

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



ITEM: 3.5
(ID # 11819)

MEETING DATE:
Tuesday, February 25, 2020

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
Information Technology Department.

ACTION: 4/5 Vote Required, Policy

Kan Wang

Kan Wang, Assistant Assesor-County-Clerk Recorder 1/23/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Jeffries 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 25, 2020
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: Information Technology Department

Supersedes DRRS adopted July 12, 2011 as agenda item # 3.10


Stephanie Pardo, Principal Management Analyst 2/18/2020


Gregory V. Priaplos, Director County Counsel 2/11/2020



County of Riverside, California Departmental Records Retention Schedule (DRRS_RCIT_2020_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 Riverside County Information Technology Department (RCIT) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted July 12, 2011 as Item #3.10.

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. **T** = Termination (of employment, or use, i.e. of a product or piece of equipment within the County, of a benefit or plan)

CCP = California Code of Civil Procedure

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.

CU = Current (While)

GC = California Government Code

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Riverside County Information Technology	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division: ALL	Schedule #: DRRS_RCIT_2020_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: 2-4-2020
 Dave Rogers, Information Technology, Chief Information Officer

Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
RCIT 175	Customer Records	Records of customers' relationship with RCIT. Records series may include telephone extension information, programming records, asset tracking, monthly Telco bills.	RCIT	CL + 2	GC 26202; Best Practice	Shred / Delete
RCIT 200	Customer Records - Floor Plans	Records documenting the type and placement of technology within a facility. Records series may include As Built Floor plans and more historical floor plans.	RCIT	P	Best Practice	Dept or County Archives
RCIT 225	Customer Service Surveys	Surveys sent out as part of the annual customer satisfaction survey or generated via an outside service such as Survey Monkey. Records series includes reports generated and kept on file.	RCIT	CU + 2	GC 26202; Best Practice	Shred / Delete
RCIT 300	Public Safety Enterprise Communications (PSEC) Coverage Maps	Network maps showing data and radio coverage throughout Riverside and parts of San Bernardino Counties.	RCIT	T + 5	GC 26202; Best Practice	Shred / Delete
RCIT 475	Site documentation - General and Construction specific	Records include any documentation related to a specific PSEC site or the development of a site. Specifics include, but are not limited to, the site development spreadsheet, coverage maps, and site files (which include daily inspection reports, issue specific correspondence, Site Candidate Information Packet (SCIP) packages, utility information, lease information, etc.).	PSEC	T + 5	GC 26202; CCP 337; Best Practice	Shred / Delete
RCIT 500	Software licensing renewal and support	Records facilitating the management of license agreements.	RCIT	T + 4	GC 26202; CCP 337; Best Practice	Shred / Delete
RCIT 625	Trouble Tickets Service Requests	Electronic records of requests for service and repairs to radios, telephones, computers and other communication devices for tracking service and billing purposes.	RCIT	CU + 2	GC 26202; Best Practice	Shred / Delete

FORM APPROVED COUNTY COUNSEL
 BY: MCT DATE: 10 FEB 2020
 MICHAEL C THOMAS