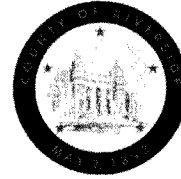


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.14
(ID # 6731)

MEETING DATE:

Tuesday, April 24, 2018

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

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

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the revised Departmental Records Retention Schedule for the Registrar of Voters.


ACTION: 4/5 Vote Required, Policy


Kan Wang, Assistant Assesor-County-Clerk Recorder 3/28/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez 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: April 24, 2018
xc: ACR

Keqia 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
SOURCE OF FUNDS: 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

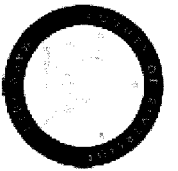
The citizens of Riverside County benefit from the efficiencies gained through the application of generally accepted recordkeeping principles.

ATTACHMENT. REGISTRAR OF VOTERS DRRS

Supersedes DRRS adopted June 20, 2017 as Agenda Item #3.11


Stephanie Perez, Principal Management Analyst 4/3/2018


Gregory V. Priamos, Director County Counsel 3/28/2018



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_ROV_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 Registrar of Voters is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted June 20, 2017 as Item #3.11.

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.

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

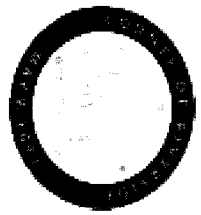
EC = California Elections Code

GC = California Government Code

P = Permanent

USC = United States Code

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE



Department / Agency: Registrar of Voters
 Division: All
 Section: All

Schedule Type: Departmental Records Retention Schedule
 Schedule #:
DRRS_ROV_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: Rebecca Spencer
 Rebecca Spencer, Registrar of Voters

Date: 3/20/18

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Vote-By-Mail (VBM)							
ROV_VBM100	Ballot Receipts - Federal	Ballot receipts for federal elections. Records series includes unused ballots and receipts.	ROV	CL + 22 months	EC 17301(b)	Shred / Delete	
ROV_VBM125	Ballot Receipts - State / Local	Ballot receipts for state/local elections. Records series includes unused ballots and receipts.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete	
ROV_VBM150	Cancelled Ballots - Federal	Ballot issued to a voter that was not voted by that voter, instead it is returned to a poll worker for cancellation.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete	
ROV_VBM175	Cancelled Ballots - State / Local	Ballot issued to a voter that was not voted by that voter, instead it is returned to a poll worker for cancellation.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete	
ROV_VBM200	Cancelled Ballots - Retirement Board	Ballot issued to a voter that was not voted by that voter, instead it is returned to a poll worker for cancellation.	ROV	CL + 3 years	GC 26202	Shred / Delete	
ROV_VBM225	Envelopes - Federal	Paper ballot envelopes for voter identification.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete	
ROV_VBM250	Envelopes - State / Local	Paper ballot envelopes for voter identification.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete	

FORM APPROVED COUNTY COUNSEL
 BY Kristine Bell-Valdez 3/27/18
 KRISTINE BELL-VALDEZ DATE

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ROV_ VBM275	Envelopes - Retirement Board		Paper ballot envelopes for voter identification.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV_ VBM300	Provisional - Federal		Ballots from various polling sites in which a voters name does not appear on the voter roster.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV_ VBM325	Provisional Ballots- State / Local		Ballots from various polling sites in which a voters name does not appear on the voter roster.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ VBM350	Spoiled Ballots - Federal		Paper ballot turned in at a polling site with unintended marks or may be damaged somehow.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV_ VBM375	Spoiled Ballots- State / Local		Paper ballot turned in at a polling site with unintended marks or may be damaged somehow.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ VBM400	Spoiled - Retirement Board		Paper ballot turned in at a polling site with unintended marks or may be damaged somehow.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV_ VBM425	Surrendered Vote-By-Mail - Federal		Paper ballot turned in at a polling site in exchange for a duplicate ballot or to allow voter to vote an electronic ballot on the accessible voting unit.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV_ VBM450	Surrendered Vote-By-Mail - State / Local		Paper ballot turned in at a polling site in exchange for a duplicate ballot or to allow voter to vote an electronic ballot on the accessible voting unit.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ VBM475	Surrendered Vote-By-Mail - Retirement Board		Paper ballot turned in at a polling site in exchange for a duplicate ballot or to allow voter to vote an electronic ballot on the accessible voting unit.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV_ VBM480	Undeliverable Vote-By-Mail Ballots - Federal		Paper ballots returned to the department by the United States Postal Service as undeliverable as addressed.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV_ VBM481	Undeliverable Vote-By-Mail Ballots - State / Local		Paper ballots returned to the department by the United States Postal Service as undeliverable as addressed.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ VBM500	Voted - Federal		Official ballot cast and accepted in a federal election.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b); EC 17305(b)	Shred / Delete

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ROV_ VBM525	Voted - State / Local		Official ballot cast and accepted in a state/local election.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV_ VBM550	Voted - Retirement Board		Official ballot cast and accepted in an election.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV_ VBM575	Vote-By-Mail Voter Applications - Federal		Application form mailed to the voter upon request for a Vote-by-Mail ballot.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17504(b)	Shred / Delete
ROV_ VBM600	Vote-By-Mail Voter Applications - State / Local		Application form mailed to the voter upon request for a Vote-By-Mail ballot.	ROV	CL + 6 months	EC 17505(b)	Shred / Delete
ROV_ VBM625	Affidavits of Registration - original paper copy		Application form provided to affiant to be completed to establish them as an elector.	ROV	CL + 5 years	EC 17000(a)	Shred
ROV_ VBM650	Affidavits of Registration - Inactive Electronic		Electors electronic application record is made inactive due to not voting in two federal elections.	ROV	CY + 2 years	GC 26202	Delete
ROV_ VBM675	Affidavits of Registration - Cancelled Electronic Record		Electors electronic application record is canceled due to not voting in two federal elections or due to voter not confirming residency address in order to remain on the active voter list.	ROV	CL + 5 years	EC 17000(a)	Delete
ROV_ VBM700	Affidavits of Registration - Pending paper copy		Electors application record is placed in pending status due to missing voter information.	ROV	CL + 22 months	52 USC 20701 et seq	Shred
Campaign (CAM)							
ROV_ CAM100	Campaign Statements - Local		Original statements of board of supervisors candidates for these offices and committees supporting an office holder or a candidate.	ROV	CL + 5 years	GC 81009(b)	Shred / Delete
ROV_ CAM150	Campaign Statements - All others		Original campaign statements of all other persons not mentioned in GC 81009(a) or (b).	ROV	CL + 7 years	GC 81009(c)	Shred / Delete

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ROV_ CAM300	Nomination papers / Signatures in-lieu of		Nomination papers for all candidates, not just those elected.	ROV	Expiration of Term + 4 years	EC 17100(a)	Shred / Delete
ROV_ CAM400	Reports and Statements - All Elections		Original reports and statements not specified by GC 81009(a), (b), (d).	ROV	CL + 7 years	GC 81009(e)	Shred / Delete
ROV_ CAM450	Reports and Statements (copies) - All Elections		Copies of reports and statement that do not need retention of more than one copy.	ROV	CL + 4 years	GC 81009(f)	Shred / Delete
ROV_ CAM500	Statements of Economic Interest		Original statement of economic interest of persons holding statewide elective office.	ROV	P	GC 81009(d)	Dept.
Petitions (PET)							
ROV_ PET100	Initiative or Referendum Petition - Failed		Petitions received and stored for 8 months after final examination of the petition by the elections official. Municipal petitions are returned to the City Clerk.	ROV	CL + 8 months	EC 17200(a)	Shred / Delete
ROV_ PET150	Initiative or Referendum Petition - Failed and Inspected by Proponent		Failed Initiative or referendum petitions received and stored for one year from the date of the proponent's last examination.	ROV	CL + 1 year	EC 17200(b)	Shred / Delete
ROV_ PET200	Initiative or Referendum Petition - Qualified		Petitions received and stored for 8 months after certification of the results of the election for which the election qualified for or if the measure is not submitted to the voters eight months after the final examination of the petition by the elections official. Municipal petitions are returned to the City Clerk.	ROV	CL + 8 months	EC 17200(a)	Shred / Delete
ROV_ PET300	Recall Petition - Failed		Recall Petitions received and stored for 8 months after final examination of the petition by the elections official. Municipal Recall petitions are returned to the City Clerk.	ROV	CL + 8 months	EC 17400(a)	Shred / Delete

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ROV_	Recall Petition - Qualified	Recall Petitions received and stored for 8 months after certification of the results of the election for which the recall qualified. Municipal Recall petitions are returned to the City Clerk.	ROV	CL + 8 months	EC 17400(a)	Shred / Delete
Precincts (PRE)						
ROV_	Assisted Voters List - Federal	List containing the voter's names who have been assisted in marking their ballots in a federal election.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete
ROV_	Assisted Voters List - State / Local	List containing the voter's names who have been assisted in marking their ballots in a State/Local election.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV_	Ballot Receipts - Federal	Paper ballot receipts for unused ballots in federal elections. Records series includes unused ballots and receipts.	ROV	CL + 22 months	EC 17301	Shred / Delete
ROV_	Ballot Receipts - State / Local	Paper ballot receipts for unused ballots in State/Federal elections. Records series includes unused ballots and receipts.	ROV	CL + 6 months	EC 17302	Shred / Delete
ROV_	Challenge Lists - Federal	List containing the voter's names who have been orally challenged by a member of the precinct board at the polling place during a federal election.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete
ROV_	Challenge Lists - State / Local	List containing the voter's names who have been orally challenged by a member of the precinct board at the polling place during a state/local election.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV_	Combined Rosters & Indexes	A complete printed index, by precinct, to the affidavits of registration current at the date of printing. It allows a space of sufficient size to allow each voter to sign his or her name.	ROV	CL + 5 years	EC 17300(a)	Shred / Delete
ROV_	Envelopes / Provisional - Federal	Paper ballot envelopes for voter identification from various polling sites in which a voters name does not appear on the voter roster in a federal election.	ROV	CL + 22 months	EC 17301(b)	Shred / Delete
ROV_	Envelopes / Provisional - State / Local	Paper ballot envelopes for voter identification from various polling sites in which a voters name does not appear on the voter roster in a state/local election.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete

Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ROV_	PRE325	Indexes at Precincts - Federal		A complete printed index, by precinct, to the affidavits of registration current at the date of printing in federal elections. It contains street addresses in alphabetical order and a cross reference number for each voter in the precinct.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete
ROV_	PRE350	Indexes at Precincts - State / Local		A complete printed index, by precinct, to the affidavits of registration current at the date of printing in state/local elections. It contains street addresses in alphabetical order and a cross reference number for each voter in the precinct.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV_	PRE375	Official Precinct Material - Federal		Records series includes precinct officers Declaration of Intention (EC 12321); Precinct Board Member applications (EC 12300); Order appointing precinct boards and designating the polling places (EC 12286); Nomination appointments from county central commission (EC 12306); written orders appointing precinct Board members and designating polling places (EC 12327).	ROV	CL + 22 months	EC 17502(b)	Shred / Delete
ROV_	PRE400	Official Precinct Material - State / Local		Records series includes precinct officers Declaration of Intention (EC 12321); Precinct Board Member applications (EC 12300); Order appointing precinct boards and designating the polling places (EC 12286); Nomination appointments from county central commission (EC 12306); written orders appointing precinct Board members and designating polling places (EC 12327).	ROV	CL + 6 months	EC 17503(b)	Shred / Delete
ROV_	PRE425	Precinct Maps - Federal Elections		Maps created using the current election parameters and precincts during a federal election.	ROV	CL + 2 years	GC 26202	Shred / Delete
ROV_	PRE450	Precinct Maps - Local Elections		Maps created using the current election parameters and precincts during a local election.	ROV	CL + 2 years	GC 26202	Shred / Delete
ROV_	PRE475	Supplemental Roster - Federal		A printed roster after the close of registration, by precinct, to the affidavits of registration current at the date of printing of new resident voters in a federal election.	ROV	CL + 22 months	EC 17506	Shred / Delete

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ROV_ PRE500	Supplemental Roster - State		A printed roster after the close of registration, by precinct, to the affidavits of registration current at the date of printing of new resident voters in a state/local election.	ROV	CL + 6 months	EC 17506	Shred / Delete
ROV_ PRE525	Tally Sheets (poll copies) - Federal		Two sheets used in federal elections by precinct board members showing the contests being voted upon. The total number of votes counted for each candidate and for and against each measure is recorded on the tally sheets in words and figures.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete
ROV_ PRE550	Tally Sheets (poll copies) - State / Local		Two sheets used in state/local elections by precinct board members showing the contests being voted upon. The total number of votes counted for each candidate and for and against each measure is recorded on the tally sheets in words and figures.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV_ PRE575	Unused Ballots - Federal, State, Local		Unused ballots are those official ballots remaining in the control of the elections official unusable. These ballots may be recycled as long as an affidavit is prepared, in writing, as to the number of ballots recycled.	ROV	Destroy once polls have closed	EC 14404	Shred / Delete
Voter Registration (VTR)							
ROV_ VTR100	8d (2) Cards (undeliverable)		When NCOAs are processed the system will generate an 8d(2) card to confirm the address on record. Returned to election offices by registrants responding to verification or confirmation mailings.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR200	Alternate Residency Cards (ARC)		Generated by the system to confirm the voter record address. Returned to election offices by registrants responding to verification or confirmation mailings.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR300	Application for Viewing Voter Files		Applications to Purchase or View Voter Records per EC \$2188	ROV	CL + 5 years	EC 2188(f)	Shred / Delete
ROV_ VTR400	National Change of Address Cards (NCOA)		In lieu of mailing a residency confirmation card, these notifications are sent to registrants to confirm registration address status and are returned as undeliverable or with address.	ROV	CY + 2 years	GC 26202	Shred / Delete

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
ROV_ VTR500	Official Notices	Official notices received relating to a voter including notification of death, mental incompetence, and felony listings.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR600	Prior Registration Notice	Notice indicating voter registered in another jurisdiction.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR700	Undeliverable Voter Notification Cards (VNC)	Notifications sent to registrants to confirm registration status that are returned as undeliverable or with address. Returned to election offices by registrants responding to verification or confirmation mailings.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV_ VTR800	Voter Registration Cards - correspondence	Request to cancel registration or change of address, name, party, etc.	ROV	CY + 2 years	GC 26202	Shred / Delete