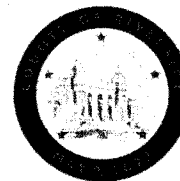


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.4
(ID # 5562)

MEETING DATE:

Tuesday, October 24, 2017

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER / RMAP: Approval of Departmental Records Retention Schedules, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached new Departmental Records Retention Schedule for the Emergency Management Department;
2. Approve the attached revised Departmental Records Retention Schedule for TLMA – Code Enforcement.

ACTION: 4/5 Vote Required

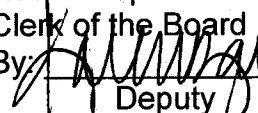


Kan Wang, Assistant Assesor-County-Clerk Recorder 10/12/2017

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, Perez and Ashley
Nays: None
Absent: None
Date: October 24, 2017
xc: ACR

Kecja Harper-Ihem
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ NA	\$ NA	\$ NA	\$ NA
NET COUNTY COST	\$ NA	\$ NA	\$ NA	\$ NA
			Budget Adjustment:	No
			For Fiscal Year:	17/18

C.E.O. RECOMMENDATION: Approve

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.

ATTACHMENT A. EMERGENCY MANAGEMENT DEPARTMENT

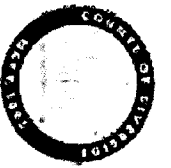
New DRRS

ATTACHMENT B. TLMA – CODE ENFORCEMENT

Supersedes DRRS adopted February 26, 2013 as Agenda Item #3-18



 Gregory V. Priantos, Director County Counsel 10/12/2017



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_EMD_2017_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 Emergency Management 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.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.

Explanation of Codes

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

CCP = California Code of Civil Procedure

CCR = California Code of 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

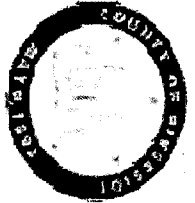
EXP = Expiration

GC = California Government Code

HSC = California Health and Safety Code

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

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Emergency Management Department
 Schedule Type: Departmental Records Retention Schedule
 Division: Emergency Medical Services
 Section: ALL
 Schedule #:
DRRS_EMD_2017_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: Kim Saruwatani Director
 Date: 10/02/2017

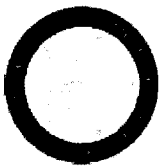
Code	Title	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
Administration (ADM)						
EMD_ ADM1100	Course Completion Records	Record of students that have passed or failed EMT-I Initial course, refresher course or CE training.	Emergency Management Department	CY + 4	2 CCR 100392(c)	Shred / Delete
EMD_ ADM1150	Continuous Quality Improvement Plans	Quality improvement plans submitted to EMS by hospitals, ambulance companies, fire departments and other EMS system participants.	Emergency Management Department	T + 2	22 CCR 100401; GC 26202	Shred / Delete
EMD_ ADM200	Formal Research	Various medical topics.	Emergency Management Department	P	Best Practice	Dept.
EMD_ ADM250	Incident Reports	Issues identified related to patient care.	Emergency Management Department	CY + 4	CCP 340.5	Shred / Delete
EMD_ ADM300	Peer Reviews	Confidential patient review.	Emergency Management Department	CY + 5	CCP 340.5; Best Practice	Shred / Delete
EMD_ ADM350	Personnel Disciplinary File	Records of formal discipline action against certification/license.	Emergency Management Department	EXP + 2	GC 26202	Shred / Delete

FORM APPROVED COUNTY COUNSEL
Kristine Bell-Valdez
 KRISTINE BELL-VALDEZ DATE 10/2/17

Code	Title	Record Series	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
EMD_ ADM400	Procedure Evaluation Forms		Documentation of several low frequency, high risk procedures in pre-hospital settings.	Emergency Management Department	CY + 5	GC 26202	Shred / Delete
EMD_ ADM450	Quality Improvement Trauma		Issues identified related to patient care are investigated, documented and follow-up recommendations and/or requirements issued.	Emergency Management Department	CL + 5	GC 26202	Shred / Delete
EMD_ ADM500	Survey - Trauma Center		A trauma center survey on established standards.	Emergency Management Department	CL + 2	22 CCR 100254; GC 26202	Dept.
EMD_ ADM550	Survey - Emergency Medical Services for Children of the County Hospitals		Survey of emergency departments to ensure guidelines are being used in the care of pediatrics.	Emergency Management Department	CL + 2	HSC 1799.205(h); GC 26202	Dept.
EMD_ ADM600	Training Program Form/Individual		Program submitted for review/approval in individual medical topics.	Emergency Management Department	T + 2	GC 26202	Shred / Delete
Application and Accreditation (APC)							
EMD_ APC100	Application-Emergency Medical Technician Uncertified		Packet includes application, copies of driver's license, CPR card, and other documentation required for certification/recertification. Not all who apply complete &/or pass the application approval process.	Emergency Management Department	EXP + 2	22 CCR 100082; GC 26202; Best Practice	Shred / Delete
EMD_ APC150	Application-Emergency Medical Technician Certified		Packet includes application, copies of driver's license, CPR card, and other documentation required for certification/recertification. Also previous applications and accompanying documentation.	Emergency Management Department	EXP + 2	22 CCR 100080(c-d); GC 26202; Best Practice	Shred / Delete
EMD_ APC200	Application-Emergency Medical Technician Suspended/Revoked		Packet includes application, copies of driver's license, CPR card, and the documentation required for certification/recertification. Also court documentation and other forms required by state.	Emergency Management Department	CL + 2	22 CCR 100080(c-d); GC 26202; Best Practice	Shred / Delete

Code	Title	Record Series	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
EMD_ APC250	Application-Paramedic Unaccredited		Packet includes application, copies of driver's license, CPR card, ACLS card, State Paramedic card, and other documentation required for accreditation/reaccreditation. Also previous applications and accompanying documentation. Not all who apply complete &/or pass the application/approval process.	Emergency Management Department	Not accredited: 2 years Accredited: Move to accredited files	22 CCR 100141.5; GC 26202; Best Practice	Shred / Delete
EMD_ APC300	Application-Paramedic Accredited		Packet includes application, copies of driver's license, CPR card, ACLS card, State Paramedic card, and other documentation required for accreditation/reaccreditation. Also previous applications and accompanying documentation.	Emergency Management Department	CY + 5	22 CCR 100171(d)	Shred / Delete
EMD_ APC350	Application-Mobile Intensive Care Nurse Unauthorized		Packet includes application, copies of driver's license, CPR card, ACLS card, State RN card, and other documentation required for authorization/reauthorization. Not all who apply complete &/or pass the application approval process.	Emergency Management Department	Not authorized: 2 years Authorized: Move to authorized files	HSC 1797.56; GC 26202; Best Practice	Shred / Delete
EMD_ APC400	Application-Mobile Intensive Care Nurse Authorized		Packet includes application, copies of driver's license, CPR card, ACLS card, State RN card, and other documentation required for authorization/reauthorization. Also previous applications and accompanying documentation.	Emergency Management Department	EXP + 2	22 CCR 100080(c-d); GC 26202; Best Practice	Shred / Delete
EMD_ APC450	Application-Ambulance Permit		Packet includes application, copies of CPR card, ACLS card, ambulance description list, insurance, CHP inspection, business license and other documentation required for permitting ALS, BLS, CCT and Gurney van companies and units. Also previous applications and accompanying documentation.	Emergency Management Department	CY + 3	Riverside County Ordinance Number 759, page 10	Shred / Delete
EMD_ APC500	Application - Training Program - Uncertified		Packet includes application, and other documentation required for approval. Approval process initiation for applicant agency to officially train personnel for EMS positions. Applicants may apply but not be certified.	Emergency Management Department	CY + 5	22 CCR 100171(d)	Shred / Delete

Code	Title	Record Series	Description	Official Record	Official Record Retention	Citation / Rationale	Final Disposition
EMD_ APCC550	Application-Training Program Certified		Packet includes application, and other documentation required for approval. Certification permits applicant agency to officially train personnel for EMS positions.	Emergency Management Department	CY + 5	22 CCR 100171(d)	Shred / Delete
EMD_ APCC600	Application-Continuing Education Program-Uncertified		Packet includes application, and other documentation required for approval. Approval process initiation for applicant agency to officially train personnel for EMS positions. Applicants may apply but not be certified.	Emergency Management Department	Not approved: 2 years Approved: move to approved files	22 CCR 100392(c); GC 26202; Best Practice	Shred / Delete
EMD_ APCC650	Application-Continuing Education Program Certified		Packet includes application, and other documentation required for approval. Certification permits applicant agency to officially train personnel for EMS positions.	Emergency Management Department	EXP + 4	22 CCR 100392; GC 26202	Shred / Delete
EMD_ APCC700	Specialty Care Designation Applications		Each specialty care center is required to submit an application for designation as such in Riverside County. Examples include Stroke, Trauma, Pediatric Trauma and STEMI Centers.	Emergency Management Department	CL + 2	22 CCR 100254; GC 26202; Best Practice	Dept.
Department of Justice Requirements (DOJ)							
EMD_ DOJ100	DOJ Criminal Offender Record		Packet includes criminal offender record information.	Emergency Management Department	CY + 2	GC 26202	Shred / Delete
EMD_ DOJ150	DOJ Subsequent Arrest or Disposition Notification-expired		Packet includes subsequent criminal offender record information.	Emergency Management Department	CY + 2	GC 26202	Shred / Delete
EMD_ DOJ200	DOJ Subsequent Arrest or Disposition Notification-expired less		Packet includes subsequent criminal offender record information.	Emergency Management Department	CY + 2	GC 26202	Shred / Delete
EMD_ DOJ250	DOJ Subsequent Arrest or Disposition Notification-current in		Packet includes subsequent criminal offender record information.	Emergency Management Department	CY + 2	GC 26202	Shred / Delete



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_TLMA-CODE_2017_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 Transportation and Land Management Agency, Code Enforcement Department is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted February 26, 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.

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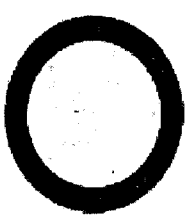
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CY = Calendar year end

FY = Fiscal year end

GC = California Government Code

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE



Department / Agency: Code Enforcement / Transportation and Land Management
 Agency (TLMA)

Division: All

Section: All

Schedule Type: Departmental Records Retention Schedule

Schedule #:

DRRS_TLMA-CODE_2017_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:

Juan C. Perez, Director, Transportation and Land Management

Date:

9/8/17

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TLMA-CODE150	Case Files - settled		Case files for investigations that are settled without litigation. Records series may include accounting records, correspondence, investigative reports, Form 11, findings of fact (FOF), declaration of officer, map, assessor roll, geographic information services (GIS), Lot Book report, site plan, photographs, notices (notice of violation, administrative citations, notices (notice of violation of nuisance; affidavit of postings, proof of service, and certified return receipts, Notice of Non-compliance, NOH (notice to correct County ordinance violations and abate public nuisance), tax status documents, invoices, warrants, orders, seizure warrants, and Notice of Intent to Abate.	Code Enforcement	CL + 7	GC 26202; Best Practice	Shred/Delete
TLMA-CODE200	Citations - Administrative		Citations issued for infractions found under Riverside Ordinance 725.	Code Enforcement	CL + 2	GC 26202	Shred/Delete
TLMA-CODE250	Citations - Parking		Copies of parking citations issued by the department.	Code Enforcement	CY + 2	GC 26202; Best Practice	Shred/Delete

FORM APPROVED BY COUNTY COUNSEL
 BY KRISTINE BELL-VALDEZ DATE 10/2/17

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title		Description					
TLMA-CODE300	Logs	Formal logs used to track calendar events or incoming and outgoing paperwork. Records series may include hearings logs, check logs, etc.		Code Enforcement	FY + 3	GC 26202; Best Practice	Shred/Delete
TLMA-CODE400	Surveys	Surveys issued for the purpose of collecting additional information from property owners subject to foreclosure.		Code Enforcement	CL + 2	GC 26202; Best Practice	Shred/Delete