

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



ITEM  
3.36  
(ID # 8978)

**MEETING DATE:**

Tuesday, January 29, 2019

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

**SUBJECT:** ASSESSOR-COUNTY-CLERK-RECORDER: Approval of the RMAP Rate Schedule  
for Fiscal year 2019/20, All Districts. [\$0]

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

1. Approve the RMAP General Support Service rate schedule for fiscal year 2019/20 as listed in Attachment A.

**ACTION:** Policy

*Kan Wang*  
Kan Wang, Assistant Assessor-County-Clerk-Recorder 1/23/2019

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: January 29, 2019  
xc: ACR

Kecia Harper  
Clerk of the Board  
By *[Signature]*  
Deputy

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<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:</b> Department Budgets 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2019/20	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Records Management and Archives Program (RMAP) provides professional record retention and destruction services, which include the development and maintenance of retention schedules, record policy guidance, archiving efforts and expert consultation on all aspects of record keeping.

**Rate Development**

RMAP professional services costs are recovered through a General Support Service rate. As part of the rate methodology, RMAP is modifying the previous three tier rate structure to a five-tier rate structure to more accurately match cost to effort needed. The scoring system identifying the tiers is comprised of staff count and number of record retention schedules within each department, as illustrated in Attachment A. The intent of this tiered rate system is to recover cost commensurate with each departments' estimated benefit, while eliminating extreme fee inequities that may result from a traditional strait-line or pro-rated cost recovery process.

These rates have been reviewed and approved by the County Auditor Controller. They 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**

RMAP professional services helps to protect the integrity of the county record keeping processes through the development of records management policies and procedures, while facilitating the cost-effective storage of records through the use of county approved vendors. These policies and procedures are in compliance with Federal and State law and Board of Supervisors Policy A-43.

**ATTACHMENTS:** Attachment A – FY2019/2020 RMAP Rate Schedule

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Rene Casillas, Internal Audits Chief 1/23/2019

  
Paul A. Angulo, County Auditor-Controller 1/23/2019

  
Stephanie Pasa, Principal Management Analyst 1/24/2019

**Attachment A  
FY2019/2020 RMAP RATE SCHEDULE, ANNUAL CHARGES**

Department	Per FY19/20 Weighted Score	FY19/20 Rate Tiers
<b>Tier 1:</b>		
Veterans Services	12	\$ 2,500
Office on Aging	36	\$ 2,500
Board Of Supervisors	37	\$ 2,500
Executive Office	39	\$ 2,500
County Counsel	44	\$ 2,500
Auditor-Controller	45	\$ 2,500
Agricultural Commissioner	48	\$ 2,500
Emergency Management	48	\$ 2,500
Registrar Of Voters	50	\$ 2,500
<b>Tier 2:</b>		
Purchasing and Fleet Services	58	\$ 5,000
Treasurer-Tax Collector	70	\$ 5,000
Regional Parks and Open Space District	86	\$ 5,000
Animal Control Services	122	\$ 5,000
Environmental Health	124	\$ 5,000
Public Defender	127	\$ 5,000
Fire Protection	133	\$ 5,000
Child Support Services	145	\$ 5,000
<b>Tier 3:</b>		
Waste Management	151	\$ 10,000
Human Resources	194	\$ 10,000
Information Technology	221	\$ 10,000
Flood Control	240	\$ 10,000
<b>Tier 4:</b>		
Assessor-County Clerk-Recorder	276	\$ 15,000
Transportation and Land Management Agency	343	\$ 15,000
District Attorney	394	\$ 15,000
Public Health	438	\$ 15,000
EDA	485	\$ 15,000
Probation	582	\$ 15,000
<b>Tier 5:</b>		
Behavioral Health	1128	\$ 20,000
Regional Medical Center	1956	\$ 20,000
Department of Public Social Services	2604	\$ 20,000
Sheriff	2629	\$ 20,000

Departments should budget their expense to account 525330 (RMAP Services)  
 If you have any questions please contact Charlee Dick, Fiscal Manager, at  
 951 486-7484 or [chdick@asrclrec.com](mailto:chdick@asrclrec.com)