

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



ITEM  
3.12  
(ID # 9187)

**MEETING DATE:**

Tuesday, March 12, 2019

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

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

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

1. Approve the attached revised Departmental Records Retention Schedule for the Fire Department.

**ACTION:**4/5 Vote Required

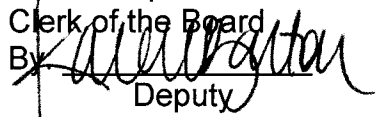
  
\_\_\_\_\_  
Kan Wang, Assistant Assessor-County-Clerk-Recorder 3/5/2019

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Spiegel 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: March 12, 2019  
xc: ACR

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 Schedule 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**

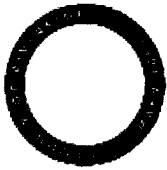
The citizens of Riverside County benefit from the efficiencies gained through the application of generally accepted recordkeeping principles.

**ATTACHMENTS: Fire Department DRRS**

Supersedes DRRS adopted October 20, 2015 as Agenda Item #3.6

  
Stephanie P. P., Principal Management Analyst 3/6/2019

  
Gregory V. Priapos, Director County Counsel 3/5/2019



## County of Riverside, California Departmental Records Retention Schedule (DRRS\_FIRE\_2018\_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)  
2724 Gateway Drive  
Riverside, CA 92507  
951-486-7067  
(County Mail Stop 2625)

### Introduction

This Departmental Records Retention Schedule (DRRS) for the Fire Department is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted October 20, 2015 as agenda item # 3.6.

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.

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## 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.

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## Explanation of Codes

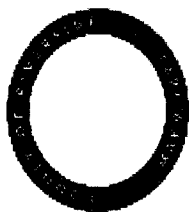
**Best Practice** = Best Practice determined through business and government agency benchmarks.

**CFC** = California Fire Code

**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.

**FY** = Fiscal year end

**NOC** = Notice of Completion



# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Fire  
 Schedule Type: Departmental Records Retention Schedule

Division: ALL  
 Schedule #:  
**DRRS\_FIRE\_2018\_Rev02**

Section: ALL

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: *[Signature]* Date: 1-17-19  
 Shawn Newman, Chief

Code	Title	Record Series	Description	Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
FIRE100	Case Files - construction		Records related to the oversight of construction projects. Records series may include applications, permits, public hearing records if applicable, inspection notes and/or reports, certificates, maps, etc.	Fire	NOC + 7	CFC 104.6; Best Practice	Shred / Delete
FIRE150	Case Files - cost recovery		Records related to efforts to collect restitution payment for hazmat, fire and/or traffic incidents. Records series may include police, environmental health and/or hazmat reports, correspondence, billing for training, copy of law enforcement, court and/or fire investigation reports; dispatch and/or resource ordering reports; correspondence to/from customer, courts, probation, district attorney, other 3rd party; victim restitution statement of loss, copy of employee time records, copy of checks, installment payment plan agreements, copy of Official Cash Receipt (OCR), Department of Motor Vehicles (DMV) records INF254 and INF255 used to obtain the customer's personal address and vehicle owner information, research data from LexisNexis to obtain customer's name, address, home phone, date of birth and social security number.	Fire	CL + 7	CFC 104.6; Best Practice; GC 26202; GC 26907.2; 29 CFR 516.6	Shred / Delete

FORM APPROVED COUNTY COUNSEL  
 BY: *MCT* DATE: 5 MAR 2019  
 MICHAEL C. THOMAS

Code		Record Series		Official Record Holder	Official Record Retention	Citation / Rationale	Final Disposition
	Title	Description					
FIRE200	Case Files - hazardous materials	Records related to the investigation of incidents involving hazardous materials. Records series may include copies of subpoenas, reports, certificate of no record and related incident reports.	Fire	CL +7	CFC 104.6; Best Practice	Shred / Delete	
FIRE250	Case Files - hazards	Records related to the investigation of incidents involving physical hazards. Records series may include investigative reports, findings of facts, maps, notices with proof of service, correspondence and contractor invoices.	Fire	CL +7	CFC 104.6; Best Practice	Shred / Delete	
FIRE350	Communication and Technology	Records related to the licensing, tracking, maintenance and repair of communication and technology equipment.	Fire	Life of equipment + 7	CFC 104.6; Best Practice	Shred / Delete	
FIRE500	Incident Reports	Records related to the investigation of isolated incidents not requiring a case file. Records series may include incident report and correspondence	Fire	FY + 7	CFC 104.6; Best Practice	Shred / Delete	