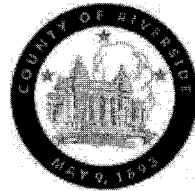


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM  
3.9  
(ID # 6374)**

**MEETING DATE:**

Tuesday, February 27, 2018

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

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

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

1. Approve the attached revised Departmental Records Retention Schedule for TLMA /  
Transportation Department.

**ACTION:** 4/5 Vote Required

  
\_\_\_\_\_  
Kan Wang, Assistant Assesor-County-Clerk Recorder 2/5/2018

---

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Ashley 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: February 27, 2018  
xc: ACR

Kecia Harper-Ihem  
Clerk of the Board

By:   
Deputy

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

<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>	\$ NA	\$ NA	\$ NA	\$ NA
<b>NET COUNTY COST</b>	\$ NA	\$ NA	\$ NA	\$ NA
<b>SOURCE OF FUNDS: NA</b>			<b>Budget Adjustment No</b>	
			<b>For Fiscal Year: 17/18</b>	

**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.

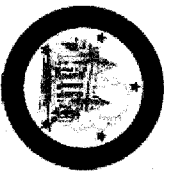
**Impact on Residents and Businesses**

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

**ATTACHMENT. TLMA / TRANSPORTATION DRRS**

Supersedes DRRS adopted July 16, 2013 as agenda item #3-12

  
 \_\_\_\_\_  
 Gregory L. Priamos, Director County Counsel      2/6/2018



**County of Riverside, California  
Departmental Records Retention Schedule  
(DRRS\_TRANS\_2018\_Rev03)**

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 – Transportation Department is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted July 16, 2013 as agenda item #3-12.

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

**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

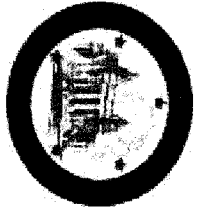
**FY** = Fiscal year end

**GC** = California Government Code

**NOC** = Notice of Completion (approved by the Board of Supervisors)

**NPDES** =

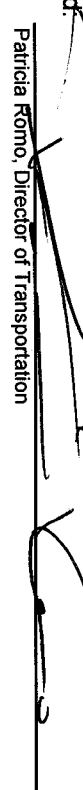
**P** = Permanent



Department / Agency: Transportation Department/ Transportation and Land Management Agency (TLMA)  
 Division: ALL  
 Section: ALL

Schedule Type: Departmental Records Retention Schedule  
 Schedule #:  
**DRRS\_TRANS\_2018\_Rev03**

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:   
 Patricia Romo, Director of Transportation

Date:

1/29/2018

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Administration (ADM)</b>						
TRANS-ADM/150	Accounts Payable	Transportation accounts payable data related to department projects. Records series includes deposit based fees.	Transportation	Final Audit + 10	44 CFR 13.42(b) 49 CFR 18.42(b) CCP 337.15; Best Practice	Shred/Delete
TRANS-ADM/200	Accounts Receivable	Claims prepared to recover payment for project-related goods and services. Records series includes deposit based fees.	Transportation	Final Audit + 10	44 CFR 13.42(b) 49 CFR 18.42(b) CCP 337.15; Best Practice	Shred/Delete
TRANS-ADM/250	Allocations	Annual allocations to spread various pool of costs over certain projects. Records support the process used to spread costs as identified through analysis and in compliance with generally accepted government practices.	Transportation	Final audit + 10	49 CFR 18.42; Best Practice	Shred/Delete
TRANS-ADM/300	Annual Road Reports	Annual road reports and supporting back-up documentation related to the use of gas tax and other departmental revenues and expenditures.	Transportation	Final audit + 10	49 CFR 18.42; Best Practice	Shred/Delete

FORM APPROVED COUNTY COUNSEL  
 BY  2/6/18  
 KRISTINE BELL-VALDEZ DATE

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TRANS-ADM 350	Bridges Report	Reports on structure maintenance and the investigation of all bridges within the County. Records series includes transmittal sheets, investigation forms and other related documents.	Transportation	P	Best Practice	Dept.
TRANS-ADM 400	Diesel Fuel Tax Returns	Quarterly return based on the diesel fuel usage for on-road equipment.	Transportation	FY + 7	GC 26202; Audit support	Shred/Delete
TRANS-ADM 450	Rates	Annual rental rates developed for department equipment. Annual rate calculations and supporting documentation for Data Base Fee (DBF), Indirect, Equipment Usage, benefits and overhead. Records series includes annual rental rates developed for department equipment. Annual rate calculations and supporting documentation for Indirect benefits and overhead for state and federal funding projects.	Transportation	Final Audit + 10	GC 26202; Audit support	Shred/Delete
TRANS-ADM 500	Underground Storage Tanks	Quarterly return based on the amount of fuel placed into the underground storage tanks.	Transportation	FY + 7	GC 26202; Audit support	Shred/Delete
TRANS-ADM 550	Meeting Minutes	Official minutes from various internal department meetings.	Transportation	CY + 2	GC 26202	Shred/Delete
TRANS-ADM 600	Storm Damage (CalOES)	Records related to declared storm damage areas when seeking public assistance. Records series may include vouchers, contracts, timesheets, photos, etc. used to support the claim for money.	Transportation	CL + 7	GC26202; Audit support	Shred/Delete
<b>Capital Projects (CAP)</b>						
TRANS-CAP 100	As-Built	As-built plans (These may be covered in the construction retention policy)	Transportation	P	Per Caltrans Federal Highway Administration Guidelines	Dept.
TRANS-CAP 150	Capital Project Tracking	Monthly Transportation Improvement Plan (TIP) progress schedule documenting all project phases, deadlines, and milestones.	Transportation	Audit + 2	GC 26202	Shred/Delete
TRANS-CAP 200	Computer Aided Design & Drafting (CADD) Files	Electronic copies of documentation supporting Final Plans Specifications and Estimate (PS&E). Files are maintained in Portable Document Format (PDF).	Transportation	P	Best Practice	Dept.

Code		Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TRANS-CAP 250	Final Project Construction Files	Subcategories within Final Contract Files are: Addenda, Agreements, Bid Evaluation, Bid Summary, Bonds, Caltrans documents/Info (if applicable) Checklist, Contract (signed), Contractor's Proposal, Correspondence, Form 11/Minute Orders, Insurance, Plan Holder List, Program Supplement (if applicable), Right-of-Way Certification (if applicable), Specifications; change orders	Transportation	NOC + 10	CCP 337.15; Best Practice	Shred/Delete	
TRANS-CAP 300	Preconstruction Project Files	Supporting documentation: Conceptual Design; Correspondence (External & Interdivisional Design); Project Study Report; Traffic Study; Final Plans Specifications and Estimate (PS&E); Miscellaneous (may include Exhibits, Maps, Photographs, ); National Pollutant Discharge Elimination System (NPDES) if applicable; Preliminary Design; Project Control (Cost Estimates; Consultant Agreements; Expenditures; Funding Agreements / Authorizations; Progress Tracking; Project Development Team; Quality Assurance/Quality Control (QA/QC) Plan; Scoping / Programming); Utilities; Traffic Management Plan	Transportation	Final payment +10	CCP 337.15; Best Practice	Transfer to Construction/ Inspection office to consolidated with Final Project Construction file.	
TRANS-CAP 350	Preconstruction Project Files - Advertisement and Award Files	Record copies of documentation supporting: Bid Summary; Contract; Contractor's Proposal; Form 11/Minute Orders (may include Contract/Lease/Purchase Summary Data, Encumbrance Information (B-PO), Project Costs/Budget/Funding, Vicinity Map); Specifications	Transportation	NOC + 10	Best Practice	Shred/Delete	
TRANS-CAP 400	Preconstruction Project Files - Contract Documents and Support Files	Record copies of documentation supporting: Addenda; Bid Evaluation; Bonds; Caltrans Document Checklist; Correspondence; Insurance; Plan Holder List; Program Supplement; Reduced Size Plans (if any); Right-of-Way Certification Plans, Specification & Estimate Certification (PS&E Cert.)	Transportation	NOC + 10	CCP 337.15	Transfer to Construction/ Inspection office to consolidated with Final Project Construction file.	
TRANS-CAP 450	Preconstruction Project Files - Design Exceptions	Record copies of documentation supporting: Final Plan Specifications and Estimates (PS&E) Fact Sheet, Preliminary Design Fact Sheet.	Transportation	P	Best Practice	Dept.	

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TRANS-CAP	500	Preconstruction Project Files -	Records including agreements, Coordination Community Meeting mailings, and correspondence.	Transportation	CL + 10	Best Practice	Shred/Delete	
TRANS-CAP	550	Preconstruction Project Files - Grants & Status	Copy of record documentation supporting: Grant Applications; Grant Approval Notifications; Program Delivery Status Reports; Monthly Project Status Reports.	Transportation	NOC + 10	Best Practice	Shred/Delete	
TRANS-CAP	600	Preconstruction Project Files - State or Federally Funded	Supporting documentation: Conceptual Design; Correspondence (External & Interdivisional Design); Project Study Report; Traffic Study; Value Analysis; Consultant Selection; Geometric Approval Drawings (GADs); Final Plans Specifications and Estimate (PS&E); Miscellaneous; National Pollutant Discharge Elimination System (NPDES) if applicable; Preliminary Design; Project Control (Cost Estimates; Consultant Agreements; Expenditures; Funding Agreements / Authorizations; Progress Tracking; Project Development Team; Quality Assurance/Quality Control (QA/QC) Plan; Scoping / Programming); Utilities; Traffic Management Plan	Transportation	NOC + 10 (NOC will be provided by Caltrans when final billing is submitted)	CCP 337.15	Transfer to Construction/ Inspection office to consolidated with Final Project Construction file.	
TRANS-CAP	650	Program Management	Documentation supporting: Funding Sources; Improvement Requests; Program Schedules; Project Scoping.	Transportation	P	Best Practice	Dept.	
TRANS-CAP	700	Project Manager & Engineer Project Files	Subcategories within Final Project Files are: Action Items, Agreements, Alignments, Authorization Requests/Permits, Budget; Correspondence, Cost Estimates, Design, Environmental, Exhibit/Map/Picture, Fees, Field Review, Funding Source, Invoices, Meetings, Miscellaneous, Plan Check, Plans, Progress Report, Right-of-Way, Schedule, Soils Report, Specifications; Structural Section/Traffic Report; Survey, Utilities.	Transportation	NOC + 10	CCP 337.15	Shred/Delete	
TRANS-CAP	800	Special Program - Disadvantaged Business Enterprise (DBE) Program Files	Documentation supporting the Program as well as individual projects. Records series may include project records, annual updates to program, annual attainment records.	Transportation	P	Best Practice; 49 CFR 26.103(a); 49 CFR 26.11	Dept.	



Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title	Description				
<b>Construction Inspection (INSP)</b>						
TRANS- INSP 090	Construction Inspection Files - Bridges Only	Estimates and documents pertaining to construction; correspondence, change orders, resident diaries, photos, environmental permits, form 11, notice of completions, and agreements, bid summaries/awards.	Transportation	Life of structure	CCP 337.15; Best Practice	Shred/Delete
TRANS0 INSP100	Construction Inspection Files - Federal or State Funded	Estimates and documents pertaining to construction; correspondence, change orders, resident diaries, photos, environmental permits, form 11, notice of completions, and agreements, bid summaries/awards.	Transportation	NOC + 10	CCP 337.15; Best Practice	Shred/Delete
TRANS- INSP 150	Tract/Parcel Map / Inspection Files - Blue File	Records series includes Inspector diaries, Photos, Materials lab reports, Correspondence, Occupancy releases.	Transportation	CL + 10	GC 26202; Best Practice	Shred/Delete
TRANS- INSP 200	Tract/ Parcel Map Bond and Agreement / Inspection Files -	Records series includes agreements, bonds, documents to support LLC's, correspondence regarding bonds/agreements. If needed, bond enforcement package to County Counsel.	Transportation	CL + 10	GC 26202; Best Practice	Shred/Delete
TRANS- INSP 250	Tract/ Parcel Map Bond and	Records series includes plan check notes, letters, Engineer's estimates, etc.	Transportation	Life of structure	CCP 337.15; Best Practice	Shred/Delete
<b>Environmental (ENV)</b>						
TRANS-ENV 100	Environmental Documents	Categorical Exemption/Exclusion, Mitigated Negative Declaration, Finding of No Significant Impact, Environmental Impact Report/Statement, includes technical studies, public meeting records (non-BOS), agency consultation, legal notices, Board submittal, minute orders and Notices of Determination.	Transportation	CL + 10	GC 26202; Best Practice	Shred/Delete
TRANS-ENV 150	Mitigation Monitoring files	On and off site mitigation, construction monitoring in support of ongoing road construction activities.	Transportation	CL + 10	GC 26202; Best Practice	Shred/Delete
TRANS-ENV 200	Permits- Streambed, Water Quality, Waters of the US,	Streambed related permits, Habitat Conservation Plan compliance, habitat restoration plans, restoration/construction monitoring reports	Transportation	CL + 10	40 CFR 122.41 (i); Best Practice	Shred/Delete
<b>Materials Lab (MAT)</b>						
TRANS-MAT 100	Compaction Testing	Records related to the results of compaction testing of aggregate base and subgrade material on development and capital projects. Form 290 for compaction test and Form RD 181 for maximum density/optimum moisture determination.	Transportation	CL + 10	CCP 337.15	Shred/Delete

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TRANS-MAT	150	Mix Designs	Records related to approved asphalt and concrete mix designs for development and capital projects. These designed show proportions of materials, aggregate properties, Portland cement and asphalt binder properties, and aggregate grading compliance.	Transportation	CL + 10	CCP 337.15	Shred/Delete	
TRANS-MAT	200	Plant Inspection	Records related to asphalt and concrete plant inspection results for aggregates, asphalt binder, Portland cement, stockpiles, and temperature of asphalt and concrete. Certification and verification of weigh scales and inspection of lab, control room, and entire plant facility.	Transportation	CL + 10	CCP 337.15	Shred/Delete	
TRANS-MAT	250	Radiation Safety Files - Current Equipment and Personnel	Radiation safety files for current radiological license documents, personnel training forms, personnel protective badges, nuclear gauge leak test results, gauge inventory and calibration, and radiation safety program plan.	Transportation	Expiration of Certificate + 3	10 CFR Part 34 subpart E; 10 CFR 20.2102(b)	Shred/Delete	
TRANS-MAT	300	Radiation Safety Files - Returned equipment and former personnel	Radiation safety files for sign on/off notification form for former personnel (original form submitted to State of CA Radiologic Health Branch). Purchase and disposal / returned form of nuclear gauge for returned equipment.	Transportation	CY + 10	10 CFR Part 34 subpart E; 10 CFR 20.2102(b); Best Practice	Shred/Delete	
TRANS-MAT	350	R-Value Tests	R-Value test results and calculations for subgrade soil and aggregate base showing compliance with specs for development and capital projects. Includes graphs and charts for determining exudation pressure and measurement of R-value per Caltrans CTM 301.	Transportation	CL + 10	CCP 337.15	Shred/Delete	
TRANS-MAT	400	Structural Sections	Records related to structural sections for streets in development and capital projects. Includes memos to developers, public agencies and design division with location maps identifying Traffic Index, R-value, and asphalt and aggregate base thicknesses.	Transportation	CL + 10	CCP 337.15	Shred/Delete	
<b>National Pollution Discharge Elimination System (NPDES)</b>								
TRANS-NPDES	100	Municipal Separate Storm Sewer System (MS4)	Files supporting the mapping of our storm water conveyance system for the Regional Boards, such as files pertaining to the location of facilities, characteristics, and inventory information.	Transportation	P	40 CFR 122.41((2); Best Practice	Dept.	

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TRANS- NPDES 150	Special Program - National pollutant Discharge	Documentation supporting best management practice, notice of intent, post construction management and storm water production prevention plans.	Transportation	CY + 5	40 CFR 122.21(p)	Shred/Delete
TRANS- NPDES 200	Special Program - National Pollutant Discharge	Documentation supporting: Permanent or on-going Best Management Practice; Post-Construction Management; reporting and training.	Transportation	P	40 CFR 122.21(p); Best Practice	County Archives
TRANS- NPDES 250	National Pollution Discharge Elimination System - Reporting	Annual Reports, and accompanying data that substantiates information reported such as training forms, monitoring reports, construction site information, and catch basin cleaning information.	Transportation	FY + 5	40 CFR 122.42 (e)(2)	Shred/Delete
TRANS- NPDES 300	Storm Water Pollution Prevention Plans (SWPPPs)	Records related to Storm Water Pollution Prevention Plans developed for agency projects.	Transportation	Project Completion + 3	NPDES NO. CAS0108766, CAS618033, CAS617002	Shred/Delete
TRANS- NPDES 400	Water Quality Management Plans (WQMPs)	Records related to the design of permanent drainage and water quality facilities.	Transportation	P	NPDES NO. CAS0108766, CAS618033, CAS617002; Porter-Cologne, Clean Water Act; Local MS4 Permits.	Dept.
<b>Permit Division (PRMT)</b>						
TRANS- PRMT 100	Complaints	Complaint files include, complaint form, photos and correspondence. Complaint electronic file includes copy of the complaint.	Transportation	Resolution + 3	GC 26202; Best Practice	Shred/Delete
TRANS- PRMT 150	Encroachment Permits	Records related to the issuance of encroachment permits. Records series may include permit copy, application, receipt of payments and security deposits, preliminary plans, final plans, utility plans and correspondence.	Transportation	Permit expiration or completion of project, whichever is later + 10	CCP 337.15; Best Practice	Shred/Delete
TRANS- PRMT 200	Surface Mining Permits - County Operated	Documentation concerning County Operated Surface Mining Permits; mining inspection reports, act forms, financial assurances and reclamation plans.	Transportation; Clerk of the Board	Public Hearing approval + 2	GC 26202	Shred/Delete
TRANS- PRMT 300	Transportation Permits	Records related to oversized and special vehicle routing and permits. Records series may include a copy of the transport permit and the application.	Transportation	Expiration + 2	GC 26202	Shred/Delete

Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Planning Division (PLAN)</b>								
TRANS-PLAN 50	Alignment Studies			County prepared and development prepared alignment studies for future road improvements. When ultimate construction is completed (includes road, curb & gutter, sidewalk, street lighting, & landscaping) within limits of the project the copy of the alignment study can be purged.	Transportation	Project Completion + 2	GC 26202	Shred/Delete
TRANS-PLAN 100	Bike Trails/Grants/Air Quality			Documentation supporting Santa Ana River Trail, Transportation Environmental Enhancement Grants, Congestion Management Air Quality Grant, Community Development Block Grants and Transfer Issues.	Transportation	CL + 7	GC 26202; 49 CFR 18.42; Best Practice	Shred/Delete
TRANS-PLAN 225	Capital Projects - Development Review			Contents of project plan, correspondence, e-mails as they pertain to landuse development impacted areas, traffic study, and road issues. Capital Projects Division leads the project.	Transportation	NOC + 2	GC 26202	Shred/Delete
TRANS-PLAN 250	Conditional Use Permit/ Public Use Permit/ Plot Plan			Correspondence, hydrology reports and agreements maintained by Plan Check Clerical in support of ongoing construction activities.	Transportation	NOC + 10	CCP 337.15	Shred/Delete
TRANS-PLAN 255	Conditional Use Permit/ Public Use Permit/ Plot Plan			Correspondence and agreements maintained by Plan Check Clerical in support of proposed construction activities.	Transportation	Exp + 3	GC 26202; Best Practice	Shred/Delete
TRANS-PLAN 350	General Plan Amendments -			Staff Reports, Board Reports and Resolutions.	Transportation	CY + 2	GC 26202	Shred/Delete
TRANS-PLAN415	Multi-Agency Projects - Development Review/Corridor			Contents of project plan, correspondence, e-mails as they pertain to landuse development impacted areas, traffic study, road issues, and corridor study. Outside agency leads the project.	Transportation	NOC + 10	GC 26202; Best Practice	Shred/Delete
TRANS-PLAN 450-425	Other Jurisdiction Reviews			Notices and comment letters in requests from State, County, City, School Districts, Water Districts and all other jurisdiction reviews for project impacts to the County road system.	Transportation	CL + 5	GC 26202; Best Practice	Shred/Delete
TRANS-PLAN 435	Preliminary Project Review			Preliminary review of site exhibits before official submittal to the Planning Department. Documents are filed in project specific file after they are officially filed with the Planning Department. If case is not filed within two years, document will be purged.	Transportation	Submittal + 2	GC 26202; Best Practice	Shred/Delete

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TRANS-PLAN 500	Senate Bill No. 821 (Sidewalk/Bikeway Grant) Applications	Senate Bill No. 821 applications and documentation of cost estimates for projects.	Riverside County Transportation Commission	Application submittal date + 3	GC 26202; Best Practice	Shred/Delete
TRANS-PLAN 600	Traffic Study Reports	Traffic Study Reports and related correspondence material which include comments and scoping agreements.	Transportation	Public Hearing Approval + 5	GC 26202; Best Practice	Shred/Delete
TRANS-PLAN 650	Tract Map/ Parcel Map Files	Hydrology reports, correspondence and agreements maintained by Plan Check Clerical. Records series may include expired maps, no plan submitted and filed plans (signed).	Transportation	Plan Check Completion + 2	GC 26202	Purge duplicates THEN transfer to Construction/ Inspection office to consolidated with Final Project Construction file.
<b>Special Districts (SD)</b>						
TRANS-SD 100	Transportation Improvement Program (TIP) - Annual Editions	Annual Transportation Improvement Plan Documents. Records series may include a listing of projects broken down by road name, length, scope, comments, construction resources, limits, existing width, proposed width, fund source code, project number, road book page and number, lead agency, funds available, actual and projected costs, and fund source definitions.	Transportation	P	Best Practice	Dept.
TRANS-SD 150	Transportation Improvement Program (TIP) -	Transportation Improvement Program funding documents for projects with Federal, State or Local funding.	Transportation	Final reimbursement + 7	49 CFR 18.42; Audit support	Shred/Delete
TRANS-SD 200	Grants - Miscellaneous	Applications, award notifications and progress reports for miscellaneous grants, which include SB821 Sidewalks, SB 621 Indian Gaming, Air Quality, etc.	Transportation	Final reimbursement + 7	Best Practice and Audit Support	Shred/Delete
TRANS-SD 250	Road and Bridge Benefit Districts (RBBB)	Formation documents, amendments, developer agreements and assignments, correspondence, periodic reporting, developer payment requests and other supporting documents	Transportation	P	Best Practice and Audit Support	Dept.

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TRANS-SD	Western Transportation Uniform Mitigation Fee (TUMF) - Trans	300	Western TUMF developer agreements and assignments, Western TUMF agency agreements and amendments, correspondence, periodic reporting, developer payment requests and other supporting documents	Transportation	P	Best Practice and Audit Support	Dept.	
TRANS-SD	Development Impact Fee (DIF) - Trans	350	Developer agreements for traffic signals and road improvements, DIF funding authorizations, correspondence, periodic reporting, payment requests and other supporting documents	Transportation	P	Best Practice and Audit Support	Dept.	
TRANS-SD	Community Facilities District (CFD) - Trans	400	Developer agreements and assignments, correspondence, periodic reporting and other supporting documents	Transportation	P	Best Practice and Audit Support	Dept.	
<b>Survey / SUR</b>								
TRANS-SUR	Land Development and Map Checking - Corner Records	100	The written record of corner establishment or restoration for every corner established by the survey of public lands and/or property corners, property controlling corners, reference monuments or accessories to a property corner.	Transportation	P	Best Practice	Dept.	
TRANS-SUR	Geodetic Files	150	Control Surveys, Preliminary Surveys, Right-of-Way Surveys, Boundary Surveys, Design Surveys, Acquisition Surveys, Construction Surveys, Correspondence, and Field Books	Transportation	P	Best Practice	Dept.	
TRANS-SUR	Right of Way Activities	250	Records related to Right of Way including resolutions related to vacation, acceptance, street name change, dedication, etc.	Transportation	P	Best Practice	Dept.	
TRANS-SUR	Land Developing and Map Checking - Final Tract Maps	300	Final Tract Maps are recorded with the County Recorder with a copy on file with the County Surveyor. Records series includes Environmental Constraint sheets (on file with the County Surveyor). (A subdivision map prepared in compliance with the Subdivision Map Act, Article 2 of Chapter 2, and approved in compliance with the Subdivision Map Act, Article 4 of Chapter 3.), and certificates of corrections.	Transportation, Clerk of the Board, County Recorder	P	GC 27556 - County Surveyor to be Ex Officio Deputy Recorder; Best Practice	Dept.	

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TRANS-SUR	350	Land Development and Map Checking - Parcel Maps	Parcel Maps recorded with the County Recorder. Records series includes Environmental Constraint sheets (on file with the County Surveyor). (A subdivision map prepared in compliance with the Subdivision Map Act, Article 3 of Chapter 2, and approved in compliance with the Subdivision Map Act, Article 5 of Chapter 3.), and certificates of corrections.	Transportation, Clerk of the Board, County Recorder	P	GC 27556 - County Surveyor to be Ex Officio Deputy Recorder, Best Practice	Dept.	
TRANS-SUR	400	Land Development and Map Checking - Minor Land Actions	Lot Line Adjustments, Parcel Mergers, Certificates of Compliance have final documents recorded with the County Recorder. (These projects are Planning Applications so Planning has the primary file.) Records related to planning applications to determine the legality of a parcel of land, or to merge parcels of land under common ownership, or to adjust the internal lines of legal parcels of land; all resulting in a recorded document.	Planning, Transportation, County Recorder	P	Best Practice	Dept.	
TRANS-SUR	450	Land Development and Map Checking - Records of Survey	Records of Survey are recorded with the County Recorder and are a record of a field survey made in conformity with the practice of land surveying by a licensed Land Surveyor or qualified licensed Engineer.	Transportation, County Recorder	P	GC 27556 - County Surveyor to be Ex Officio Deputy Recorder, Best Practice	Dept.	
TRANS-SUR	500	Unrecorded Survey Related Documents	Improvement Plans, Survey Field Notes, Street Ties, Bench Marks, Assessment District Maps, Official Maps, Monumentation Maps, Micro Jackets, Abstracts, Road Abstracts, Tube Files, Co. Right-of-Way and P&P Maps, and State Hwy Maps	Transportation	P	Historical/Best Practice	Dept.	
TRANS-TE	150	CHP Traffic Collision Reports or Accident Reports	Created by CHP, traffic collision reports are analyzed to improve traffic safety on County maintained roadways. Reports also assist in the defense of lawsuits and to bill responsible parties for damage to County property.	Transportation	CY + 10	GC 26202; Best Practice	Shred/Delete	

<b>Record Series</b>						
<b>Code</b>	<b>Title</b>	<b>Description</b>	<b>Copy of Record</b>	<b>Official Record Retention</b>	<b>Citation / Rationale</b>	<b>Final Disposition</b>
TRANS-TE 175	Engineering Study Reports (ESRs)	Engineering Study Reports (ESRs) are submitted in accordance with Ordinance 413.30, adopted by the Board of Supervisors on August 23, 2005 and approved by the Director of Transportation. ESRs are records of approvals of no-stopping zones, no-parking zones, restricted time parking zones, passenger loading/unloading zones, loading/unloading zones, bus loading/unloading zones, & motorcycle parking only zones and may also include special engineering studies as appropriate.	Transportation	P	Best Practice	Dept.
TRANS-TE 200	General Files	General information regarding County maintained roadways Riverside County Transportation Department field work, misc. completed studies, agreements, school districts, crossing guard information.	Transportation	CY + 10	GC 26202; Best Practice	Shred/Delete
TRANS-TE 250	Installation Orders, Markings and Signs	(RD Form 164) These are used by staff to order various pavement markings and roadway signs through the Paint & Sign shop. Records usually correspond with SRF's and provide written documentation for use by operational and maintenance staff to aid in day-to-day activities, including labor/supply budgets and scheduling of work. Documentation lists date and location of pavement markings and roadway signs installation. Also called I/O's, file also includes forms and maps that are filed by year, maintenance district number, and then by date order. Records provide written documentation and require permanent retention due to ongoing need to defend the county in all legal proceedings regarding the installation of the pavement markings and roadway signs.	Transportation	P	GC 26202; CCP 337.15	Dept.
TRANS-TE 350	Radar Speed Zones	Forms, maps, field data sheets, etc., used to establish legal speed zones that are enforceable by the CHP using radar. The proposed speed zone is submitted to the Board of Supervisors for ordinance approval. Zones are valid and legally enforceable by CHP for 7 years or up to 10 years if certain conditions are met, then road must be re-surveyed.	Transportation	CY + 10	GC 26202; CCP 337.15; Best Practice	Shred/Delete



Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
TRANS-TE	400	Resolution 413 (Ordinance 413: Regulating Vehicle Parking)	Records series includes Board-approved resolutions and map(s) of no parking, no stopping, loading, limited time, et al, zones. More recent resolutions in this file include a copy of the Form 11a (Board Submittal). Records require a permanent retention to maintain accurate records and due to on-going establishment of new restricted parking zones & amendments of existing restricted parking zones. Filed numerically by resolution number. Includes Form 11's, resolutions, and maps.	Transportation	P		GC 26202; Best Practice	Dept.
TRANS-TE	450	Service Request Forms	Form is used to track and record requests from the public and/or other departments/agencies for engineering reviews on County roadways. Provides basic information for engineering staff to determine what traffic control devices are appropriate. Hard copy and attached data may be used as background documentation of dates and type of work performed, devices installed, date of installation, any correspondence or reports written pertaining to that particular request, and any action taken. There are record of engineering reviews made by department, which are used in County's defense when needed. Records allow a more adequate defense of the County in event of litigation.	Transportation	CY + 10	GC 26202; CCP 337.15; Best Practice	Shred/Delete	
TRANS-TE	500	Traffic Project Files	General information regarding on-going or completed traffic signal and other improvement projects.	Transportation	CL + 10	GC26202; Best Practice	Shred/Delete	