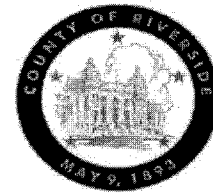


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



*2012*

**SUBMITTAL DATE:**  
October 17, 2016

**FROM :** ASSESSOR-COUNTY-CLERK-RECORDER::

**SUBJECT:** Records Management and Archives Program Annual Report for FY1516

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

1. Receive and file attached 2015/2016 Annual Report as required under Board Policy A-43

**Consent**

*Peter Aldana*  
Peter Aldana 10/17/2016

**BACKGROUND:**

**Summary**

Board Policy A-43 requires the Records Management and Archives Program (RMAP) to submit a report to the Board of Supervisors annually summarizing activities of the program. RMAP continues to work with County department and agencies towards implementing generally accepted recordkeeping principles including the development of records retention schedules.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ NA	\$ NA	\$ NA	\$ NA
NET COUNTY COST	\$ NA	\$ NA	\$ NA	\$ NA
SOURCE OF FUNDS: NA			Budget Adjustment:	No
			For Fiscal Year:	15/16

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

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MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington and Ashley  
 Nays: None  
 Absent: Benoit  
 Date: November 1, 2016  
 xc: ACR

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

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

**ATTACHMENT A. RECORDS MANAGEMENT AND ARCHIVES PROGRAM ANNUAL  
REPORT**

## RECORDS MANAGEMENT AND ARCHIVES PROGRAM (RMAP)

# Annual Report for Fiscal Year Ended June 30, 2016

This Annual Report is submitted as directed by Policy A-43 § B.5 for the purpose of advising the Board of Supervisors on the progress made towards full compliance with Policy A-43.

## Activities Summary

The Records Management and Archives Program (RMAP) provided a wide-range of document management and archives services to County departments and agencies during the reporting period. RMAP consists of three major service areas: professional records management services, including education and training, and the development and maintenance of retention schedules for County departments; records storage and destruction services; trusted systems consulting services; and the County Archives that identifies, preserves, and makes available to the public County records of enduring value.

During FY15/16, the County Records Center received 14,468 boxes for consignment to storage. During this same period, the Records Center destroyed or removed from storage 13,595 boxes. The continued expansion of the Records Center places an even greater imperative on the program to develop and fully implement records retention schedules. This past year, the Records Management section developed and brought to the Board of Supervisors for approval nine (9) records retention schedules. Four (4) departments are still working on their retention schedule: Auditor-Controller, Purchasing/Fleet, Emergency Management, and Waste Management. RMAP will continue to work with these departments to develop their schedules.

During FY15/16, RMAP worked with County Counsel and the Riverside County Information Technology department (RCIT) to revised Board of Supervisor's Policy A-43 to incorporate important provisions of Board Policy A-68, clarify the requirements of a trusted system, and reflect RMAP's lead position with regards to setting standards for electronic record keeping in accordance with applicable laws and best practices. Board Policy A-68 was rescinded at the same time.

This past year RMAP successfully filled the vacancy of its retired archivist by hiring a full-time Administrative Services Analyst II. This individual is responsible for the day to day operations of the Robert J. Fitch County Archives including assisting the public and researchers in the use of the archives collections.

In accordance with Board Policy A-43 § B.1, RMAP also conducted a brief survey of departments' records management practices. The results are summarized in Table 1 below. Thirty-one (31) departments were contacted to participate in the mandatory survey and all thirty-one (31) responded.

Of particular interest this year was the answer to question number six (6). Six (6) departments responded stating that they were maintaining electronic records without a paper or microfilm backup.

## RECORDS MANAGEMENT AND ARCHIVES PROGRAM (RMAP)

Only the Sheriff's department has a Board of Supervisors approved trusted system, while Child Support Services utilizes a State of California trusted system. RMAP will work with the other four (4) department to better understand their needs and provide guidance as appropriate and necessary to ensure compliance with Board Policy A-43 and 2 CCR 22620.1-.8.

**Table 1:**

Survey Questions	Yes	No
1. Does your agency currently utilize a Board of Supervisors approved records retention schedule to support the destruction of records? (BOS Policy A-43 § D.9)	30	1
2. Has your agency developed and implemented internal controls to prevent the unauthorized use, removal, disposition or loss of records? (BOS Policy A-43 § B.4)	30	1
3. Does your agency currently have records that have past their retention but destruction is on an approved hold? (BOS Policy A-43 § D.9)	3	28
4. If Yes: Check the box below that best explains why destruction is on an approved hold? (Choose all that apply) (BOS Policy A-43 § D.9)	Active or likely litigation (2); Audit (1)	
5. Does your agency maintain records not currently covered by a records retention schedule? (BOS Policy A-43 § D.8)	6	25
6. Are you currently maintaining records exclusively in electronic format, i.e. there is no paper or microfilm copy of the record? (BOS Policy A-43 § C.5)	6	25
7. Does your agency currently have records that might be of historical value to the County of Riverside? (BOS Policy A-43 Part B)	8	23

**RECORDS MANAGEMENT AND ARCHIVES PROGRAM (RMAP)**

**Financial Performance: Summary of Financial Activities for FY 2015/2016**

	<b>Budget</b>	<b>Actual</b>
Total Department Revenue	\$ 1,605,081.00	\$ 1,421,195.72
Salaries & Benefits	\$ 1,207,351.00	\$ 1,035,544.92
Services & Supplies	\$ 647,910.00	\$ 621,078.17
Other Charges	\$ 25,331.00	\$ 18,521.37
Capital Assets	\$ -	\$ -
Total Expenditures	\$ 1,880,592.00	\$ 1,675,144.46
Net (Cost) / Income	\$ (275,511.00)	\$ (253,948.74)

**Extension Requests**

In accordance with Board of Supervisors Policy A-43 § D.5, below is a summary of the extensions to retention periods requested by departments.

<b>Behavioral Health</b>	GRRS_2016_Rev09	Contracts / Agreements - government	Legal hold	6 boxes
<b>Executive Office</b>	DRRS_CEO_2013_Rev03	Bonds-Revenue	Request to extend for one fiscal year	2 boxes