

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



ITEM
2.3
(ID # 10834)

MEETING DATE:

Tuesday, September 17, 2019

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER/RMAP: Records Management and Archives Program (RMAP) Annual Report for fiscal year 2018/2019, District: All. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file attached 2018/2019 Annual Report as required under Board Policy A-43

ACTION: Consent

Kan Wang

Kan Wang, Assistant Assesor-County-Clerk Recorder

9/3/2019

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: September 17, 2019
xc: ACR

Kecia R. Harper
Clerk of the Board
By *[Signature]*
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: 2018/2019	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Board Policy A-43 requires the Records Management and Archives Program (RMAP) to submit a report to the Board of Supervisors annually summarizing activities of the program. RMAP continues to work with county departments and agencies towards implementing generally accepted recordkeeping principles including the development of records retention schedules.

ATTACHMENTS: Attachment A – Annual Report for Fiscal Year Ended June 30, 2019

RECORDS MANAGEMENT AND ARCHIVES PROGRAM (RMAP)

Annual Report for Fiscal Year Ended June 30, 2019

This Annual Report is submitted as directed by Policy A-43 § B.5 for the purpose of advising the Board of Supervisors on the progress made towards full compliance with Policy A-43.

Activities Summary

The Records Management and Archives Program (RMAP) provided a wide-range of document management and archive services to county departments and agencies during the reporting period. RMAP consists of three major service areas: first is professional records management services, which includes education and training, another is development and maintenance of retention schedules for county departments, and lastly is the county archive that identifies, preserves, and makes County records of enduring value available to the public.

During FY18/19, the County Records Center received 25,633 boxes for consignment to storage. In this same period, the Records Center destroyed or removed 2,460 boxes from storage. This past year, the Records Management section developed and brought to the Board of Supervisors for approval five (5) records retention schedules.

Extension Requests

In accordance with Board of Supervisors Policy A-43 § D.5, there were no extensions to retention periods requested by departments.