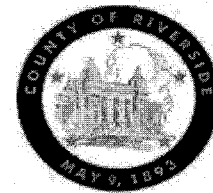


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM  
3.8  
(ID # 3094)

**MEETING DATE:**

Tuesday, January 17, 2017

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

**SUBJECT:** ASSESSOR-CLERK-RECORDER: Approval of Departmental Records Retention Schedules.

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

1. Approve the attached revised Departmental Records Retention Schedules for the Departments of Public Health and Animal Services;
2. Approve the attached new Departmental Records Retention Schedules for the Clerk of the Board and the Department of Waste Resources.

**ACTION:** 4/5 Vote

  
Peter Aldana 12/7/2016

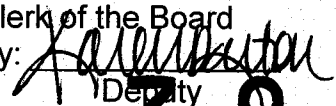
FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ NA	\$ NA	\$ NA	\$ NA
NET COUNTY COST	\$ NA	\$ NA	\$ NA	\$ NA
SOURCE OF FUNDS: NA			Budget Adjustment:	No
			For Fiscal Year:	NA

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

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, 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 and Ashley  
 Nays: None  
 Absent: None  
 Date: January 17, 2017  
 xc: ACR

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy  
**3.8**

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

**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 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. Prior agenda references are noted on the appropriate cover page. Per Government Code 26202, this item requires a 4/5 vote.

**Impact on Residents and Businesses**

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


**ATTACHMENTS (if any, in this order):**

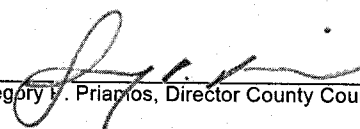
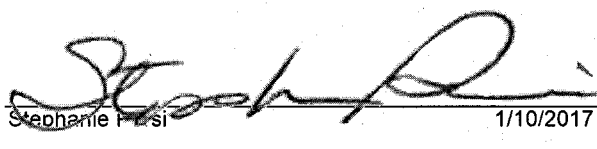
**ATTACHMENT A. DRRS – Department of Public Health**

**ATTACHMENT B. DRRS – Department of Animal Services**

**ATTACHMENT C. DRRS – Clerk of the Board**

**ATTACHMENT D. DRRS – Department of Waste Resources**

  
\_\_\_\_\_  
Gregory V. Priamos, Director County Counsel      12/8/2016

   
\_\_\_\_\_  
Gregory V. Priamos, Director County Counsel      12/8/2016      Stephanie Pasi      1/10/2017



## County of Riverside, California Departmental Records Retention Schedule (DRRS\_COB\_2016\_Rev01)

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2016-126, "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 Clerk of the Board 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 Records:** The agency or department responsible for the county's official record.

**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.

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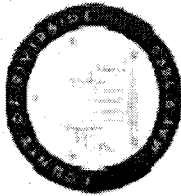
## Explanation of Codes

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

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

**GC** = California Government Code

**P** = Permanent



## COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Clerk of the Board

Schedule Type: Departmental Records Retention Schedule

Division: All

Schedule #:

**DRRS\_COB\_2016\_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:

*Kecia Harper-Ithem*  
Kecia Harper-Ithem, Clerk of the Board

Date:

*9/29/2016*

Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
COB_100	Assessment Appeals			Records documenting the assessment appeals process including agendas, applications, recordings of meetings, supporting documentation, database entries, findings file, etc.	COB	CL + 5	GC 25105.5	Shred / Delete
COB_200	Claims and Summonses			Claims and summonses for money or damages against the County.	COB	CL + 5	GC 25105.5	Shred / Delete
COB_300	Deeds			Original recorded deeds maintained by the Clerk on behalf of the County.	COB (After recordation with the County Recorder)	P	Best Practice	County Archives
COB_400	Franchises			Records related to the approval of franchise agreements including supporting documentation and proof of fees paid.	COB	P	Best Practice	County Archives
COB_500	Ordinances			Records documenting legislative actions or laws adopted by the Board of Supervisors that may only be changed or repealed by a subsequent action or law.	COB	P	Best Practice	County Archives



## County of Riverside, California Departmental Records Retention Schedule (DRRS\_DPH\_2016\_Rev01)

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2016-126, "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 Department of Public Health is adopted as per the recommendations of Board Policy A-43 and supersedes all prior DRRS adopted by the department [see list on page iii].

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 overrides 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.

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### Explanation of Fields

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**Official Records:** The agency or department responsible for the county's official record.

**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.

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### Explanation of Codes

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

**BPC** = California Business and Professions Code

**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

**FY** = Fiscal year end

**GC** = California Government Code

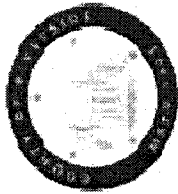
**HSC** = California Health and Safety Code

**P** = Permanent

**LIST OF SCHEDULES TO BE SUPERSEDED BY DRRS\_DPH\_2016\_REV01**

Public Health Division Name	Schedule No.	BOS Approval Date	BOS Agenda Item No.
Public Health – Children’s Medical Services	DRRS_PH-CMS_2011_Rev02	11/08/2011	3.2
Public Health – Community Outreach	DRRS_PH-CO_2013_Rev03	7/16/2013	3-12
Public Health – Disease Control / Administration	DRRS_PH-DC-A_2011_Rev02	11/08/2011	3.2
Public Health – Disease Control / Communicable Diseases		1/23/2007	3.5
Public Health – Disease Control / Healthy Children’s Connection		1/23/2007	3.5
Public Health – Disease Control / Sexually Transmitted Diseases	DRRS_PH-STD_2013_Rev02	11/05/2013	3-15
Public Health – Disease Control / Tuberculosis	DRRS_PH-DC-TB_2011_Rev02	11/08/2011	3.2
Public Health –Epidemiology & Program Evaluation		1/23/2007	3.5
Public Health – Fiscal	DRRS_PH-FCL_2013_Rev01	12/10/2013	3-9
Public Health –HIV / AIDS	DRRS_PH-HIV_2013_Rev03	11/05/2013	3-15
Public Health –Immunization	DRRS_PH-IM_2011_Rev02	7/12/2011	3.10
Public Health – Laboratory	DRRS_PH-LAB_2012_Rev01	11/27/2012	3.2
Public Health – Maternal, Child and Adolescent Health (MCAH)	DRRS_PH_MCAH_2012_Rev02	8/28/2012	3.20
Public Health – Nursing	DRRS_CHA_PHIN_2010_Rev01	12/7/2010	3.4
Public Health - Nutrition Services / Women, Infants, Children (WIC)	DRRS_PH-NS_2010_Rev02	12/7/2010	3.4





## COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Department of Public Health

Schedule Type: Departmental Records Retention Schedule

Division: All

Schedule #:

**DRRS\_DPH\_2016\_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:

*Sarah Mack*  
Sarah Mack, Director of Public Health

Date:

*11/15/16*

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
DPH-ADM100	Administration (ADM) Annual Reviews		Records related to the annual review of departmental safety plans such as transmissible diseases and biosafety plans.	Public Health	CY + 3	GC 26202; 8 CCR 5199(i)(3)(A)	Shred/Delete
DPH-ADM220	Case Management		Records related to the administration of non-medical case management services. Records series may include documentation of participant outcomes and correspondence.	Public Health	CL + 3	GC 26202; Best Practice	Shred/Delete
DPH-ADM250	Contracts/ Agreements		Records supporting a binding agreement to provide goods or services. May include the original contract or agreement, all change orders and any amendments thereto. May also include accounting records, correspondence, procurement documentation, and salary administration including time sheets if appropriate. May also include working files if they relate to negotiations or changes.	Public Health	Close of Contract or Last Audit + 10, whichever is later	42 CFR 422.504(i)(2)(ii)	Shred/Delete

Code		Title	Record Series Description		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
DPH-ADM350	HIPAA Records	Records related to compliance with the Health Insurance Portability and Accessibility Act (HIPAA). Records series may include notice of privacy practices, acknowledgement of receipt, correspondence, forms, HIPAA related policies and procedures, training coordination materials and sign-in sheets.	Public Health	CY + 7	45 CFR 164.530(j)(2); Best Practice	Shred/Delete		
DPH-ADM400	Program Records - Administration	Records related to the administration of any program under DPH. Records series may include provider information, time studies, logs, etc.	Public Health	CL + 2	GC 26202; Best Practice	Shred/Delete		
DPH-ADM500	Referrals - Inactive	Record of referral requesting DPH services, but never opened.	Public Health	CL + 3	17 CCR 6870; GC 26202; Best Practice	Shred/Delete		
<b>Communicable Diseases (CMD)</b>								
DPH-DEP125	Cases and Reports	Records pertaining to cases of disease that do not require an outbreak investigation. Records series may include individual disease investigation forms, laboratory reports, case notes and other communications such as information received on the Confidential Morbidity Report, and State mandated reports.	Public Health	CY + 7	GC 26202; 17 CCR 2509	Shred/Delete		
<b>Fiscal (FCL)</b>								
DPH-FCL100	Accounts Payable	Records documenting payment required to be made for goods and services. May include claims, credit card transactions, invoices, petty cash records, refunds, vouchers and warrants.	Public Health	Close of Contract or Last Audit + 10, whichever is later	42 CFR 422.504(i)(2)(ii)	Shred/Delete		

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
DPH- FCL200	Accounts Receivable	Records documenting payment received for goods and services provided by the county. May include collection notices & records, credit advices, receipts and uncollected account records. May also include daily deposit, daily balance and balance sheets.	Public Health	Close of Contract or Last Audit + 10, whichever is later	42 CFR 422.504(i)(2)(ii)	Shred/Delete	
DPH- FCL300	Banking	Records documenting transactions with an outside financing institution. May include statements, reconciliations, deposit slips, canceled checks for minor transactions, negotiated checks, returned checks, and check registers.	Public Health	Close of Contract or Last Audit + 10, whichever is later	42 CFR 422.504(i)(2)(ii)	Shred/Delete	
DPH- FCL400	Budgets - supporting information	Records supporting the approved department budget and maintained as audit support. May include submissions and appeals in addition to budget manuals, spreadsheets, statistics, County Auditor Controller directives, and other data accumulated in the budget development, submission and presentation process.	Public Health	Close of Contract or Last Audit + 10, whichever is later	42 CFR 422.504(i)(2)(ii)	Shred/Delete	
DPH- FCL500	Financial reports - annual	Records of financial reports produced for a single fiscal year in order to monitor spending, workflow, performance measures and other department operations. May include monthly revenue & expenditure reports, annual fixed asset ledgers, and appropriation transfers.	Public Health	Close of Contract or Last Audit + 10, whichever is later	42 CFR 422.504(i)(2)(ii)	Shred/Delete	
DPH- FCL600	Transaction Summaries	Journals, registers, and subsidiary ledgers dedicated to individual funds or functions. May include accounts payable & receivable, expenditures, investments, properties and revenue, cash disbursements, cash receipts, vouchers and warrants.	Public Health	Close of Contract or Last Audit + 10, whichever is later	42 CFR 422.504(i)(2)(ii)	Shred/Delete	

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Human Resources (HR)</b>						
DPH-HR300	Training Records	Records related to employee job training. Record series includes the training presentation, date course was given, names of all attendees, names of attendees that successfully completed the training, and training certificates.	Public Health	CY + 4	29 CFR 1910.120 Appendix E(9); 16 CCR 1451(d); 16 CCR 1454(f)	Shred/Delete
<b>Laboratory (LAB)</b>						
DPH-LAB100	Analytic Systems Records	Records of quality control and patient tests (including instrument printouts) documenting all analytic systems activities as specified in appropriate statutes and/or regulations.	Public Health	CY + 2	42 CFR 493.1105(a)(3)	Shred/Delete
DPH-LAB150	Autoclave Sterile Control Indicators	Records of the weekly inspection of autoclave to fulfill OSHA requirement.	Public Health	FY + 3	HSC 117943; HSC 118215(a) (2)(E)	Shred/Delete
DPH-LAB250	Medical Waste Management Tracking Records	Records tracking the disposal of biohazardous waste.	Public Health	CY + 3	HSC 117943; HSC 117975	Shred/Delete
DPH-LAB350	Proficiency Testing Records other than for rabies	Records pertaining to the evaluation and competency testing.	Public Health	CY + 2	42 CFR 493.1105(a)(4)	Shred/Delete
DPH-LAB400	Proficiency Testing Records - rabies	Records pertaining to the evaluation and competency testing for rabies.	Public Health	CY + 10	42 CFR 493.1105(a)(4); Best Practice	Shred/Delete
DPH-LAB450	Quality System Assessment Records	Records of quality control/assessment documentation. (documentation regarding calibration, control procedures, maintenance and function tests, test result comparison activities, workload limit records, alarm system checks, proficiency testing, corrective actions, etc.)	Public Health	CY + 2	42 CFR 493.1105(a)(5)	Shred/Delete

Code		Title	Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
			Description					
DPH-LAB550	Test Procedures	Records documenting how each laboratory test is to be performed. Records must include the date the test was initially in use and the date of discontinuance.	Public Health	CY + 2	42 CFR 493.1105(a)(2)	Shred/Delete		
DPH-LAB600	Test Reports	Records of the final, preliminary and/or corrected reports.	Public Health	CY + 2	42 CFR 493.1105(a)(6)	Shred/Delete		
DPH-LAB650	Test requisitions and authorizations other than for rabies	Records related to the request for and results of laboratory testing. Records series includes request form, which contains information such as patient identification, specimen type, and laboratory test requested, and the results of the test. Records series also includes any necessary authorizations.	Public Health	CY + 2	42 CFR 493.1105(a)(1)	Shred/Delete		
DPH-LAB700	Test requisitions and authorizations - rabies	Records related to the request for and results of laboratory testing for rabies. Records series includes request form, which contains information such as patient identification, specimen type, and laboratory test requested, and the results of the test. Records series also includes any necessary authorizations.	Public Health	CY + 10	42 CFR 493.1105(a)(1); Best Practice	Shred/Delete		
DPH-LAB750	Validations	Records of test system performance specifications that the laboratory established or verifies under 42 CFR 493.1253 for the period of time the laboratory uses the test system.	Public Health	CY + 2	42 CFR 493.1105(a)(3)(i)	Shred/Delete		
<b>Medical Records (MED)</b>								
DPH-MED400	Client Files - Women, Infant & Children Program (WIC)	Client file maintained by the Women, Infant & Children (WIC) Program. Records series includes the family file and the daily file. May also include applications, claims, contracts, doctor referrals, expenditures, financial reports, questionnaire, proof of address, income and photo ID, requisitions, and voucher logs.	Public Health	End of Contract + 3 1/2 years (42 months)	7 CFR 246.25(a)(2); Best Practice	Shred/Delete		

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
DPH-MED100	Medical Records - Adult	Medical record maintained by DPH staff documenting all contact with the client while under DPH care or participating in case management follow-up to medical care. Records series include copy of referral, medical staff comments and notes, patient encounter form, test results, x-rays and any related correspondence or medical documentation.	Public Health	Last date of service + 7	22 CCR 70751	Shred/Delete	
DPH-MED200	Medical Record - Minor	Medical record maintained by DPH staff documenting all contact with the client while under DPH care or participating in case management follow-up to medical care. Records series include copy of referral, medical staff comments and notes, patient encounter form, test results, x-rays and any related correspondence or medical documentation.	Public Health	Age 18 + 1 year, but not less than 7 years from last date of service	22 CCR 70751	Shred/Delete	
<b>Pharmacy Records (PHR)</b>							
DPH-PHR100	Prescription Records	Records of prescriptions written and/or filled for both controlled and uncontrolled substances. Records series includes the prescription pads or books.	Public Health	CY + 3	BPC 4333(a); 16 CCR 1717(f)	Shred/Delete	
<b>Vital Records (VIT)</b>							
DPH-VIT100	Banknote Control Records	Records documenting the control process for banknote paper used for vital records. Records series may include control logs, regular and periodic reconciliations, and request forms.	Public Health - Vital Records	CY + 7	GC 26202; Best Practice	Shred / Delete	



**County of Riverside, California  
Departmental Records Retention Schedule  
(DRRS\_WR\_2016\_Rev01)**

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2016-126, "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 department of Waste Resources 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.9)

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**Official Records:** The agency or department responsible for the county's official record.

**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.

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## Explanation of Codes

AQMD = Air Quality Management District

BPC = California Business and Professions Code

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

CCP = California Code of Civil Procedure

CCR = California Code of Regulations

CFR = Code of Federal Regulations

CIWMB = California Integrated Waste Management Board

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.

CU = While current

CY = Calendar year end

FY = Fiscal year end

GC = California Government Code

HSC = California Health and Safety Code

NPDES = National Pollutant Discharge Elimination System

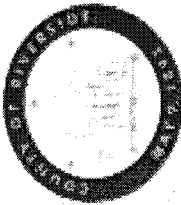
P = Permanent

PRC = California Public Resources Code

REV = Until revised

T = Termination (such as "of use" or "employment")





## COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Waste Resources Division: All Section: All	Schedule Type: Departmental Records Retention Schedule Schedule #: <b>DRRS_WR_2016_Rev01</b>
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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: Date: 11/21/16

Hatis Kemikamp, General Manager/Chief Engineer

Record Series		Official Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description			
WR_ACC 100	Handling and Disposal Transaction Records	Records of receipts issued to persons paying fees at Countywide Landfill facilities. Electronic Customer transaction tickets entered into Tonnage Information Data Entry System (TIDES).	Waste Resources FY + 7	GC 26202; Best Practice	Shred / Delete
WR_ACC 200	OASIS Account Tracking	Records documenting the OASIS project or grant number and authorized users.	Waste Resources FY + 7	GC 26202; Audit Support	Shred / Delete
WR_ACC 300	Transaction Summaries - Fuel	Records related to the issuance of fuel to County vehicles. Records series include automated fuel system reports, tax liabilities, withholding and payment of taxes.	Waste Resources FY + 7	GC 26202; Audit Support	Shred / Delete

Record Series		Official Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title	Description				
<b>Administration (ADM)</b>						
WR_ADM 100	Department Meeting Minutes - Internal	Formal department internal meeting minutes maintained by hosting staff.	Waste Resources	CY + 2	GC 26202	Shred / Delete
WR_ADM2 00	Web Media & Social Networking	Web pages and social media posts hosted by the Department as part of its business practice.	Waste Resources	REV + 2	GC 26202	Shred / Delete
<b>Construction &amp; Design (CND)</b>						
WR_CND 100	Construction Project Records	Records related to public works construction projects including landfill liner expansions, gas collection system construction, groundwater monitoring well construction, probe construction, etc.	Waste Resources	P	Best Practice	Dept.
WR_CND 200	Design Files	Record series includes standard design plans from CalTrans, hydrology files for computing flow rates for grading specifications, 3-Dimensional coordinate information files for engineering Microstation, geospatial data for engineering, etc.	Waste Resources	P	Best Practice	Dept.
<b>Healthy Safety (HSA)</b>						
WR_HSA 100	Hazardous Waste Incidents Reports	Records related to the reporting of hazardous waste incidents.	Waste Resources	P	Best Practice	Dept.
WR_HSA 200	Respiratory Fit Test Records	Records related to fit tests for employee respirators.	Waste Resources	Until the next fit test is administered or employee no longer requires respirator.	29 CFR 1910.134(m)(E)(ii)	Shred / Delete

Record Series		Code	Title	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
WR_HSA	300	Respiratory Program	Records related to employee training documents of the Respiratory Program. Includes FIT Tests, Inspections, and other documentation.	Waste Resources	REV + 2	GC 26202: 29 CFR 1910.134(m)(3)	Shred / Delete	
<b>Legal (LEG)</b>								
WR_LEG	100	Release from Liability and Acknowledgement of Risks	Records related to the release of the County from liability involving injuring or property damage to persons visiting a landfill or other department site. Records series includes signed Release from Liability and Acknowledgement of Risk forms and Waiver of Liability Emergency Towing/Pushing Services Authorization forms.	Waste Resources	CY + 4	CCP 335; CCP 338(b); Best Practice	Shred / Delete	
WR_LEG	200	Right of Entry Agreements	Records related to granting the public the right of entry to county property for business purposes. right of entry either to our landfills by vendors or others seeking to perform studies, and/or maintain equipment located on our property (cell towers), or entry by Department staff onto personal property for installation and monitoring of	Waste Resources	CL + 4	GC 26202; CCP 337; Best Practice	Shred / Delete	
<b>Office Management (OFM)</b>								
WR_OFM	100	Hazardous Waste Inspection Vehicle Supply	Inspection form used to set up Hazardous Waste Inspection vehicles with required supplies and equipment	Waste Resources	CY + 2	GC 26202; Best Practice	Shred / Delete	
WR_OFM	200	Heavy Equipment Inspection Reports	Daily inspections of heavy equipment performed by operators for safety and maintenance	Waste Resources	CY + 2	GC 26202; Best Practice	Shred / Delete	

Record Series						
Code	Title	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
WR_OFM 300	Non-Capitalized Asset/ Equipment	Signed Equipment and Lost, Stolen, Damaged Equipment Forms for tracking non-capitalized and capitalized assets assigned to staff. Includes Voyager fuel card tracking Records of inventory of computer hardware and software.	Waste Resources	Disposal of Asset + 7	GC 24051 (b);	Shred / Delete
WR_OFM 400	Warehouse Inventory Records	Records related to the inventory of Department warehouse supplies and transfer of materials forms.	Waste Resources	CY + 2	GC 26202, Best Practice	Shred / Delete
<b>Operations (OPS)</b>						
WR_OPS 100	Department of Motor Vehicles Records	DMV Paperwork for Department of Transportation (DOT) sensitive operations employees/commercial drivers. Records may include driver alcohol testing results, refusals to take required alcohol and/or controlled substances tests, etc.	Waste Resources	CU +5	49 CFR 382.401(b)	Shred/Delete
WR_OPS 150	Hazardous Waste Inspection Forms	Inspection form used to document hazardous waste load checks.	Waste Resources	P	Best Practice	Dept.
WR_OPS 200	Hazardous Waste Manifests	Documentation of hazardous waste shipments, manifests and bills of lading	Waste Resources	CY + 3	49 CFR 172.201(e), 174.24(b), 176.24(b), 177.817(f); 40 CFR 262.40	Shred / Delete
WR_OPS 250	Hazardous Waste Permits	Permits from Environmental Health, cities and other agencies to operate temporary Household Hazardous Waste events and permanent facilities.	Waste Resources	Expiration + 3	40 CFR 122.21(p)	Shred/Delete
WR_OPS 300	Landfill Permitting Records	Records relating to the permitting of landfills. Records series includes correspondence, reports, and permits related to permitting solid waste facilities and associated equipment.	Waste Resources	P	Best Practice	Dept.

Record Series						
Code	Title	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
WR_OPS 350	Maintenance & Inspection Reports	Records related to site safety inspections demonstrating inspection and maintenance history of Department sites. Records series may include records related to Johnson machinery reports (SOS reports).	Waste Resources	CY + 2	GC 26202	Shred/Delete
WR_OPS 400	Notice of Infraction	Documents and correspondence issued to landfill customers for landfill rule or load infractions.	Waste Resources	CL + 3	GC 26202; Best Practice	Shred/Delete
WR_OPS 450	Operating Permits	Permits for operating equipment such as compressors, fuel tanks, etc. Includes inspection notes and permits	Waste Resources	Expiration + 2	GC 26202	Shred/Delete
WR_OPS 500	Safety Operating Manuals	Operating manuals for equipment referenced for employee safety.	Waste Resources	REV + 2	GC 26202	Shred/Delete
WR_OPS 550	Self Haul Permits - Gate Fee	Permit applications from customers to dispose of refuse at County Landfill facilities	Waste Resources	CY + 3	GC 26202; Best Practice	Shred/Delete
WR_OPS 600	Spill Prevention, Control, and Countermeasure Program documents	Record series includes inspection forms, drainage discharge reports and notifications, compliance forms and plans for the Spill Prevention, Control, and Countermeasure Program to ensure compliance with State regulations. In the event of discharge of oil to navigable waters or adjoining shorelines, the following information will be provided to the National Response Center on the Discharge Notification Form (Attachment #4 of SPCC) : Organizations and individuals contacted, source or the discharge and locations (Facility).	Waste Resources	Inspection + 3	40 CFR 122.41(j)(2); General Industrial NPDES Permit WQ Order 2014-0057 DWQ (J-4)	Shred/Delete

Record Series							
Code	Title	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition	
WR_OPS 650	Transfer Station Permitting Records	Records relating to the permitting of transfer stations. Records series includes correspondence, reports, and permits related to permitting solid waste facilities and associated equipment.	Waste Resources	Close of Transfer Station +3	GC 26202; Best Practice	Shred/Delete	
<b>Personnel (PER)</b>							
WR_PER 100	Personnel Files - Authorizations	Includes Parking Permit Requests, cell phone authorizations, acknowledgements of receipt.	Waste Resources	T + 2	GC 26202	Shred/Delete	
WR_PER 200	Uniforms	Records related to uniform allowance, payroll deductions and invoices/receipt of employee uniforms.	Waste Resources	FY + 7	29 CFR 516.6; 29 CFR 1620.33 (b); GC 26202; Audit Support	Shred/Delete	
<b>Planning (PLN)</b>							
WR_PLN 100	Deeds and Legal Documents	Records retained to verify/certify legal documents depicting legal descriptions of department properties.	Waste Resources	P	Best Practice	Dept.	
WR_PLN 200	Environmental Surveys	Environmental surveys related to department projects.	Waste Resources	P	Best Practice	Dept.	
WR_PLN 300	Local Enforcement Agency (LEA) Evaluation reports	LEA (a division of the County Environmental Health Dept) on site inspections to insure CIWMB permit restrictions are met.	Waste Resources	P	Best Practice	Dept.	

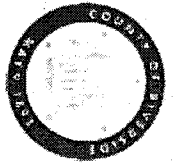
Record Series						
Code	Title	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
WR_PLN 400	Mitigation Monitoring Files	Records related to Multiple Species Habitat Conservation Plan (MSHCP) documents and reports and records related to other mitigation monitoring plans (MMP's) or remediation plans for habitat restoration as adopted by the Board of Supervisors.	Waste Resources	P	Best Practice	Dept.
WR_PLN 500	Planning/CEQA Permits	Permits relating to CEQA requirements including streambed related permits, Habitat Conservation Plan Compliance, habitat restoration plans, restoration/construction monitoring reports.	Waste Resources	P	Best Practice	Dept.
WR_PLN 600	Site Capacity Reports	Report to site capacity used in planning documents.	Waste Resources	REV + 2	GC 26202; Best Practice	Shred / Delete
WR_PLN 700	Transfer Station Permit Documents	Permitting documents relating to transfer stations located on Department owned property.	Waste Resources	Station CL + 3	14 CCR 17414(b)	Shred / Delete
<b>Regulatory Compliance (REG)</b>						
WR_REG 100	AB939 Compliance Records	Documents related to compliance of AB939 requirements "California Integrated Waste Management Act (IWMA) of 1989," and Solid Waste Planning Documents, annual reports and 5 year Countywide Integrated Waste Management Plan (CIWMP).	Waste Resources	P	Best Practice	Dept.
WR_REG 150	CEQA Planning Records	Records related to and supporting CEQA compliance, including annual reports for Department owned landfills, El Sobrante Landfill, and transfer stations located on Department owned property.	Waste Resources	P	14 CCR 15000-15387; 40 CFR 122.41(j)(2); Best Practice	Dept.
WR_REG 200	Chain of Custody Forms	Chain of custody forms that accompany lab samples.	Waste Resources	CY + 3	40 CFR 262.40, 263.22, 264.73(b), 265.73(b); Best Practice	Shred / Delete

Record Series						
Code	Title	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
WR_REG 250	Chain of Custody Forms - Asbestos	Chain of custody forms that accompany lab samples for asbestos.	Waste Resources	CY + 3	AQMD Rule 1403(g)(3); Best Practice	Shred / Delete
WR_REG 300	CUPA Compliance Records	Inspection reports created in compliance with California's Certified Unified Program Agency (CUPA) standards, specifically underground storage tank reports.	Waste Resources	P	40 CFR 280.34 HSC 25290.1 (I) HSC 25290.2 (I); Best Practice	Dept.
WR_REG 350	Environmental Monitoring - Field and Lab Data	Field and laboratory data relating to landfill gas and flare systems and air quality monitoring. Records series includes gas to energy monitoring, field and lab data documents and reports; semi-annual groundwater and general site monitoring reports prepared in compliance with waste discharge requirements for each landfill site. Documentation and data pertaining to lab and field leachate content.	Waste Resources	P	Best Practice	Dept.
WR_REG 400	Environmental Monitoring - Reports	Reports relating to landfill gas and flare systems and air quality monitoring. Gas to Energy monitoring field and lab data reports	Waste Resources	P	Best Practice	Dept.
WR_REG 450	Landfill Tonnage Reports	Records related to the State disposal rating System for compliance with Countywide Integrated Waste Management Plan for CalRecycle.	Waste Resources	CY + 3	14 CCR 18810.4	Shred / Delete
WR_REG 500	Local Enforcement Agency Evaluation reports	Records related to the inspection of landfills to ensure ongoing compliance with California Integrated Waste Management Board (CIWMB) permit restrictions.	Waste Resources	P	Best Practice	Dept.
WR_REG 550	Mandatory Commercial Recycling Compliance - AB341	Waste Material audits -- Documents related to compliance with AB341 Mandatory Commercial Recycling Compliance. Records related to reporting the progress achieved in implementing its commercial recycling program, including education, outreach and monitoring, and if applicable, enforcement efforts and exemptions with electronic annual reports.	Waste Resources	CY + 10	PRC 41825; Best Practice	Shred / Delete



Record Series						
Code	Title	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
WR_REG 600	Medical Waste Disposal Approval	Medical Waste Approval documentation, including lab results and correspondence. Records include findings and determinations to authorize disposal at County Landfill facilities.	Waste Resources	CY + 3	HSC 118404(a); 22 CCR 66262.40	Shred / Delete
WR_REG 650	Special Waste Disposal Approval	Special Waste Approval documentation, including lab results and correspondence. Records include findings and determinations to authorize disposal at County Landfill facilities.	Waste Resources	CY + 3	22 CCR 66262.40	Shred / Delete
WR_REG 700	Water Quality Management Plans (NPDES) Records	Documentation of landfill stormwater runoff. Includes Plan and work maps, calculations, spreadsheets, memoranda, summaries, etc.	Waste Resources	P	41 CFR 122.41(j)(2); General Industrial NPDES Permit WQ Order 2014-0057 DWQ (J-4)	Dept.
<b>Waste Resource Recovery (WRR)</b>						
WR_WRR 100	Appliance Recycling Program Records	Records of appliances dismantled or serviced for recycling at landfills	Waste Resources	CY + 3	HSC 25211.3	Shred / Delete
WR_WRR 200	Composting Program Documents	Records related to the Backyard Composting Program including: flyers, training materials, outreach materials, etc.	Waste Resources	P	Best Practice	Dept.
WR_WRR 300	Energy Permits and Contracts	Records related to Gas to Energy compliance permits and Gas to Energy Contracts with outside vendors of landfill produced energy. Records include monitoring data, compliance reports, contract documents, vendor agreements, etc.	Waste Resources	CL + 7	GC 26202; Best Practice	Shred / Delete
WR_WRR 400	E-Waste Recycling Program Records	E-waste Program documentation, including correspondence, reports, logs and forms.	Waste Resources	CY + 4	14 CCR 18660.41(h); BPC 12716	Shred / Delete

Record Series						
Code	Title	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
WR_WRR 500	Liquefied Natural Gas Records	Contract Documents and reports related to LNG station field data to monitor potential contamination to as a result of LNG storage. Liquefied Natural Gas (LNG) facility is leased to outside vendor.	Waste Resources	CL + 7	GC 26202: Best Practice	Shred / Delete
WR_WRR 600	Tire Recycling Program Records	Manifests - comprehensive trip logs of loads of tires transported from pickup points to landfills	Waste Resources	CY + 3	CIVMB Comprehensive Trip Log Guidance Manual (2012), page 29	Shred / Delete
WR_WRR 700	Transfer Station Audits	Records relating to transfer stations that dispose of refuse at Riverside County landfills.	Waste Resources	CY+ 3	24 CCR 66262.40	Shred / Delete



**County of Riverside, California  
Departmental Records Retention Schedule  
(DRRS\_DAS\_2016\_Rev02)**

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2016-126, "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 Department of Animal Services is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted July 12, 2011 as 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 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 Records:** The agency or department responsible for the county's official record.

**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.

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## Explanation of Codes

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

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**CCR** = California Code of Regulations

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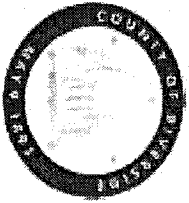
**CY** = Calendar year end

**FAC** = California Code of Food and Agriculture

**GC** = California Government Code

**HSC** = California Code of Health and Safety

**P** = Permanent



## COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Animal Services  
 Schedule Type: Departmental Records Retention Schedule  
 Division: All  
 Section: All  
 Schedule #: **DRRS\_DAS\_2016\_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: *Robert Miller* Date: 9-26-16  
 Robert Miller, Director of Animal Services

Code		Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>ADMINISTRATION (ADM)</b>							
CHA-AS025-DAS-ADM100	California Regulations Manual	Manual used to enforce policies and regulations set forth by the State. The manual should be updated as necessary to remain current.	Animal Services	P	Best Practice	Dept.	
<b>FIELD SERVICES (FDS)</b>							
CHA-AS050-DAS-FDS100	Animal Permit and License Records	Records related to the permit and license of animals exempted from the standard procedures including those issued to rescue, kennel or wildlife exhibit operators, and other persons pursuant to County ordinance or order. Series includes rescue, kennel and cattery applications, license and permits. Series also includes service dog license and documentation required to issue dog tag as well as pot belly pig and crowing rooster licenses.	Animal Services	Expiration or revocation + 3; Denied + 2	GC 26202: Best Practice	Shred/Delete	

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
GHA-AS075 DAS_ FDS150	Citations	Citations issued to public for failure to license, noisy animal complaint, leash law violations, failure to vaccinate, microchip or any other violation that falls under Riverside County Ordinance No. 630.	Animal Services	Resolution + 10	CCP 343; Best Practice	Shred/Delete
GHA-AS100 DAS_ FDS200	Complaints and Case Files	Records documenting complaints received from the public or other agency regarding animal control issues, including possible violations of animal control regulations.	Animal Services	CY + 3	CCP 343; Best Practice	Dept.
GHA-AS125 DAS_ FDS250	Dispatch Logs	Logs sent from contracted after hours answering service.	Animal Services	CY + 3	GC 26202; CCP 340(c); Best Practice	Shred/Delete
GHA-AS150 DAS_ FDS300	Field Euthanasia Log	Log animal control officers use to document animals they euthanize in the field.	Animal Services	CY + 3	HSC 11191	Shred/Delete
GHA-AS175 DAS_ FDS350	Field Investigation Reports	Records used to investigate reported neglect or abuse of an animal. Series includes animal investigation documents such as pictures, tapes, CDs, and correspondence.	Animal Services	Incident + 5	GC 26202; Best Practice	Shred/Delete
GHA-AS200 DAS_ FDS400	Official Notice of Violation	Violation notice issued to a member of the public failure to quarantine an animal.	Animal Services	Resolution + 10	CCP 343; Best Practice	Shred/Delete
GHA-AS225 DAS_ FDS450	Pepper Spray Discharge	Record of incident and complete information supporting the reasons for a discharge of pepper spray in the field.	Animal Services	CY + 2	GC 26202	Shred/Delete

Record Series		Description		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
GHA-AS250 DAS_ FDS500	Restraint Orders	Records used to identify history of an animal that poses a safety threat to the public or other animals. Series includes animal investigation documents including pictures, tapes, CDs and correspondence.		Animal Services	Restraining Order expired + 5	GC 26202; Best Practice	Shred/Delete
GHA-AS275 DAS_ FDS550	Trip Sheet	Record used to track call activity, pick ups and time reporting for services performed in the field.		Animal Services	FY + 7	GC 26202; Best Practice	Shred/Delete
<b>SHELTER SERVICES (SHS)</b>							
GHA-AS325 DAS_ SHS100	Alarm Records	Records indicating when alarm has been set off and law enforcement responds. Series includes the log form and invoices for call services.		Animal Services	FY + 7	GC 26202; Best Practice	Shred/Delete
GHA-AS300 DAS_ SHS150	Animal Inventory	Record of each animal received at an animal shelter, including data relating to its admission and condition, its reclamation, adoption, sale or destruction. Used to track individual animals on a daily basis.		Animal Services	CY + 3	FAC 32003(e); CCP 340(c); Best Practice	
GHA-AS450 DAS_ SHS200	Animal License Records	Records generated or used by various agencies for the purposes of licensing an animal. Series includes animal license number, copy of rabies certificate, if applicable, person and veterinarian information including address and phone numbers.		Animal Services	CL + 3	17 CCR 2606.4(a); FAC 32003(e); Veterinary Medical Board (VMB) Policy 95/96-4; Riverside County Ordinance 630.16	Shred/Delete

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
GHA- AS475 DAS_ SHS250	Animal Treatment Records	Records documenting veterinary treatment of animals in the custody of Animal Control. Series include animal patient chart, daily evaluation report, microchip implant procedure, surgical patient list including spay/neuter log, and any treatment provided including Telazol.	Animal Services	Discharge + 3	FAC 32003(e)	Shred/Delete
GHA- AS350 DAS_ SHS300	Call Activity Report	Form used in case of an emergency or computer failure to log and dispatch calls.	Animal Services	CY + 3	GC 26202; Best Practice	Shred/Delete
GHA- AS500 DAS_ SHS350	Communicable Disease Reports - Adult Victim	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or human submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Animal Services	Release from Quarantine + 3	FAC 32003(e); Best Practice	Shred/Delete
GHA- AS540 DAS_ SHS400	Communicable Disease Reports - Minor Victim	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or human submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Animal Services	Age 18 + 1 or CL + 7, whichever is later	FAC 32003(e); GC 26202; Best Practice	Shred/Delete
GHA- AS525 DAS_ SHS450	Controlled Substance Log	Log used to track controlled substance used by clinic.	Animal Services	CY + 3	HSC 11191; 21 CFR 1304.04(a)	Shred/Delete
GHA- AS550 DAS_ SHS500	Medical Waste Tracking	Document used to track medical waste and syringe needles.	Animal Services	CY + 3	HSC 118040	Shred/Delete



Record Series							
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
CHA-AS375 DAS_ SHS550	Pet Adoption Application	Application used to screen potential pet adoptees. Adoption form including name, address, phone and adopting history.	Animal Services	CY + 3	GC 26202; Best Practice	Shred/Delete	
CHA-AS400 DAS_ SHS600	Training	Training handouts and materials for educating the public on safe animal handling practices and annotations. Documentation of Training.	Animal Services	CY + 7	GC 26202; Best Practice	Shred/Delete	
CHA-AS425 DAS_ SHS650	Work Release Program	Records related to Animal Services participation in the County's Work Release Program. Series includes program guidelines and documents used to track hours worked.	Animal Services	CL + 6	GC 26202; Best Practice	Shred/Delete	