

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



ITEM: 3.4  
(ID # 14291)

**MEETING DATE:**  
Tuesday, February 02, 2021

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

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER/RECORDS MANAGEMENT AND ARCHIVES PROGRAM: Approval of the RMAP Rate Schedule for Fiscal Year 2021/22, All Districts. [\$0]

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

1. Approve the RMAP General Support Service rate schedule for fiscal year 2021/22 as listed in Attachment A.

**ACTION:**Policy

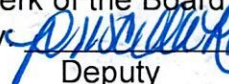
  
Douglas Cady, CHIEF DEP ASSESSOR/CO CLK/REC 1/6/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt 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 2, 2021  
xc: ACR

Kecia R. Harper  
Clerk of the Board  
By   
Deputy

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<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>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Department Budgets 100%			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	2021/22

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Records Management and Archives Program (RMAP) provides professional record services, which include the development and maintenance of retention schedules, record policy guidance, archiving efforts and expert consultation on all aspects of record keeping.

**Rate Development**

RMAP’s professional services costs are recovered through a General Support Service rate. As part of the rate methodology, RMAP has grouped departments into five rate tiers based on each department’s size: one (1 – 50), two (51 – 150), three (151 – 250), four (251 – 1,000), and five (1,001 and over). The intent of this tiered rate system is to recover cost commensurate with each department’s estimated benefit, while eliminating extreme fee inequities that may result from a traditional strait-line cost recovery process.

**Impact on Citizens and Businesses**

RMAP provides records management professional services and archival services. Records management professional services helps to protect the integrity of the county record keeping processes through the development of records management policies and procedures, while facilitating the cost-effective storage of records using county approved vendors. Archival services identify, preserve, describe, and make available to the public records of enduring value relevant to the County of Riverside. These policies and procedures are in compliance with Federal and State law, Riverside County Ordinance 2016-126, and Board of Supervisors Policy A-43.

**ATTACHMENTS:**

Attachment A – FY2021/22 RMAP Rate Schedule

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Stephanie Perez, Principal Management Analyst 1/26/2021

**Attachment A**  
**FY2021/2022 RMAP RATE SCHEDULE, ANNUAL CHARGES**

Department	FY2021/22 Score	FY2021/22 Rate Tiers
<b>Tier 1:</b>		
Veterans Services	13	\$ 2,500
Executive Office	25	\$ 2,500
Board Of Supervisors	34	\$ 2,500
Auditor-Controller	44	\$ 2,500
Office on Aging	45	\$ 2,500
County Counsel	48	\$ 2,500
<b>Tier 2:</b>		
Agricultural Commissioner	52	\$ 5,000
Emergency Management	53	\$ 5,000
Purchasing and Fleet Services	53	\$ 5,000
Registrar Of Voters	54	\$ 5,000
Regional Parks and Open Space District	72	\$ 5,000
Treasurer-Tax Collector	73	\$ 5,000
Animal Control Services	97	\$ 5,000
Environmental Health	118	\$ 5,000
Public Defender	127	\$ 5,000
Fire Protection	144	\$ 5,000
<b>Tier 3:</b>		
Waste Management	174	\$ 10,000
Child Support Services	179	\$ 10,000
Human Resources	195	\$ 10,000
Information Technology	225	\$ 10,000
Flood Control	241	\$ 10,000
<b>Tier 4:</b>		
Assessor-County Clerk-Recorder	274	\$ 15,000
EDA	310	\$ 15,000
Transportation and Land Management Agency	383	\$ 15,000
District Attorney	408	\$ 15,000
Public Health	418	\$ 15,000
Probation	470	\$ 15,000
<b>Tier 5:</b>		
Mental Health	1086	\$ 20,000
Universal Health System	2417	\$ 20,000
Sheriff	2499	\$ 20,000
Department of Public Social Services	2563	\$ 20,000
	<b>12,886</b>	<b>285,000</b>

Expense are budgeted to account 525330 (RMAP Services) or 537330 (Interfnd Exp-RMAP Services) or 575500 (Intra-RMAP Services)

If you have any questions please contact Wendy Myers, Principal Deputy ACR, at 951 486-7453 or Wendy.Myers@asrclrec.com