

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



ITEM
3.12
(ID # 10747)

MEETING DATE:

Tuesday, September 10, 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 County
Transportation and Land Management Agency – Building and Safety Department

ACTION: 4/5 Vote Required

Kan Wang, Assistant Assesor-County-Clerk Recorder

8/21/2019

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Perez and Hewitt
Nays: None
Absent: Washington
Date: September 10, 2019
xc: ACR

Kecia R. Harper
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: 2019/2020	

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: Transportation and Land Management Agency – Building and Safety Department DRRS

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


Stephanie Peralta, Principal Management Analyst 9/2/2019


Gregory V. Priaplos, Director County Counsel 8/28/2019



County of Riverside, California Departmental Records Retention Schedule (DRRS_ BNS_2019_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 Transportation and Land Management Agency, Building and Safety Department (BNS) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted September 9, 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.

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.

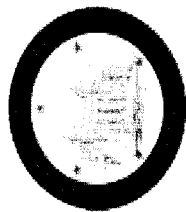
GC = California Government Code
HSC = California Health & Safety Code

CFR = Code of Federal Regulations

P = Permanent

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



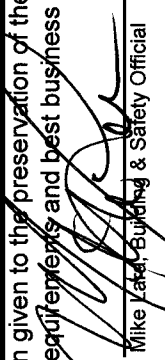
COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Transportation and Land Management Agency, Building and Safety (BNS) Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All Schedule #: **DRRS_BNS_2019_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:  Date: 8/15/19

Mike Latat, Building & Safety Official

Code	Title	Description	Record Series	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Accounting (ACC)							
BNS_ACC100	Bonds	Grading, Improvement and / or Landscaping and Erosion control bonds as managed by Building & Safety thru July 2011		TLMA / Building and Safety	CL + 2	GC 26202	Shred / Delete
Administration (ADM)							
BNS_ADM100	Business Registration	Records related to the review of business licenses and registrations to ensure legal operator status within Riverside County.		TLMA / Building and Safety	Close of Business + 2	GC 26202	Shred / Delete
BNS_ADM200	Complaints or Requests	Correspondence issued from or received by the department related to an environmental concern or complaint of the public. Records series includes investigative correspondence and documentation of corrective action taken.		TLMA / Building and Safety	CL + 5	GC 26202; Best Practice	Shred / Delete
BNS_ADM300	Damage Assessment Reports	Applied Technology Council (ATC-20) reports and Board of Supervisor's approved Policy E-9; Records may contain detailed evaluation and safety assessment information inclusive of: inspection information, building description, areas damaged, photographs, sketches, building condition description, overall structural, non-structural and geotechnical hazards, posting information, and further actions noted.		TLMA / Building and Safety	Date of Incident + 3	GC 26202; Board of Supervisors Policy E-9; Best Practice	Shred / Delete
BNS_ADM400	Inspection Sheets	Staff inspection records detailing the date, time and location of inspection work. Form references permit number, address and inspection results.		TLMA / Building and Safety	FY + 2	GC 26202	Shred / Delete

FORM APPROVED COUNTY COUNSEL
 BY: MCT DATE: 26 Aug 2019
 MICHAEL C. THOMAS

Record Series		Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
BNS_	Variance Actions - floodplain administration	ADM500		Records related to implementation of Riverside County ordinance 458 related to the approval of development within designated floodplain areas. Records series includes the application, approval of variance and justification for the action.	TLMA / Building and Safety	P	Riverside County Ordinance 458	Dept.
Commercial Building Plans (CBP)								
BNS_	Building Inspection Corrections	CBP100		Records related to residential building permit corrections.	TLMA / Building and Safety	P	HSC 19850; Best Practice	Dept.
BNS_	Building Plans - Commercial	CBP200		Plans for the construction of commercial structures. Records series may include date of submittal and approval, details of construction, engineer or architect stamp, calculations, correction notices, certificate of occupancy, floor plans, electrical specs, elevation plans, site plan, dates of submittal and approval, details of construction demonstrating compliance with California building codes.	TLMA / Building and Safety	P	HSC 19850; Best Practice	Dept.
BNS_	Building Plans - Non Commercial	CBP250		Plans for the construction of non-commercial structures. Records series may include date of submittal and approval, details of construction, engineer or architect stamp, calculations, correction notices, certificate of occupancy, floor plans, electrical specs, elevation plans, site plan, dates of submittal and approval, details of construction demonstrating compliance with California building codes.	TLMA / Building and Safety	CL + 180 DAYS	CA BLDG CODE SECTION 107.5 HSC 19850	Shred / Delete
BNS_	Flood Plain Management Cases - Commercial and Residential	CBP300		Site plan of property showing location of flood zones and cross-checked against submitted building plans for approval purposes.	TLMA / Building and Safety	CL + 2	GC 26202	Shred / Delete
BNS_	Grading Plans - Commercial	CBP400		Plans for grading of parcels for commercial purposes including grading restoration. Records may include engineer certification, pad elevations, notice of intent, plan check corrections, correction notices, response to comments or corrections, memos, site plan, reports, erosion and sediment control plans, grading plans, and water quality management program.	TLMA / Building and Safety	P	HSC 19850; Best Practice	Dept.

Code		Record Series		Title		Description		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
BNS_CBP450	Grading Plans - Non Commercial	Plans for grading of parcels for non - commercial purposes including grading restoration. Records may include engineer certification, pad elevations, notice of intent, plan check corrections, correction notices, response to comments or corrections, memos, site plan, reports, erosion and sediment control plans, grading plans, and water quality management program.	TLMA / Building and Safety	CL + 180 DAYS	CA BLDG CODE SECTION 107.5 HSC 19850	Shred / Delete					
BNS_CBP550	Landscaping and Erosion Control Plans	Grading, drainage and landscaping plans to prevent erosion as managed by Building & Safety thru July 2011	TLMA / Building and Safety	CL + 2	GC 26202	Dept.					
National Pollutant Discharge and Elimination System (NPDES)											
BNS_NPDES100	Case Files - Environmental Program	Records related to construction approval and/or inspection. Records series may include inspection reports regarding site maintenance to ensure no impacts to water quality, grading, and site stabilization plans and property owner correspondence for review and inspection by NPDES staff.	TLMA / Building and Safety	CL + 5	40 CFR 122.41 (j)(2)	Shred / Delete					
BNS_NPDES200	Complaints regarding Illicit Connection/Illicit Discharge (IC/ID) Cases	Records of complaints related to illicit connection and/or illicit discharge cases. Records series includes correspondence, reports, photographs and supplemental information.	TLMA / Building and Safety	CL + 3	GC 26202; Best Practice	Shred / Delete					
BNS_NPDES300	Reporting	Construction related annual reports and accompanying data that substantiates information reported such as training forms, monitoring reports, and construction site information.	TLMA / Building and Safety	FY + 2	GC 26202	Shred / Delete					
BNS_NPDES400	Storm Water Pollution Prevention Plan (SWPPP)	Records related to the plan for preventing the contamination of water.	TLMA / Building and Safety	CL + 2	GC 26202	Shred / Delete					
Permits (PMT)											
BNS_PMT100	Permits	Records documenting request and authorization for property owners to erect new structures, including signs, or make structural modifications to existing ones. Serves as official authorization for construction including installation of plumbing, electrical and mechanical equipment and other related work. Does not include building or grading plans. (see BNS-CBP200 & BNS-CBP400)	TLMA / Building and Safety	P	HSC 19850; Best Practice	Dept.					
BNS_PMT200	Subdivision Files	Tract applications and permit processing applications that pertain to subdivisions (as opposed to rough grade/mass grade).	TLMA / Building and Safety	CL + 2	GC 26202	Shred / Delete					