

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



ITEM  
3.54  
(ID # 3431)

**MEETING DATE:**

Tuesday, February 7, 2017

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

**SUBJECT:** ASSESSOR-CLERK-RECORDER: Approval of the RMAP Rate Schedule for Fiscal Year 2017/18, All Districts. [\$1,752,025 - Departmental Budgets]

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

1. Approve the RMAP internal service fund rate schedule for fiscal year 2017/18 as listed in Attachment A.

**ACTION:** Policy

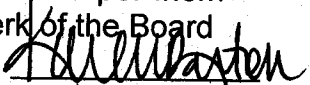
  
Peter Aldana 1/17/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Tavaglione, Washington and Ashley  
Nays: None  
Absent: None  
Date: February 7, 2017  
xc: ACR

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

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

**BACKGROUND:**

**Summary**

The Records Management and Archive Program (RMAP) is able to sustain operations with no rate increases to user departments during the 2017/18 fiscal year. Anticipated staffing reductions due to attrition and maintaining supplies and services costs are expected to offset salary and benefit step increases. RMAP will continue to achieve operational efficiencies through a combination of optimal staffing levels and cost containment measures.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 1,752,025	\$ 1,752,025	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Departmental Budgets 100%			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	2017/18

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

**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.

**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 2016-126, and Board of Supervisors Policy A-43.

**ATTACHMENTS:**

**ATTACHMENT A. Attachment A – FY 2017/2018 RMAP Rate Schedule**

**Assessor-County Clerk-Recorder**  
**Records Management and Archives Program (RMAP)**  
**Attachment A - Proposed FY 2017/2018 Consolidated Rate Schedule**  
**Expenditure Account Code: 525330 for RMAPServ**

	Service/Product	Description	Unit	FY 17/18
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, refiling, tracking, adding, and moving stored items.	Box	\$2.35
5	Indexing	Barcodes applied to folders within a stored box and the associated data entry of information provided by the customer to allow for proper and efficient retrieval.	Label	\$1.94
6	Imaging	Scanning paper into electronic format. The services provided include job development, preparation of paper/media, scanning, cropping, quality control, and general indexing.	Page	\$0.07
7	Imaging Media	All services required to transfer images and indexes to DVD. Shipping rate is not included and would be billed separately at cost.	DVD	\$22.94
8	Consulting	Professional records management assistance that includes specialized training, research, and projects.	Hourly	\$67.52
9	Training	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