

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



ITEM: 3.7
MT: (ID # 11044)

MEETING DATE:

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

Tuesday, October 22, 2019

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 Assessor-County Clerk-Recorder – Clerk Department
2. Approve the attached revised Departmental Records Retention Schedule for the Assessor-County Clerk-Recorder – Recorder Department
3. Approve the attached revised Departmental Records Retention Schedule for the Assessor-County Clerk-Recorder – Records Management and Archives Program

ACTION: 4/5 Vote Required

Kan Wang

Kan Wang, Assistant Assessor-County-Clerk Recorder

10/22/2019

MINUTES OF THE BOARD OF SUPERVISORS

Kan Wang
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: October 22, 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: 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:

Assessor-County Clerk-Recorder – Clerk Department

Supersedes DRRS adopted July 25, 2017 as agenda item # 3.12


Assessor-County Clerk-Recorder – Recorder Department

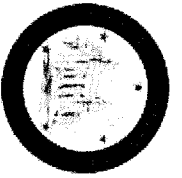
Supersedes DRRS adopted July 25, 2017 as agenda item # 3.12

Assessor-County Clerk-Recorder – Records Management and Archives Program (RMAP)

Supersedes DRRS adopted February 26, 2013 as agenda item # 3.5


Stephanie Perez, Principal Management Analyst 10/15/2019


Gregory V. Priamos, Director County Counsel 10/11/2019



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_ACR-C_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."

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 Assessor-County Clerk-Recorder, Clerk Department (ACR-C) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted July 25, 2017 as agenda item # 3.12.

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.

BPC = California Business and Professions Code

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.

CORP = California Corporations Code

CY = Calendar year end

EXP = Expiration

FAM = California Family Code

GOV = California Government Code

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor-County Clerk-Recorder, Clerk (ACR-C)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #:

Section: All

DRRS_ACR-C_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:

Peter Aldana
Peter Aldana, Assessor-County Clerk-Recorder

Date:

9/24/19

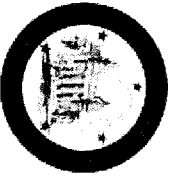
Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-C-100	Bonds & Surety Companies, List of	The Department of Insurance issues an annual list of registered Bond & Surety companies that is filed with clerk by date. Financial Statements; Annual financial statements of admitted sureties in California, on file with clerk by date. Power of Attorney, Appointment of/Power of Attorney Revocation; Surety company employee powers. Includes copies of power of attorney/ revocation of power of attorney. On file with clerk by date. Bail Bond insurance issuance/Revocation; Bail licenses issued/revoked by the Department of Insurance on file with the clerk by date.	Department of Insurance	CY + 3	CCP 995.630; CCP 995.640; CCP 995.660	Shred / Delete
ACR-C-125	Daily Processing Logs	This includes scanning logs, notary journal receipt letter/logs, etc.	County Clerk	CY + 2	GOV 26202	Shred / Delete
ACR-C-150	Deputy Commissioner For the Day	Applications and supporting documentation for Deputy Commissioners for the Day applicants	County Clerk	CY + 2	GOV 26202	Shred / Delete
ACR-C-175	Environmental Findings	California Environmental Quality Act: Negative Declaration and Notice of Determination, Public Notice of Environmental Finding (Posting Page) Duplicate copies of notices of projects with environmental impact implications.	County Clerk	CY + 1	14 CCR 753.5(f)	Shred / Delete
ACR-C-200	Environmental Findings Index	Index is used to create the posting page.	County Clerk	CY + 1	14 CCR 753.5(f); Best Practice	Shred / Delete
ACR-C-225	Error Suspense Logs	Logs documenting errors and backup documentation supporting attempts to contact customer to correct errors.	County Clerk	CY + 2	GOV 26202	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY *MCT* *10 OCT 2019*
MICHAEL C THOMAS DATE

		Record Series							
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition			
ACR-C-275	Fictitious Business Names	Original Fictitious Business Name Statements of for profit businesses, on file with clerk by file number. Statement of Abandonment and Withdrawal of Partnership, records of business name statements that have been abandoned or withdrawn, on file with clerk by file number. Affidavit of Publication of Fictitious Business Name Statement, proof that FBN statement was published with an adjudicated newspaper, on file with clerk by file number.	County Clerk	EXP + 4	BPC 17925(b); BPC 17927(a)	Shred / Delete			
ACR-C-300	Humane Officer Oath of Office	Record of appointed Humane Officers, badge number, and judge appointment, date of expiration or revocation if applicable.	County Clerk	CY + 3	GOV 26202; Best Practice	Shred / Delete			
ACR-C-325	Humane Officer Registry	Permanent Record of Humane Officers listing name, badge number, appointing judge, appointment date, expiration or revocation date.	County Clerk	P	CORP 14502(d); CORP 14502(f)(1); Best Practice	Dept.			
ACR-C-350	Index of Deputy County Clerks	List information on appointments and revocations.	County Clerk	P	GOV 24102; Best Practice	Dept.			
ACR-C-450	Marriages, Application and Court Order to Obtain Information re: Confidential	Application submitted to a judge to obtain information regarding a confidential marriage.	County Clerk	CY + 2	GOV 26202	Shred / Delete			
ACR-C-475	Marriages - Application	Records related to the application for marriage licenses. Records series may include application worksheet and any supporting documentation for license.	County Clerk	CY + 2	GOV 26202; California Marriage Certificate Registration Handbook from DHS Pg. 36, Par4 date 5/4/2009	Shred / Delete			
ACR-C-525	Marriages - Certificate of Confidential Marriage	Certificates and index of confidential marriage that establish a record of marriage.	County Clerk	P	FAM 511(b) may be microfilmed per GOV 26205; Best Practice	Dept.			
ACR-C-535	Marriages - Expired / Unrecordable Licenses	License and related correspondence for public and confidential marriage that have expired or were un-recordable.	County Clerk	CY + 3	GOV 26202; FAM 360(b); Best Practice	Shred / Delete			

Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-C-550	Marriage, Index of Confidential	Permanent Index of Registered Confidential Marriages.	County Clerk	P	FAM 511(b) may be microfilmed per GOV 26205; Best Practice	County Archives		
ACR-C-575	Marriages - Notary Authorization	Records related to the application and approval of a notary public authorizing them to issue confidential marriage licenses.	County Clerk	CY + 3	GOV 26202; Best Practice	Shred / Delete		
ACR-C-585	Marriages - Notary Authorization List	A list of the notaries public who are approved to issue confidential marriage licenses.	County Clerk	P	FAM 400(a); FAM 401(a)(d); FAM 534(a); Best Practice	Dept.		
ACR-C-600	Notary Journals	Notary journals and index deposited with county clerk following resignation, disqualification, removal from office or expiration of appointment.	County Clerk	Upon Court Order 10 years after receipt or reset date due to line item inquiry.	GOV 8209(c)	Shred / Delete		
ACR-C-625	Notary Journals, Index	Permanent index of deposited journals listing notary name, commission number, date journals were surrendered, destruction date of journals.	County Clerk	P	GOV 8209(c); Best Practice	County Archives		
ACR-C-650	Oaths - Notary Public	Notary public oaths taken, commission number, date of commission and copy of oath. On file with clerk by file number.	County Clerk	EXP + 1	GOV 8213(a)	Shred / Delete		
ACR-C-675	Oaths - Public Office	Oaths taken for public office filed with the County Clerk and expire upon revocation.	County Clerk	Revocation + 5	GOV 24102(d)	Shred / Delete		
ACR-C-855	Registrations	Records of registrations listing the name, file number, date filed and copy of cash deposit slip.	County Clerk	EXP + 3 (paper) or EXP + 10 (electronic)	BPC 6403(e); BPC 6405(g); BPC 22351(c); BPC 22452(c)	Shred / Delete		
ACR-C-860	Registrations Log	Record of registrations listing name, file number, date filed.	County Clerk	P	BPC 6407(a); BPC 22355(a); BPC 22457(a)	Dept.		
ACR-C-875	Roster of Public Agencies	Roster of names and addresses of public agencies and their officials as submitted by the public agency.	County Clerk; Secretary of State	P	GOV 53051 (c)	Dept.		



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_ACR-R_2019_Rev05)**

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 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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Explanation of Codes

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

CalRIM = Secretary of State, Local Government Records Retention Guidelines

CCP = California Code of Civil Procedure

CIV = California Civil 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.

CY = Calendar year end

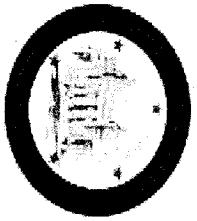
FAM = California Family Code

GOV = California Government Code

HSC = California Health & Safety Code

RTC = California Revenue & Tax Code

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor-County Clerk-Recorder, Recorder (ACR-R)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #:

DRRS_ACR-R_2019_Rev05

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:

Peter Aldana
Peter Aldana, Assessor-County Clerk-Recorder

Date:

9/25/19

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title				
Administration					
ACR-R 0010	Archive Writer Audit Sheet	Recorder	Destroy when appropriate microfilm roll is destroyed.	GOV 26202; Best Practice	Shred / Delete
ACR-R 0020	Attorney Service Drop Off Sheets	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete
ACR-R 0030	Audit of Master Microfilm Storage Facility	Recorder	P	Best Practice	Dept.
ACR-R 0040	Customer Comment Cards	Assessor - County Clerk - Recorder	CY + 3	GOV 26202; Dept. Policy; Best Practice	Shred / Delete
ACR-R 0050	Documents Undeliverable by Mail and Uncalled for	Recorder	CY + 2	GOV 26205.6 (b); Best Practice	Shred / Delete
ACR-R 0055	Indexing Procedures	Recorder	P	GOV 27320-27336; GOV 26205.5; Best Practice	Dept.

FORM APPROVED COUNTY COUNSEL

BY *MCT* *10 OCT 2019*
MICHAEL C. THOMAS DATE

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-R 0060	Map Checklists	Quality control checklists of items that a map must contain in order to be recorded. Used to review evidence of decision made in the recording process.	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete
ACR-R 0070	Marriage Correspondence	Correspondence to couple and/or to person solemnizing marriage notifying them of errors in license that prevents it from being recorded and what action must be taken to correct it. Letters include the names of couple, license number and reason for the letter.	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete
ACR-R 0080	Methylene Blue Tests	Results of outside testing certifying that film processing results with respect to fixer functions fall within the standards dictated by ANSI IT9.17-1993. Certificates record the range of methylene blue present on the film, the date the film was processed and the film roll from which it came.	Recorder	P	Best Practice	Dept.
ACR-R 0090	Preliminary New Match List	Records documenting the date, legal description and preliminary number filed in the Recorder's Office. Provides Indexing section with a list of people who have filed Preliminary 20-day notices informing them of who they need to contact.	Recorder	Filing date + 3	CIV 8214; Best Practice	Shred / Delete
ACR-R 0100	Reports	Administrative reports detailing information such as the number of documents recorded, fee breakdown, etc. Updated and printed daily. Used for internal quality control and reference.	Recorder	P	Dept. Policy; Best Practice	Dept.
ACR-R 0110	Studies and Statistics	Record of departments activities and accomplishments. They may include statistics, narrative reports, graphs and diagrams.	Assessor - County Clerk - Recorder	CY + 3	GOV 26202; CalRIM; Best Practice	Shred / Delete
ACR-R 0120	Target Sheets	Record of fees for cashiering when recording a Record of Survey or Assessment Diagram.	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete
Applications						
ACR-R 0130	Affidavit for Duplicate Marriage License	Issued when a license is not recordable due to writeouts, stains, crossed out information, and other alterations, or when informed that the original license was lost. An affidavit must be signed and returned before a duplicate marriage license can be issued.	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete
ACR-R 0140	Application for a Certified Copy of a Military Discharge (DD214)	Applications for a certified copy of recorded military discharge.	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete

		Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition		
ACR-R 0150	Application for Copy of Official Records	A request for copies of official records. Includes: document numbers requested, customer's name and address.	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete		
ACR-R 0160	Application for a Search or Certified Copy of a Birth Certificate	A request for a search or a certified copy of a birth certificate on file in the Riverside County Recorder's office. Includes: name and address of requestor, name on certificate and date of event.	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete		
ACR-R 0170	Application for a Search or Certified Copy of a Death Certificate	A request for a search or a certified copy of a death certificate on file in the Riverside County Recorder's office. Includes: name and address of requestor, name on certificate and date of event.	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete		
ACR-R 0180	Application for a Search or Certified Copy of a Marriage Certificate	A request for a search or a certified copy of a marriage certificate on file in the Riverside County Recorder's office. Includes: name and address of requestor, name on certificate and date of event.	Recorder	CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete		
Filed Documents								
ACR-R 0190	Delinquent Tax List	Copy of publication and affidavit filed by the tax collector. Affidavit is published to show that the real property on which taxes, assessments, penalties and costs had not been fully paid are in default, together with a list of all real property and supporting documentation.	Recorder	Filing date + 7	RTC 3371-3374; Best Practice	Shred / Delete		
ACR-R 0200	Plans, Contracts & Specifications	Plans, contracts and specifications under which the work or improvement of any building was performed. Records series includes supporting documentation.	Recorder	Filing date + 5, unless notified in writing to retain them by someone claiming some interest under the contract or in the property affected	GOV 27205; Best Practice	Shred / Delete		
ACR-R 0210	Preliminary 20-Day Notice	A written notice from a claimant that is given prior to the recording of a mechanic's lien, prior to filing a stop notice and prior to asserting a claim against a payment bond. Includes: general description of labor, name and address of the person furnishing that labor, name of the person who contracted for purchase of that labor and the description of the job site. Records series includes supporting documentation.	Recorder	Filing date + 3	CIV 8214; Best Practice	Shred / Delete		

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description			
ACR-R 0220	Amendment Logs	Working files on incoming birth, death and marriage amendments. Includes: date and book and page number.	Recorder CY + 2	GOV 26202; Best Practice	Shred / Delete
ACR-R 0230	Archive Writer Microfilm Log	Form detailing when, who, the recording date and contents of each roll created from the Archive Writer.	Recorder CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete
ACR-R 0240	Bank Note Paper Logs	Logs tracking the storage and use of bank note paper on which are printed birth, death and marriage certificates.	Recorder Last entry + 100	GOV 26202; Best Practice	Shred / Delete
ACR-R 0250	Control Strip Logs	Logs recording the results of daily processor testing performed on exposure control strips prior to starting work. Services as a baseline and to verify the processor is functioning at the proper levels ensuring the density and quality of film remains consistent. Used in technical and operational troubleshooting.	Recorder CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete
ACR-R 0260	Equipment Logs	Logs maintained to document what has been duplicated or processed on a specific piece of equipment. Used to troubleshoot issues, spot-check employee performance and notify operator of the need to replenish chemicals necessary to maintain the integrity of the images produced.	Recorder Last entry + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete
ACR-R 0270	Map Logs	Spreadsheets completed by 1) the customer dropping off a map and 2) Recorder staff ensuring that each map is recorded in the correct order. Logs are updated with every recordation.	Recorder Last entry + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete
ACR-R 0280	Map Log Books	Log of recorded official maps. Separated in books by type of map - tract, parcel, assessment, record of survey and condominium plan (1947 to present). Includes: map book and page number, name of the city or unincorporated area the property on the map is located in, the document number assigned to the map once recorded, the name of who submitted the map for recording, the fees for recording the map and the time the map was recorded.	Recorder P	Dept. Policy; Best Practice	Dept.
ACR-R 0290	Metadata Logs	Captures and records metadata information for each electronic image produced and submitted to the Recorder's image database. Metadata is not embedded in the images produced.	Recorder P	Best Practice	Dept.
ACR-R 0300	Production / Assignment Logs	Record of an employee's work rate and assigned duties. May include standards to be met and success rate.	Assessor - County Clerk - Recorder CY + 3	GOV 26202; CCP 338; Best Practice	Shred / Delete

		Record Series							
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition			
Recorded Documents									
ACR-R 0310	Abstract of Mortgage	Records of mortgages (1893-1897), includes indexes, names of borrowers and lenders, dates of documents and description of property. Arranged chronologically (handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.			
ACR-R 0320	Abstract of Sales Made State to State	An abridgement as an abbreviated form or a summary of sales made state to state (handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.			
ACR-R 0330	Assignments of Mortgages	Recorded transfers of real property encumbrances from old to new holders (1893-1930). Includes: index, date of assignment, names of assignor and assignee, location and description of property and date of recording combined with mortgages then recorded in official records after 1930. (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.			
ACR-R 0340	Bank Assets	Statements of banks financial condition (1893-1894). Includes: index, names of banks, sworn statements of financial condition. Arranged chronologically. (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.			
ACR-R 0350	Bank Stocks	Statement of the paid up capitol stock of banks (1893-1894). Includes: index, names of banks, date of statement. Arranged chronologically. (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.			
ACR-R 0360	Candidates, Receipts and Expenditures	Candidates affidavit of receipts and expenditures for primary election (1926-1932). (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.			
ACR-R 0370	Certificate of Sales	Records of sales by Sheriff on foreclosures (1893-1930). Includes: index, name of property owner, value, date of tax due, date of sale and property description. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.			
ACR-R 0380	Certificates of Residence	Index includes name, residence, place where summons may be served and date (1893-1930). Arranged alphabetically by name. (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.			

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-R 0390	Certificates of Revivor	Index to records showing the revival of a suit which is abated by the death or marriage of any of the parties. Also know as a bill of revivor. (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.
ACR-R 0400	Chattel Mortgages	Records of loans secured by personal property (1893-1930). Includes: index, borrower's and lender's names, date of loan, amount of loan, description of property. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0410	City Charters	A legal document establishing a city. Charters are adopted by cities where special conditions create needs that can't be adequately met by the general laws. A city can adopt a charter and tailor it's organization and elective offices to provide for unique local conditions and needs. A charter can only be adopted and/or changed by a majority vote of city residents-not by a vote of the city council. (July, 1999 - Current). The Secretary of State holds the official record.	Recorder	P	GOV 34460; Best Practice	Dept.
ACR-R 0420	Co Partnerships	Agreements of Co-Partnership (1893-1930). Includes: index, agreements, names of partners, firm and date of record. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0430	Declarations of Homestead	Records of persons claiming homesteads (1893-1930). Includes: indexes, names of homesteaders, descriptions of property. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0440	Decrees of Distribution	Record of probate court for the distribution of the estates of deceased persons (1893-1930). Includes: index, names of decedent, administrator, distributes and description of estate. Arranged chronologically. (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.
ACR-R 0450	Deeds	Records transferring title to real property (1893-1930). Includes: indexes, nature and terms of document, description and location of property, names of grantor and grantee. Recorded in official records after 1930.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0460	Federal Tax Liens	Index to tax liens (1923-1967). Includes: index, file number, name of taxpayer, address, amount due, date of notice and demand.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.

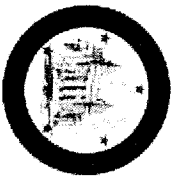
		Record Series					
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
ACR-R 0470	General Index	Index (1893-Current) to official records and to separate volumes of instruments that exist prior to the consolidation of the Recorder's documents into the official records in 1930. Includes: Recorder's number, title of instrument, names of grantee and grantor, reference to volume and page numbers in official records and date recorded. Combined general indexes, grantors-grantees after 1975. Grantee-a person who acquires an interest in land by deed, grant or other written instrument, commonly referred to as the buyer. Grantor-one who grants property or property rights, commonly referred to as the seller. Records series includes supporting documentation.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.	
ACR-R 0480	Leases	Leases of real property (1893-1930). Includes: index, date and number of document, names of lessor and lessee, date of recording, and reference to volume and page number in records. Supplanted by general indexes in 1931.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.	
ACR-R 0490	Licensed Surveyors	Register of civil engineers and surveyors. Includes: index, names, date issued, town and license number. Arranged alphabetically by name. (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.	
ACR-R 0500	Lis Pendens	Evidence a pending court action concerning or affecting the title or the right of possession of real property. Includes: names of plaintiff(s) and defendant(s) as grantor and grantee, date of notice, purpose of action, location and description of property, date recorded, signature of attorney for plaintiff, case number, name of court or certified by a judge or clerk of the court. Also known as Notice of Pendency of Action.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.	
ACR-R 0510	Mechanics Liens	Records of transcripts of mechanics' and contractors' claims filed as statutory liens on property to secure payment of debt for material or labor used thereon (1893-1930). Includes: index, name of plaintiff, name of defendant, statement of claimant's demand (dollar amount), statement of labor, recording date and time, book and page numbers. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.	

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-R 0520	Military Discharge	Recorded copies of honorable discharges from the United States Armed Forces. May include: name of soldier, serial number, grade, branch of service, organization, date and place of birth, race, marital status, and civilian occupation. Information on military history may include: date of induction/enlistment, date entered into active service, place entered service, selective service date, military occupation, military qualification and date, battle campaigns, decorations and citations, wounds, immunization record, service outside United States, prior service, reason for separation, service schools attended, education pay date, insurance information, signature of soldier, signature of personnel officer and thumbprint.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0530	Mining Claims	Handwritten locations of Cinnabar, Quartz, Magnesite, and other mining claims (1896-1930). Includes: index, date of claim. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0540	Miscellaneous Records	Various documents not required by law to be kept in separate volumes (1893-1930). Includes: handwritten index, names of parties and documents such as: declaration of trust, military discharges, enlistment records, bills of sale, wine certificates, candidates statements, affidavits, agreements, completions and decrees. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0550	Mortgages	Records by which real property is pledged as security of the repayment of an obligation (1893-1930). Includes: names of mortgagor and mortgagee, date, amount, and terms of mortgage, date recorded, location and description of property and signature of mortgagor. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0560	Notices of Attachments	Records of notices of a party being served with a writ of attachment of specific property being attached and held as security in the event a judgment is rendered (1893-1930). Includes: date of notice, names of plaintiff and defendant, amount and reason of attachment, location and description of real property. Recorded in official records after 1930. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0570	Official Bonds	Surety bonds posted by public officials. Includes: index, name of official position, sum of bond and date of bond. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.

		Record Series							
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition			
ACR-R 0580	Official Maps	Maps which show subdivision or boundaries in Riverside County. Includes: index, parcel, tract, record of survey annexations, assessments, highway and agricultural maps. Shows boundaries, owners, easements and divisions. Arranged chronologically. Records series includes supporting documentation.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.			
ACR-R 0590	Official Records	Recorded instruments previously kept in separate volumes, but combined since 1931. Includes: deeds, mortgages, liens, and other documents dealing with real property. Arranged chronologically. Records series includes supporting documentation.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.			
ACR-R 0600	Patents (Land Patents)	Recorded land grants authorized by Federal and State Land Office, granting transfer of title of real property (1893-1930). Includes: handwritten index, name of grantee, location and description of land, amount of fees due, date recorded, proof of claim, and map of property. Arranged chronologically. Also known as Land Patents.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.			
ACR-R 0610	Powers of Attorney	Recorded copy of authority given to individuals to be Attorney in Fact (1893-1930). Includes: index, name of parties, date and description of powers. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.			
ACR-R 0620	Pre Emptions	Records of rights given to settlers upon the public lands of the United States to purchase lands at a limited price in preference to others. Includes: index, modernly equivalent to a first refusal of right.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.			
ACR-R 0630	Separate Property of Married Women	Recorded declarations of married women of separate ownership of property. Includes: index, description of property and livestock. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.			
ACR-R 0640	Sole Traders	Records of married women that engage in business on their own account. Includes: index, name of applicant, type of business, name of court. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.			
ACR-R 0650	Stray and Lost Property	Records contain descriptions of lost animals with notices to come forward and claim. Includes: description of property, value, brand and ear mark, date found, etc. Arranged chronologically. (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.			
ACR-R 0660	Sub Guarantees	Statements signed and acknowledged by all parties having any record title interest in the real property consenting to the preparation and recordation of a parcel map. The document is required to be submitted with parcel and tract maps.	Recorder	P	Best Practice	Dept.			

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ACR-R 0670	Tax Deeds	Records of deeds issued to a purchaser following a sale necessitated by the non payment of real property taxes. Includes: index, tax year, amount of tax, property owner, description and amended tax deed. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0680	Tax Sales	Records of property sold to the State of California for non payment of State and County taxes. Includes: tax year, description of property. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0690	Torrens	A system of title recordation provided by provincial law; it is a system for the registration of land title, indicating the State of the title, including ownership and encumbrances. (Handwritten records)	Recorder	P	GOV 27320-27336; GOV 26205.5; GOV 26205.7	Dept.
ACR-R 0700	Transcripts of Judgments	Recorded transcripts of civil judgments from district, county, or superior court in cases involving property (1893-1930). Includes: index, date, nature, amount of judgment, case number, name of court, names of plaintiff and defendant, location and description of property, name of judge and date recorded. Recorded in official records after 1930. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0710	Uniform Commercial Code Financing Statements	Original papers recording liens on personal property under the Uniform Commercial Code. These replaced chattel mortgages. Includes: index, file number, debtor's name and address, secured party, filing date, time, number and officer, types of property covered, signature of party and signature of clerk.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0715	Unrecordable Document Notice	A copy of a notice mailed or given to customers who have presented an unrecordable document for recording. The notice informs them that their document has been deemed unrecordable and advises them that it is a public offense to further attempt to record the document. May include a copy of the unrecordable document. Form number ACR 311.	Recorder	CY + 10	GOV 27203; GOV 27204; CCP 315; CCP 338; Best Practice	Shred / Delete
ACR-R 0720	Water Claims	Records of rights to the use and/or control of water, whether for irrigation, hydro electric power, or personal use. Includes index.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.
ACR-R 0730	Wills	Recorded wills of deceased persons (1893-1955). Includes: index, names of testator and beneficiaries, date and number of will, nature and amount of bequests, date admitted to probate court, name of executor, date recorded, and signature of testator.	Recorder	P	GOV 27320-27336; GOV 26205.5	Dept.

Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
Code	Title	Description				
Vital Records						
ACR-R 0740	Births - 1893-1905	Register of all births occurring in Riverside County from 1893 to 1905. Includes: indexes, birth certificates, handwritten entries of births, delayed birth certificates, amendments, names of children, date of event and sex of child. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5; HSC 102235	Dept.
ACR-R 0741	Births - 1906 - Present	Register of all births occurring in Riverside County from 1906 to the present time. Includes: indexes, birth certificates, handwritten entries of births, delayed birth certificates, amendments, names of children, date of event and sex of child. Arranged chronologically.	California State DEPT of Health	P	Best Practice	Dept.
ACR-R 0750	Deaths - 1893-1905	Register of all deaths occurring in Riverside County from 1893 to 1905. Includes: indexes, death certificates, delayed death certificates, amendments, name of decedent, date of death. Arranged chronologically.	Recorder	P	GOV 27320-27336; GOV 26205.5; HSC 102235	Dept.
ACR-R 0751	Deaths - 1906 - Present	Register of all deaths occurring in Riverside County from 1906 to the present time. Includes: indexes, death certificates, delayed death certificates, amendments, name of decedent, date of death. Arranged chronologically.	California State DEPT of Health	P	Best Practice	Dept.
ACR-R 0760	Expired Marriage License	Correspondence mailed to the applicants informing them of their license expiration date and to contact the County Clerk Office in the county of residence for a Declared Marriage License.	Recorder	CY + 3	GOV 26202; CCP 338; FAM 357-360; Best Practice	Shred / Delete
ACR-R 0770	Marriages - 1893-1905	Register of all marriages where the license was issued in Riverside County from 1893 to 1905. Includes: index, certificate of marriage, amendments, name of bride and groom, and date. Arranged chronologically by date of marriage.	Recorder	P	GOV 27320-27336; GOV 26205.5; HSC 102235	Dept.
ACR-R 0771	Marriages - 1906 - present	Register of all marriages where the license was issued in Riverside County from 1906 to the present time. Includes: index, certificate of marriage, amendments, name of bride and groom, and date. Arranged chronologically by date of marriage.	California State DEPT of Health	P	Best Practice	Dept.



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_ACR-RMAP_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

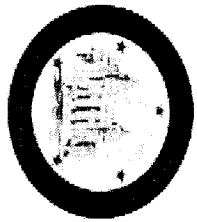
This Departmental Records Retention Schedule (DRRS) for the Assessor-County Clerk-Recorder, Records Management and Archives Program Department (ACR-RMAP) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted February 26, 2013 as agenda item # 3.5.

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.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Assessor - County Clerk- Recorder, Records Management and Archives
Program (ACR-RMAP)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #:

Section: All

DRRS_ACR-RMAP_2019_Rev02

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: Peter Aldana

Peter Aldana, Assessor-County Clerk-Recorder

Date: 9/24/19

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
RMAP-100	Account Services		Records related to customer accounts. Records series may include Records Transfer lists, New Customer form, RS-Web registrations, etc.	RMAP	Close of Customer Account + 7	GOV 26202; Audit Support; Best Practice	Shred / Delete
RMAP-150	Archive Accessions		Documents that meet the historical requirement for Archival transfer. Includes Request for Records Transfer form, Agreement to Transfer Records form. May include authorized signatures and correspondence.	RMAP	P	GOV 26205.7; BOS Policy A-43; Best Practice	County Archives
RMAP-200	Database Records		Records supporting RMAPs internal inventory and billing software program. Records series includes manuals and upgrade documentation.	RMAP	REV + 2; Best Practice	GOV 26202; Best Practice	Shred / Delete
RMAP-250	Financial Reports		Reports produced to monitor spending, performance measures and other operations that reflect the financial stability of the RMAP program. Records series may include approved budget, rate analysis, correspondence, reports and spreadsheets.	RMAP	P	Best Practice	Dept.
RMAP-300	Logs		Records of routine activities within RMAP. Records series includes activity logs, daily courier runs, post office documentation, equipment readings, etc.	RMAP	CY + 2	GOV 26202	Shred / Delete
RMAP-350	Program History		Records related to projects initiated or undertaken by the program that contribute to the long-term understanding of the role it has played within the County.	RMAP	P	Best Practice	Dept.
RMAP-400	Project Files		Records related to projects initiated or undertaken that do not contribute to the long-term understanding or history of the program.	RMAP	CL + 2	GOV 26202; Best Practice	Shred / Delete
RMAP-450	Programs or Services		Records related to programs or services offered countywide such as photo lab, COM microfilm service, mail delivery services, etc.	RMAP	CL + 7	GOV 26202; Best Practice	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY MCT 10 OCT 2019
MICHAEL C THOMAS DATE

		Record Series					
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
RMAP-500	Software Licenses	Licenses connected to various purchased software. Records series may include correspondence and product documentation.	RMAP	EXP + 2	GOV 26202; Best Practice	Shred / Delete	
RMAP-550	Surveys	Customer surveys used to determine whether or not RMAP is meeting current needs.	RMAP	CY + 2	GOV 26202	Shred / Delete	
RMAP-600	Training Program - County	Documentation of countywide training provided by RMAP staff including regular RMAP Meetings and workshops. Records series may include pertinent handouts, PowerPoint slides and speaker notes.	RMAP	CL + 5	GOV 26202; Best Practice	Shred / Delete	