relating to the prosecution of Child Recovery cases. May include packet questionnaire, court imaged documents, attorney notes, and investigation reports.	District Attorney's Office	CL + 35	GC 26202; Best Practice	Shred / Delete
DAO_CSP200	Civil Cases	Records Related to Civil matters. Records may include the investigative agency report, transcripts, discovery, photos, audio / video recording, court documents, and notes.	District Attorney's Office	CL + 10	GC 26202; Best Practice	Shred/Delete
DAO_CSP250	Civil Judgments	Records relating to the final determination on civil matters between parties. Records may include the judgment signed by the judge, and the stipulation by the DAO.	District Attorney's Office	P	Best Practice	Dept.
DAO_CSP300	Complaint Assignment Forms	This record series includes complaint forms submitted by law enforcement agencies when requesting criminal charges be filed.	District Attorney's Office	CY + 2	GC26202; Case support	Shred/Delete
DAO_CSP350	Consumer Complaints	Complaints submitted to the DAO from the public. Records may include original complaint and reviewing Deputy District Attorney's recommendation	District Attorney's Office	CL + 5	GC26202; Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAO_ CSP400	Expungements (1203.4 PC)	Motion to expunge record from defendant's background. May include the request and DA Office Recommendation.	District Attorney's Office	CY + 2	GC 26202	Shred / Delete
DAO_ CSP450	Factual Innocence Files	Records relating to identify of the true defendant. Records may include letters sent to necessary agencies and interested parties from DAO. Background information and DMV print outs proving who the true defendant is.	District Attorney's Office	CL + 10	GC 26202; Best Practice	Shred/Delete
DAO_ CSP500	Felony Files - Death or Life Sentence	Records related to the investigation and prosecution of criminal felony cases resulting in a sentence of death or life in prison. Records series may include police reports, transcripts and other documentation and materials generated during the prosecution of the case. Records series may also include records resulting from the writs and appeals process.	District Attorney's Office	P	PC 799; Best Practice	Dept.
DAO_ CSP550	Felony Files - Determinate or Probation Sentence	Records related to the investigation and prosecution of criminal felony cases resulting in a determinate or probation sentence. Records series may include police reports, transcripts and other documentation and materials generated during the prosecution of the case. Records series may also include records resulting from the writs and appeals process.	District Attorney's Office	CL + 35	GC 26202; Best Practice	Shred/Delete
DAO_ CSP600	Firearm Files	Records related to the petitioner's request to own and/or possess a firearm. Records may include police reports, Department of Justice reports, discovery, the petitioner's medical records, court processing documents and court orders.	District Attorney's Office	CL + 10	GC 26202; Best Practice	Shred/Delete
DAO_ CSP650	Inmate Prosecution Demands (1381 PC Demands)	This records series may include documentation and correspondence from inmates requesting prosecution on pending Riverside County cases.	District Attorney's Office	CY + 2	GC 26202	Shred/Delete
DAO_ CSP700	Lifer Capsules	Records related to defendant's Life Sentence. May include 1203.01 PC, Victims Next of Kin (VNOK) Worksheet, Impact Statement, Information, Probation Report, Autopsy Protocol, Transcripts of defendant, All Reports, Photos, Priors, Juvenile Priors, Preliminary Hearing Transcript & Memo, Opinion, Case Print of Sentence/charges	District Attorney's Office	P	Best Practice	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAO_ CSP750	Misdemeanor Files	Records related to the investigation and prosecution of a defendant with an offense involving driving under the influence, domestic violence, child abuse, elder abuse or gang involvement. Records series may include police reports, transcripts and other documentation and materials generated during the prosecution of the case. Records series may also include records resulting from the writs and appeals process.	District Attorney's Office	CL + 15	GC 26202; Best Practice	Shred/Delete
DAO_ CSP800	Misdemeanor Files - Other	Records related to the investigation and prosecution of a defendant with an misdemeanor offense unrelated to those given under Misdemeanor Files above. Records series may include police reports, transcripts and other documentation and materials generated during the prosecution of the case. Records series may also include records resulting from the writs and appeals process.	District Attorney's Office	CL + 5	GC 26202; Best Practice	Shred/Delete
DAO_ CSP850	Sex Offender Registration Files	Records related to the investigation and/or prosecution of felony or misdemeanor criminal offenses where the defendant is required to register pursuant to section 290 of the California Penal Code. Records series may include police reports, transcripts and other documentation and materials generated during the prosecution of the case. Records series may also include records resulting from the writs and appeals process.	District Attorney's Office	CL + 75	PC 290.08	Shred/Delete
DAO_ CSP900	Suspect Fraudulent Claims	FD-1 Forms submitted to the DAO from the public. Records may include original claim form and reviewing Deputy District Attorney's recommendation.	District Attorney's Office	CL + 5	GC26202; Best Practice	Shred/Delete
Training (TRG)						
DAO_ TRG100	Instructor Evaluation Forms	Record documenting how the instructor performed the training. Record may include the instructors information, the thoughts and opinions of the audience	District Attorney's Office	CY + 2	GC 26202; Best Practice	Shred/Delete
DAO_ TRG200	Reference Materials	Records pertaining to various trainings given by department. May include the MS Power Point, samples, and other materials provided by the instructor, and publications from Riverside County District Attorney Association (RCDA).	District Attorney's Office	REV + 2	GC 26202; Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAO_ TRG300	Training Attendance Sign In Sheets	Records documenting who attended the specified training (Minimum Continuing Legal Education (MCLE) credits obtained) Records may include attendees name & bar number (if applicable).	District Attorney's Office	CY + 4	GC 26202; Best Practice	Shred/Delete
DAO_ TRG350	Training Video	Video of trainings given by department. May include actual video footage of instructor giving the training.	District Attorney's Office	CY + 2	GC 26202; Best Practice	Shred/Delete
Writs & Appeals (WRA)						
DAO_ WRA100	Appellate/Writ Felony Files (Death/Life Sentence)	Records related to the appeal on a Death or Life Sentenced case. File may contain: Commitment Judgment Death; Clerk's Transcript on Appeal; Reporter's Transcript on Appeal; Extensions of Time; Appellant's Opening Brief; Respondent's Brief; Appellant's Reply Brief; Court of Appeal Opinion; Petition for Rehearing; Petition for Review; Answer Petition For Review; Briefs on the Merits; Remittitur; Writ of Certiorari; Writ of Habeas Corpus; Response Writ of HC; Reply (Traverse) Writ of HC; Orders; and Extensions of Time; Letters and/or Transportation Orders.	District Attorney's Office	P	Best Practice	Dept.
DAO_ WRA150	Appellate/Writ Felony Files (Determinate / Probation Sentence)	Records related to the appeal for cases with a determinate or probation sentence. Files that may contain: Notice of Appeal; Clerk's Transcript on Appeal; Reporter's Transcript on Appeal; Extensions of Time; Appellant's Opening Brief; Respondent's Brief; Appellant's Reply Brief; Court of Appeal Opinion; Petition for Rehearing; Petition for Review; Answer Petition For Review; Briefs on the Merits; Remittitur; Letters and/or Transportation Order (included only when judgment is Reversed or Remanded).	District Attorney's Office	CL + 35	GC 26202; Best Practice	Shred/Delete
DAO_ WRA200	Appellate/Writ Misdemeanor Files	Records related to the appeal for cases with a Misdemeanor conviction. File may contain: Notice of Appeal; Clerk's Transcript on Appeal; Reporter's Transcript on Appeal; Extensions of Time; Appellant's Opening Brief; Respondent's Brief; Appellant's Reply Brief; Opinion; Remittitur; and Letters to trial deputy that case was affirmed, remanded, or reversed for retrial.	District Attorney's Office	CL + 3	GC 26202; Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAO_ WRA250	Public Records Request - correspondence	Requests for records to the state government. May include disclosed records and correspondence.	District Attorney's Office	P	Best Practice	Dept.
DAO_ WRA300	Sex Offender Registration Files	Records related to the sex offender registration Writ or Appeal. Files may include police reports, investigation reports, photos, transcripts, discovery, court documents, and notes.	District Attorney's Office	CL + 75	PC 290.08	Shred/Delete
DAO_ WRA350	Subpoena Dues Tecum correspondence	Records relating to demand of documents to be produced in court. May include disclosed records and correspondence.	District Attorney's Office	P	Best Practice	Dept.
DAO_ WRA400	Traffic Cases - Correspondence	This records series may include correspondence or documents from and to defendants in traffic cases.	District Attorney's Office	CL + 2	GC 26202; Best Practice	Shred/Delete



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_EH-EPO_2015_Rev03)**

Attachment G

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 Environmental Health – Environmental Protection and Oversight Division (EH-EPO) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted December 7, 2010 as agenda item #3.4.

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 department before disposition may be implemented. These retention requirements are recommended in order to reduce the costs for the storage and maintenance of records while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Records, including copies held for convenience or reference, must be disposed of as directed herein at the close of the official retention period. A full justification for any request to extend the retention period for a particular group of records must be submitted in writing to the Records Management and Archives Program (RMAP) as stated by Board Policy A-43, Section D.5.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by the department, the statute or regulation override this schedule and the department must amend its records retention schedule as soon as practicable. In addition, a record may not be destroyed if notice of litigation, audit, open records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.10)

The department will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The department is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the department is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

Explanation of Fields

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

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

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

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

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

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

Explanation of Codes

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

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.

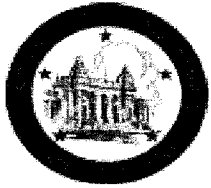
GC = California Government Code

H&S = California Health and Safety Code

R&T = California Revenue and Tax Code

P = Permanent

T = Termination (of employment, or use, i.e. of a product or piece of equipment within the County, of a benefit or plan)



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Environmental Health

Schedule Type: Departmental Records Retention Schedule

Division: Environmental Protection and Oversight Division (EPO)

Schedule #:

DRRS_EH-EPO_2015_Rev03

Section: ALL

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head:

Stephen Van Stockum
 Stephen Van Stockum, Director

Date:

8/13/15

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 050	1996-97 Pilot Waste Tire Enforcement Grant	Records of California Integrated Waste Management Board sponsored (grant) survey results identifying tire dealers that handle and/or transport waste tires. Record series may include correspondence, complaints and complaint referrals in paper and/or electronic format.	EPO Program Offices	Final Payment + 3	14 CCR 18094(a)	Shred/Delete
EH-EPO 075	Asbestos Surveys	Records of survey reports documenting the presence and location of asbestos containing materials in residential, public and commercial buildings.	EPO Program Offices	CL + 3	South Coast Air Quality Management (SCAQM) Rule 1403(g)	Shred/Delete
EH-EPO 100	Assessor Parcel Number Record Files	Records related to the Assessor parcel number files. Record series may include, but is not limited to, septic tank and dispersal fields maps.	EPO Program Offices	30 years from the Dept Approval Date	GC 26202; Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 110	Complaints - long-term/significant	Records of complaint and follow-up actions relating to properties/locations where significant or long term remediation occurred. Records must be kept for future public records requests (i.e. future property development, court cases, etc.). Record series may include non-routine complaints such as drug labs, injuries, fatal injuries or complaints related to Prop 65.	EPO Program Offices	P	Best Practice	Department
EH-EPO 125	Complaints - short-term/routine	Records of complaint and follow-up actions relating to properties/locations where remediation was more routine in nature and clean-up occurred immediately. These locations are generally publicly owned and likely not to be developed in the future, leading to no anticipated public records requests for these sites. Records series may include routine complaints such as roadway, storm drain, illegal dumpings or vehicle accidents with fuel/oil/antifreeze spills.	EPO Program Offices	CL + 2	GC 26202	Shred/Delete
EH-EPO 150	County Planning Land Use Case Files	Records related to the County Planning land use files. Record series may include, but is not limited to, pertinent conditions of approval for various types of land development.	EPO Program Offices	30 years from the Dept Approval Date	GC 26202; Best Practice	Shred/Delete
EH-EPO 175	County Subdivision Map Files	Records related to the County subdivision map files. Record series may include, but is not limited to, determination of land conditions and Department of Environmental Health concern-historical record of lot divisions and percolation reports.	EPO Program Offices	30 years from the Dept Approval Date	GC 26202; Best Practice	Shred/Delete
EH-EPO 185	Detention Facility Inspections	Records supporting combined inspections with other departments regarding health and welfare in detention facilities.	EPO Program Offices	CL + 3	H&S 101045; GC 26202; Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 200	Disclosure File	Records of Business Emergency Plans, Chemical Inventory, Plot Plan, Annual Certification forms, UST Closed Site Letter, Contaminated Sites (Non-Local Oversight Program).	EPO Program Offices	P	GC 26202; Best Practice	Department
EH-EPO 215	Dosimeter Badge Testing	Records related to testing of dosimeter badges including medical surveillance records and quarterly occupational radiation assessment reports.	EPO Program Offices	T + 30	8 CCR 3204(d)(1)(A) and 3204(c)(5); 29 CFR 1910.1020(d)(1) and 1910.1030(h)	Shred/Delete
EH-EPO 225	Drinking Water Well Evaluations and Well Permits	Records related to wells. Records series may include, but is not limited to, confidential correspondence, inspection reports, lab sampling results, maps, drawings, permits and permit applications.	EPO Program Offices	50 years from the Dept Approval Date	GC 26202; Best Practice	Shred/Delete
EH-EPO 235	Environmental Investigation and Cleanup File	Records of all documentation (plans, reports, data, maps, permits, etc.) related to the investigation and cleanup of environmental events.	EPO Program Offices	P	Best Practice	Department
EH-EPO 245	General Projects	Records of general projects including those for County, City or Business. Records series includes business plans, storm water plan, indoor air quality assessments and testing for mold. Series also includes acoustical reviews for housing developments and other studies in the community.	EPO Program Offices	CL + 3	GC 26202; Best Practice	Shred/Delete
EH-EPO 250	General Records	General records not related to an inventoried facility such as tax lien documentation and general correspondence.	EPO Program Offices	CL + 6	Best Practice; R&T 465(a); R&T 834	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 275	Inert Solid Waste Facilities	Records of Facility Inspection reports (monthly, quarterly or as otherwise required by the California Integrated Waste Management Board (CIWMB)/ Cal Recycle conditional use permit (CUP) as specifically required, Notices and Orders, Stipulated Notices and Orders, Independent Hearing Panel Notices and Proceedings, complaint investigations, maps, drawings, photographs, and correspondence in letter and/or electronic format.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete
EH-EPO 300	Land Applications of Manure	Records of Site Notifications, correspondence, complaint investigations and inspection reports.	EPO Program Offices	3 fiscal years after land application	GC 26202; Best Practice	Shred/Delete
EH-EPO 325	Land Applications of Sewage Sludge (biosolids)	Records of Applications for Registration as Processor, Generator, Grower and Transporter, Site Notifications and site registration applications, Tier Placement applications, correspondence and inspection reports and material sampling and analysis.	EPO Program Offices	3 fiscal years after land application	GC 26202; Best Practice	Shred/Delete
EH-EPO 330	Lead Hazard Assessments	Records of county, city and business assessments. Records series may include lab tests, maps and photographs.	EPO Program Offices	CL + 3	17 CCR 36000(b)	Shred/Delete
EH-EPO 335	Lead Poisoning Investigations	Records maintained as part of the Childhood Lead Poisoning Prevention Program (CLPPP). Records generated in response to a referral based upon high blood lead level source at the home.	EPO Program Offices	CL + 3	17 CCR 36000(b)	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 350	Local Solid Waste Management Enforcement Agency (LEA or Local Enforcement Agency) Evaluations	Records and non-records (paper and electronic) of California Integrated Waste Management Board (Cal Recycle) Evaluations of the Local Enforcement Agency. Records and non-records (paper and electronic) of the Enforcement Agency's description, program and authority for enforcing the State Laws, State regulations and County Ordinances it is charged to carry out.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete
EH-EPO 375	Local Solid Waste Management Enforcement Agency (LEA or Local Enforcement Agency) Certification, Evaluations and Enforcement Program Procedures	Records and non-records (paper and electronic) of the Enforcement Agency's description, program and authority for enforcing the State Laws, State regulations and County Ordinances it is charged to carry out.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete
EH-EPO 400	Local Solid Waste Management Enforcement Agency, CIWMB LEA Enforcement Grant	Records and non-records (paper and electronic) of the Enforcement Agency's annual grant from the CIWMB to augment its enforcement activities.	EPO Program Offices	Final Payment + 3	14 CCR 18094(a)	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 425	Medical Waste Facilities	Records of Permit Applications, for Small Quantity Generators (SMG) and Large Quantity Generators (LQG), Medical Waste Plans, Large Quantity Generators facility Inspection reports, photographs. Non-records of Permits for Small and Large Quantity Generators, Fee receipts, correspondence (in letter and electronic format).	EPO Program Offices	CL + 3	GC 26202; Best Practice	Shred/Delete
EH-EPO 450	Non-State Permitted Solid Waste Facilities and Activities	Records of solid waste facilities or activities that do not require a State Permit. Includes inspection reports, complaint investigations, maps, drawings, photographs, and correspondence in letter and/or electronic format.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete
EH-EPO 475	Private Waste Collection Company Franchise Agreements, Areas 1-13	Records of Franchise Agreements (FA), Non-records in paper and electronic format of Form 11's (submittals to the Board of Supervisors) and Board Agenda Items for annual Rate Adjustments and other Amendments to the Franchise Agreements, and correspondence for all Areas. These are a series of records maintained separately for each distinct Waste Collection Franchise Area. The agreements are 7 years self-renewing.	EPO Program Offices	CL + 7	GC 26202; Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 500	Private Waste Collection Company Franchise Agreements, Area 8	Records of Franchise Quarterly Fee Reports, Quarterly Recycling Reports, Quarterly and Annual (Service) Reports, Insurance Statements, complaint investigations, (performance and illegally disposed roadside waste) and photographs. Roadside waste fax transmissions (notifications to waste haulers) correspondence (letter and electronic format).	EPO Program Offices	CL + 2	GC 26202	Shred/Delete
EH-EPO 525	Regulated Facility File	Records documenting compliance with regulations pertaining to various facilities. Records series includes On-site Evaluation Report, Change of Status, Inspection Reports, Emergency Response Complaint Investigations (ERCI's), Notice of Violation, General Correspondence, Lien Information, Request for Records, Suspension/Revocation Reports, Hearing Reports, Enforcement Actions & Letters [Formal & Informal], Operating Permits & Invoices. UST Removal Report, UST Closure of UST, Sampling Information & Results, Closure Letter, Groundwater Report, Tank & Piping Construction & Manufacturer info. [Specifications], Continuous Monitoring Device System Certif., Site Inspection Report, Final Inspection Report, Tank System Integrity Test, State Water Resources Control Board (SWRCB) Forms A, B, & C, Unauthorized Release Response Plan, Certificate of Financial Responsibility, Operating Permit, Invoices, Rejection Notice, & Plan Check specification sheet.	EPO Program Offices	P	Best Practice	Department
EH-EPO 550	Small Water System Files, Active and Inactive Systems	Records related to water systems. Record series may include, but is not limited to, permits, water sampling, emergency contact forms, inspection forms of water systems and research for historical purposes.	EPO Program Offices	50 years from the Dept Approval Date	GC 26202; Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 575	Soil Infiltration Rate Information	Records related to soil infiltration. Record series may include, but is not limited to, percolation test reports used for completion of septic approvals and reviews.	EPO Program Offices	50 years from the Dept Approval Date	GC 26202; Best Practice	Shred/Delete
EH-EPO 600	Solid Waste and Liquid Waste Vehicles Maintenance and Inspection	Records of Liquid Waste, Solid Waste Collection and Transfer Vehicle Inspection reports, permit copies, pumper reports and correspondence (letter and electronic format).	EPO Program Offices	CL + 2	GC 26202	Shred/Delete
EH-EPO 625	Solid Waste Facility (SWF) Permit Documents and Closure Documents (landfills)	Records of Solid Waste Facility (Landfills: active, inactive and closed) Permit Documents including Joint Technical Documents, Report of Facility Information, Closure/Post Closure Plans (Preliminary and/or final). Other State permitted Solid Waste Facilities to include Transfer Stations, Material Recovery Facilities, Limited Volume Transfer Stations, Composting facilities, Chipping and Grinding facilities. Environmental Impact Reports, California Environmental Quality Act correspondence, non-records of staff generated correspondence, Hearing Notices in both letter and electronic format.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete
EH-EPO 650	State Permitted Solid Waste Facilities - Unrelated to Facility operating Permits and Closure Plans	Records of Facility Inspection reports, (monthly, quarterly or as otherwise required by CIWMB or Cal Recycle), Conditional Use Permit (CUP) as specifically required, Notices and Orders, Stipulated Notices and Orders, Independent Hearing Panel Notices and Proceedings, complaint investigations, maps, drawings, photographs, and correspondence (record and non-record) in letter and/or electronic format.	EPO Program Offices	Life of site, then per the direction of the California Integrated Waste Management Board (Cal Recycle)	14 CCR 18020(d)	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 675	Tattoo, Body Piercing and Permanent Cosmetics	Records of Practioners' applications for Registration, Non-record of Registration, Certifications, Facility Inspection Reports and correspondence (paper and electronic format).	EPO Program Offices	CL + 2	GC 26202	Shred/Delete
EH-EPO 700	Underground Storage Tank (UST) Operational File	Records of Inspection Reports, UST State Unified Program A, B & C forms, Monitoring Application, Cover page of Test Results Report, Plan Check Application for Construction, Monitoring Application, Spill Response Plan, Financial Responsibility.	EPO Program Offices	P	H&S 25284.4(i); Best Practice	Department
EH-EPO 725	Underground Storage Tank Plan Check File	Records of Applications attached to Plans, Contractor info sheet, Site Plot Plan [blueprints] & Vicinity Map, Utility location information.	EPO Program Offices	Tank removal date + 2	GC 26202; Best Practice	Shred/Delete
EH-EPO 750	Waste Generator File	Records of the Waste Generator Report, Operating Permits, Invoices, Contaminated Sites Letter (Non-Local Oversight Prog.), Treatment Permits, Inspection Reports.	EPO Program Offices	P	Best Practice	Department



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_MH_2015_Rev02)**

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2015-139, "Pertaining to the Management, Retention, Destruction or Disposition 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 751
Riverside, CA 92502
951-486-7151
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for Mental Health is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted August 20, 2013 as agenda item #3-18.

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 department 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, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.9)

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

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

Explanation of Codes

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

BP = California Business and Professions Code

CCP = California Code of Civil Procedure

CFR = Code of Federal Regulations

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

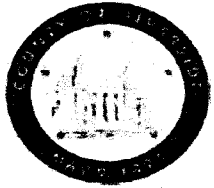
CY = Calendar year end

FY = Fiscal year end

GC = California Government Code

REV = Revised

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Mental Health

Schedule Type: Departmental Records Retention Schedule

Division: ALL

Schedule #:

Section: ALL

DRRS_MH_2015_REV02

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head:

Jerry A. Wengerd
Jerry A. Wengerd, Director

Date: 9-10-15

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
MH100	Accident or Incident Reports	Records documenting accidents or incidents that occur with a patient or client within a County facility.	Mental Health	CY + 10	GC 26202; Best Practice	Shred / Delete
MH150	Appointment Books	Records indicating the name of the doctor and patient scheduled for a specific date and time.	Mental Health	CY + 2	GC 26202	Shred / Delete
MH200	Attendance Verifications	Records retained by the hosting clinic or program to verify attendance.	Mental Health	CL + 7	GC 26202; Best Practice	Shred / Delete
MH250	Client Files - Adult	Records documenting the history of a client's relationship with the Department. Includes face sheets, patient history, initial interview, progress reports, permission for treatment, contact summary reports, doctor's disposition evaluation, termination sheet, financial and legal, etc. May also include attendance logs, client form, direct service logs, abstracts and treatment authorization requests (TARs), etc.	Mental Health	CL + 7	BP 2919	Shred / Delete
MH300	Client Files - Not Accepted	Referrals, applications, intake records, verifications, forms, notices, agreements, appeals, etc.	Mental Health	CL + 4	GC 26202; CCP 337	Shred / Delete

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
MH350	Client Files - Unemancipated Minors	Records documenting the history of a client's relationship with the Department. Includes face sheets, patient history, initial interview, progress reports, permission for treatment, contact summary reports, doctor's disposition evaluation, termination sheet, financial and legal, etc. May also include attendance logs, client form, direct service logs, etc.	Mental Health	Age 18 + 7	BP 2919	Shred / Delete
MH400	Client Files - Vocational	Records containing client information related to specialized skills testing and training.	Mental Health	CL + 7	GC 26202; Best Practice	Shred / Delete
MH410	Client Transportation Records	Records related to the transport of clients. Records series may include date/time/location of service, odometer readings, vehicle ID, operator name, client information, etc.	Mental Health	CY + 5	42 CFR 489.20 (r)(1); 22 CCR 51502.1(f)(2) and 51476(e)	Shred / Delete
MH450	Laboratory Results	Records indicating what lab tests were administered, the results of the test(s) and the chain of custody for the sample(s) and report.	Mental Health	CL + 7	BP 1265(j)(2)(A); BP 2919; Best Practice	Shred / Delete
MH500	Logs	Listing of Health and Safety Code 5150 services that may be provided as well as the authorization for services.	Mental Health	REV + 2	GC 26202; Best Practice	Shred / Delete
MH550	Medical Declarations	List of the types of diagnosis that can be used by clinicians when completing client charts or assessments.	Mental Health	REV + 2	GC 26202; Best Practice	Shred / Delete
MH600	Medicare / Medi-Cal Letters	Letters related to Medi-Cal and/or Medicare eligibility that confirm or reinstate certification.	Mental Health	CL + 10	42 CFR 423.505 (e)(3)(4)	Shred / Delete
MH650	Medicine Declarations	Formal list of medications available to be prescribed to clients.	Mental Health	REV + 2	GC 26202; Best Practice	Shred / Delete

Record Series			Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
MH680	Patient Rights Records	Records related to the rights of patients including support for the denial of such rights. Records series may include reports, statistics, writs, etc.	Mental Health	CL + 6	45 CFR 164.530(j); GC 26202; Best Practice	Shred / Delete
MH700	Prescriptions	Pharmaceutical records or receipts of controlled substances dispensed.	Mental Health	CY + 3	BP 4333	Shred / Delete
MH725	Records Requests	Records related to the authorization release of medical records and associated documentation. Records series may include internal tracking systems used to document release.	Mental Health	CL + 2	GC 26202	Shred / Delete
MH750	Reports and Studies	Records of the analysis of trends and/or performance of the department and/or providers. Records may include statistical reports, cost analysis, long or short range trends, etc.	Mental Health	CY + 6	GC 26202; Best Practice	Shred / Delete
MH800	Training Programs	Records related to the implementation of department specific staff training programs.	Mental Health	REV + 6	GC 26202; Best Practice	Shred / Delete
MH850	Warehouse Auction	List of client property that has been publically auctioned.	Mental Health	FY + 7	GC 26202; Best Practice	Shred / Delete
MH950	ZIPS Slips	Records related to staff time and services provided to clients on a given day. Used to verify data entry.	Mental Health	CL + 2	GC 26202	Shred / Delete