

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

536



SUBMITTAL DATE:
January 20, 2016

FROM: Assessor-County Clerk-Recorder

SUBJECT: Approval of the RMAP Rate Schedule for Fiscal Year 2016/17. Districts All. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:
Approve the RMAP internal service fund rate schedule for fiscal year 2016/17 as listed in Attachment A.

BACKGROUND:

Summary

In FY 2015/16, the Records Management and Archive Program (RMAP) simplified its billing structure by implementing core rates and reduced its internal services cost through staffing reductions and operational efficiencies. RMAP will continue to achieve operational efficiencies through a combination of optimal staffing levels and cost containment measures. RMAP existing rates, together with reserves, will sufficiently fund operations during the FY 2016/17.

(Continued on Page 2)

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	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: Departmental Budgets 100%				Budget Adjustment: No	
				For Fiscal Year: 2016/17	

C.E.O. RECOMMENDATION: APPROVE
BY: *Samuel Wong* 1/26/16
Samuel Wong
County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: February 2, 2016
xc: ACR

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

Prev. Agn. Ref.: 2/3/2015 3.20 | **District:** All | **Agenda Number:**

3-28

FISCAL PROCEDURES APPROVED
PAUL ANGLIO, CPA, AUDITOR-CONTROLLER
BY: *[Signature]* 1/25/16

Departmental Concurrence

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

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

FORM 11: Approval of the RMAP Rate Schedule for Fiscal Year 2016/17. Districts All. [\$0]

DATE: January 20, 2016

PAGE: Page 2 of 2

BACKGROUND:

Summary (continued)

These rates are in accordance with Board Policies B-4 and B-28 as they pertain to charges for internal services provided to county departments and districts. Any operating costs that may be incurred in excess of these rates will be absorbed by existing fund balance.

Impact on Citizens and Businesses

It is in the best interest of the County and its residents to create, receive, maintain, and make available accurate and reliable county records. RMAP assists departments in managing information by operating county record centers and developing records management policies and procedures that are in compliance with Federal and State law, Riverside County Ordinance 2001-044, and Board of Supervisors Policy A-43.

ATTACHMENTS:

Attachment A – FY 2016/2017 Consolidated Rate Schedule

Internal Audits Review Comments:

The Auditor-Controller approved the FY 2016-17 rate methodology with the understanding that a plan will be developed and operative by January 2017 to address concerns involving required reserves and working capital.

Assessor-County Clerk-Recorder
Records Management and Archives Program (RMAP)
Attachment A - FY 2016/2017 Consolidated Rate Schedule
Expenditure Account Code: 525330 for RMAPServ

	Service/Product	Description	Unit	FY 16/17
1	Box Administration Box Storage	Common services include account set-up, initial training, annual authorization list updating, basic indexing, general customer support, and web access. Cost components include box inventory and maintenance, utilities, rent, equipment, and facility maintenance and repairs.	Box/Mo	\$ 0.19 \$ 0.19 \$ 0.38
2	Certified Destruction	Certified destruction of records witnessed by an RMAP technician.	Box	\$ 6.43
3	Pick up / Delivery	Physical transportation of paper or media to or from the Records Center. Not inclusive of Supply Service pass through cost. Mileage fee at IRS rate outside 25 mile trip.	Trip	\$ 11.00
4	Access Records	Retrieval and filing services for records stored by RMAP. These services include retrieving, refilling, tracking, adding, and moving stored items.	Box	\$ 2.35
5	Indexing	Barcodes applied to folders within a stored box and the associated data entry of information provided by the customer to allow for proper and efficient retrieval.	Label	\$ 1.94
6	Imaging	Scanning paper into electronic format. The services provided include job development, preparation of paper/media, scanning, cropping, quality control, and general indexing.	Page	\$ 0.07
7	Imaging Media	All services required to transfer images and indexes to DVD. Shipping rate is not included and would be billed separately at cost.	DVD	\$ 22.94
8	Consulting	Professional records management assistance that includes specialized training, research, and projects.	Hourly	\$ 67.52
9	Training	Training for county employees.	Per Dept. Annually	\$ 945.32
10	DRRS	All services required to develop a new records retention schedule. These services includes basic legal research, meetings, correspondence, and Form 11 preparation for submittal to the Board of Supervisors.	Record Series	\$ 27.12
11	DRRS Maintenance	Implementing and review of retention schedules, which includes communicating with departments on the boxes available for destruction and coordinating the annual review with department contacts.	Record Series	\$ 14.84
12	GRRS Maintenance	All departments benefit from the GRRS; therefore, research, analysis, and communications required to update to GRRS should be applied equally across all departments.	Per Dept. Annually	\$ 212.52
13	RMAP Tech Rate	Hourly rate for additional Records Center Technicians services that may be requested by a customer.	Hourly	\$ 59.88