

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



ITEM  
3.7  
(ID # 8933)

MEETING DATE:

Tuesday, February 5, 2019

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

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

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached revised Departmental Records Retention Schedule for the Environmental Health – District Environmental Services Department;
2. Approve the attached revised Departmental Records Retention Schedule for the Animal Services Department.

ACTION: 4/5 Vote Required

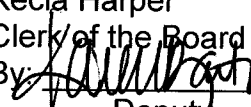
  
Kan Wang, Assistant Assesor-County-Clerk Recorder 1/23/2019

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Hewitt 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: February 5, 2019  
xc: ACR, Animal Services

Kecia Harper  
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: 18/19</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 Section 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.


**ATTACHMENTS: Environmental Health – District Environmental Services Department DRRS**

Supersedes DRRS adopted September 09, 2014 as Agenda Item #3.19

**Animal Services DRRS**

Supersedes DRRS adopted January 17, 2017 as Agenda Item #3.8

  
Stephanie Ponce, Principal Management Analyst 1/30/2019

  
Gregory L. Priamos, Director County Counsel 1/25/2019



## **County of Riverside, California Departmental Records Retention Schedule (DRRS\_DAS\_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."

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Inquiries or comments regarding this schedule should be directed to:

County of Riverside  
Records Management and Archives Program (RMAP)  
2724 Gateway Drive  
Riverside, CA 92507  
951-486-7067  
(County Mail Stop 2625)

### **Introduction**

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This Departmental Records Retention Schedule (DRRS) for the Animal Services Department is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted January 17, 2017 as agenda item # 3.8.

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.

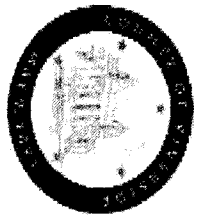
**CY** = Calendar year end

**FAC** = California Code of Food and Agriculture

**GC** = California Government Code

**HSC** = California Code of Health & Safety

**P** = Permanent



## COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Animal Services

Schedule Type: Departmental Records Retention Schedule

Division: All

Schedule #:

Section: All

**DRRS\_DAS\_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:

*Robert Miller*  
Robert Miller, Director of Animal Services

Date:

*12-19-18*

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description			
<b>ADMINISTRATION (ADM)</b>					
DAS_ADM100	California Regulations Manual	Manual used to enforce policies and regulations set forth by the State. The manual should be updated as necessary to remain current.	Animal Services	P	Best Practice Dept.
<b>FIELD SERVICES (FDS)</b>					
DAS_FDS100	Animal Permit and License Records	Records related to the permit and license of animals exempted from the standard procedures including those issued to rescue, kennel or wildlife exhibit operators, and other persons pursuant to County ordinance or order. Series includes rescue, kennel and cattery applications, license and permits. Series also includes service dog license and documentation required to issue dog tag as well as pot belly pig and crowing rooster licenses.	Animal Services	Expiration or revocation + 3; Denied + 2	GC 26202; Best Practice Shred/Delete
DAS_FDS150	Citations	Citations issued to public for failure to license, noisy animal complaint, leash law violations, failure to vaccinate, microchip or any other violation that falls under Riverside County Ordinance No. 630.	Animal Services	Resolution + 10	CCP 343; Best Practice Shred/Delete
DAS_FDS200	Complaints and Case Files	Records documenting complaints received from the public or other agency regarding animal control issues, including possible violations of animal control regulations.	Animal Services	CY + 4	CCP 343; Best Practice Dept.

### FORM APPROVED COUNTY COUNSEL

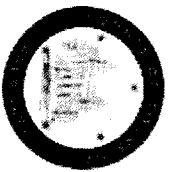
BY: *MCT*  
MICHAEL C. THOMAS  
DATE: *24 JAN 2019*

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
DAS_ FDS250	Dispatch Logs	Logs sent from contracted after hours answering service.	Animal Services	CY + 3	GC 26202; CCP 340(c); Best Practice	Shred/Delete
DAS_ FDS300	Field Euthanasia Log	Log animal control officers use to document animals they euthanize in the field.	Animal Services	CY + 3	HSC 11191	Shred/Delete
DAS_ FDS350	Field Investigation Reports	Records used to investigate reported neglect or abuse of an animal. Series includes animal investigation documents such as pictures, tapes, CDs, and correspondence.	Animal Services	Incident + 5	GC 26202; Best Practice	Shred/Delete
DAS_ FDS400	Official Notice of Violation	Violation notice issued to a member of the public failure to quarantine an animal.	Animal Services	Resolution + 10	CCP 343; Best Practice	Shred/Delete
DAS_ FDS450	Pepper Spray Discharge	Record of incident and complete information supporting the reasons for a discharge of pepper spray in the field.	Animal Services	CY + 2	GC 26202	Shred/Delete
DAS_ FDS500	Restraint Orders	Records used to identify history of an animal that poses a safety threat to the public or other animals. Series includes animal investigation documents including pictures, tapes, CDs and correspondence.	Animal Services	Restraining Order expired + 5	GC 26202; Best Practice	Shred/Delete
DAS_ FDS550	Trip Sheet	Record used to track call activity, pick ups and time reporting for services performed in the field.	Animal Services	FY + 7	GC 26202; Best Practice	Shred/Delete
<b>SHELTER SERVICES (SHS)</b>						
DAS_ SHS100	Alarm Records	Records indicating when alarm has been set off and law enforcement responds. Series includes the log form and invoices for call services.	Animal Services	FY + 7	GC 26202; Best Practice	Shred/Delete
DAS_ SHS150	Animal Inventory	Record of each animal received at an animal shelter, including data relating to its admission and condition, its reclamation, adoption, sale or destruction. Used to track individual animals on a daily basis.	Animal Services	CY + 3	FAC 32003(e); CCP 340(c); Best Practice	

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
DAS_-SHS200	Animal License Records	Records generated or used by various agencies for the purposes of licensing an animal. Series includes animal license number, copy of rabies certificate, if applicable, person and veterinarian information including address and phone numbers.	Animal Services	CL + 3	17 CCR 2606.4(a); FAC 32003(e); Veterinary Medical Board (VMB) Policy 95/96-4; Riverside County Ordinance 630.17	Shred/Delete
DAS_-SHS250	Animal Treatment Records	Records documenting veterinary treatment of animals in the custody of Animal Control. Series include animal patient chart, daily evaluation report, microchip implant procedure, surgical patient list including spay/neuter log, and any treatment provided including Telazol.	Animal Services	Discharge + 3	FAC 32003(e)	Shred/Delete
DAS_-SHS300	Call Activity Report	Form used in case of an emergency or computer failure to log and dispatch calls.	Animal Services	CY + 3	GC 26202; Best Practice	Shred/Delete
DAS_-SHS350	Communicable Disease Reports - Adult Victim	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or human submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Animal Services	Release from Quarantine + 3	FAC 32003(e); Best Practice	Shred/Delete
DAS_-SHS400	Communicable Disease Reports - Minor Victim	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or human submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Animal Services	Age 18 + 1 or CL + 7, whichever is later	FAC 32003(e); GC 26202; Best Practice	Shred/Delete
DAS_-SHS450	Controlled Substance Log	Log used to track controlled substance used by clinic.	Animal Services	CY + 3	HSC 11191; 21 CFR 1304.04(a)	Shred/Delete
DAS_-SHS500	Medical Waste Tracking	Document used to track medical waste and syringe needles.	Animal Services	CY + 3	HSC 118040	Shred/Delete

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
DAS_ SHS550	Pet Adoption Application	Application used to screen potential pet adoptees. Adoption form including name, address, phone and adopting history.	Animal Services	CY + 3	GC 26202; Best Practice	Shred/Delete
DAS_ SHS600	Training	Training handouts and materials for educating the public on safe animal handling practices and annotations. Documentation of Training.	Animal Services	CY + 7	GC 26202; Best Practice	Shred/Delete
DAS_ SHS650	Work Release Program	Records related to Animal Services participation in the County's Work Release Program. Series includes program guidelines and documents used to track hours worked.	Animal Services	CL + 6	GC 26202; Best Practice	Shred/Delete





## **County of Riverside, California Departmental Records Retention Schedule (DRRS\_EH-DES\_2019\_Rev04)**

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."

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### **Introduction**

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This Departmental Records Retention Schedule (DRRS) for the Environmental Health-District Environmental Services Department is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted September 09, 2014 as agenda item # 3.19.

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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**GC** = California Government Code

**HSC** = California Health and Safety Code



## COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Environmental Health

Schedule Type: Departmental Records Retention Schedule

Division: District Environmental Services

Schedule #:

Section: ALL

**DRRS\_EH-DES\_2019\_Rev04**

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:

*Keith Jones*

Keith Jones, Director of Environmental Health

Date: 1-3-19

Record Series					Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description						
EH-DES100	Facilities Plan Check	Reports, Plans and records used for or generated during facility construction or remodel.	DES Program Offices	Life of Structure + 10	GC 26202; CCP 337.15; Best Practice	Shred/Delete		
EH-DES150	Food, Pool and Tobacco Field Cards	A summary record of Operational Statistics for a permitted facility, used in the field.	DES Program Offices	CL + 3	GC 26202; Best Practice	Shred/Delete		
EH-DES200	Food Workers Test Records	Food Handlers Test Results listing Name, Date, score and place of employment.	DES Program Offices	CY + 3	HSC 113948	Shred/Delete		
EH-DES250	Inspection Reports - Permitted facilities	Operational reports, records and complaints of a permitted facility. (Excludes Retail Tobacco, MHP's and Camps).	DES Program Offices	CL + 3	GC 26202; Best Practice	Shred/Delete		
EH-DES255	Inspection Reports - Retail Tobacco	Retail Tobacco operational reports, records and complaints.	DES Program Offices	CL + 5	GC 26202; CCP 343; Best Practice	Shred/Delete		
EH-DES300	Non-permitted Facilities	Inspection and complaint reports of non-permitted facilities or locations, including illegal vending operations.	DES Program Offices	CL + 3	GC 26202; Best Practice	Shred/Delete		
EH-DES350	On-Site Inspections - Mobilehome Parks and Organized Camps	Mobile Home Park and Organized Camps operational reports, records and complaints.	DES Program Offices	Life of the facility +10	GC 26202; Best Practice	Shred/Delete		
EH-DES400	Trash, Sewage and Vector files	Complaint reports, general correspondence and pesticide usage forms.	DES Program Offices	CL + 3	GC 26202; 14 CCR 17414	Shred/Delete		

FORM APPROVED COUNTY COUNSEL

BY *MCT* 24 JAN 2019  
MICHAEL C THOMAS DATE