

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



ITEM: 3.4
(ID # 17083)

MEETING DATE:

Tuesday, September 28, 2021

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER/ RMAP: Approval of the revised Departmental Records Retention Schedule, All Districts. [\$0] (4/5th Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached revised Departmental Records Retention Schedule for the Office of County Counsel.
2. Approve the attached revised Departmental Records Retention Schedule for the Department of Animal Services.

ACTION: 4/5 Vote Required, Policy

Kan Wang

Kan Wang, Assistant Assesor-County-Clerk Recorder

8/26/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, 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 28, 2021
xc: ACR, Co.Co.

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: 2021/2022	

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 Schedules 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 Section 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: County Counsel – Office of County Counsel

Supersedes DRRS adopted April 7, 2015, as agenda item #3.7

Animal Services – Department of Animal Services

Supersedes DRRS adopted February 5, 2019, as agenda item #3.7


 Stephanie Pez, Principal Management Analyst 9/21/2021



County of Riverside, California Departmental Records Retention Schedule (DRRS_DAS_2021_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 Animal Services Department (DAS) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted February 05, 2019 as agenda item # 3.7.

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.

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.

CY = Calendar year end

FAC = California Code of Food and Agriculture

GC = California Government Code

HSC = California Code of Health & Safety

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Animal Services

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #:

Section: All

DRRS_DAS_2021_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:

Julie Bank
Julie Bank, Director of Animal Services

Date:

Aug 9, 2021

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ADMINISTRATION (ADM)						
DAS_ ADM100	California Regulations Manual	Manual used to enforce policies and regulations set forth by the State. The manual should be updated as necessary to remain current.	Animal Services	P	Best Practice	Dept.
FIELD SERVICES (FDS)						
DAS_ FDS100	Animal Permit and License Records	Records related to the permit and license of animals exempted from the standard procedures including those issued to rescue, kennel or wildlife exhibit operators, and other persons pursuant to County ordinance or order. Series includes rescue, kennel and cattery applications, license and permits. Series also includes service dog license and documentation required to issue dog tag as well as pot belly pig and crowing rooster licenses.	Animal Services	Expiration or revocation + 3; Denied + 2	GC 26202; Best Practice	Shred / Delete
DAS_ FDS150	Citations	Citations issued to public for failure to license, noisy animal complaint, leash law violations, failure to vaccinate, microchip or any other violation that falls under Riverside County Ordinance No. 630.	Animal Services	Resolution + 10	CCP 343; Best Practice	Shred / Delete
DAS_ FDS200	Complaints and Case Files	Records documenting complaints received from the public or other agency regarding animal control issues, including possible violations of animal control regulations.	Animal Services	CY + 4	CCP 343; Best Practice	Dept.
DAS_ FDS250	Dispatch Logs	Logs sent from contracted after hours answering service.	Animal Services	CY + 3	GC 26202; CCP 340(c); Best Practice	Shred / Delete
DAS_ FDS300	Field Euthanasia Log	Log animal control officers use to document animals they euthanize in the field.	Animal Services	CY + 3	HSC 11191	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY: MCT 3 SEP 21
MICHAEL C. THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAS_ FDS350	Field Investigation Reports	Records used to investigate reported neglect or abuse of an animal. Series includes animal investigation documents such as pictures, tapes, CDs, and correspondence.	Animal Services	Incident + 5	GC 26202; Best Practice	Shred / Delete
DAS_ FDS400	Official Notice of Violation	Violation notice issued to a member of the public failure to quarantine an animal.	Animal Services	Resolution + 10	CCP 343; Best Practice	Shred / Delete
DAS_ FDS450	Pepper Spray Discharge	Record of incident and complete information supporting the reasons for a discharge of pepper spray in the field.	Animal Services	CY + 2	GC 26202	Shred / Delete
DAS_ FDS500	Restraint Orders	Records used to identify history of an animal that poses a safety threat to the public or other animals. Series includes animal investigation documents including pictures, tapes, CDs and correspondence.	Animal Services	Restraining Order expired + 5	GC 26202; Best Practice	Shred / Delete
DAS_ FDS550	Trip Sheet	Record used to track call activity, pick ups and time reporting for services performed in the field.	Animal Services	FY + 7	GC 26202; Best Practice	Shred / Delete
SHELTER SERVICES (SHS)						
DAS_ SHS100	Alarm Records	Records indicating when alarm has been set off and law enforcement responds. Series includes the log form and invoices for call services.	Animal Services	FY + 7	GC 26202; Best Practice	Shred / Delete
DAS_ SHS150	Animal Inventory	Record of each animal received at an animal shelter, including data relating to its admission and condition, its reclamation, adoption, sale or destruction. Used to track individual animals on a daily basis.	Animal Services	CY + 3	FAC 32003(e); CCP 340(c); Best Practice	Shred / Delete
DAS_ SHS200	Animal License Records	Records generated or used by various agencies for the purposes of licensing an animal. Series includes animal license number, copy of rabies certificate, if applicable, person and veterinarian information including address and phone numbers.	Animal Services	CL + 3	17 CCR 2606.4(a); FAC 32003(e); Veterinary Medical Board (VMB) Policy 95/96-4; Riverside County Ordinance 630.17	Shred / Delete
DAS_ SHS250	Animal Treatment Records	Records documenting veterinary treatment of animals in the custody of Animal Control. Series include animal patient chart, daily evaluation report, microchip implant procedure, surgical patient list including spay/neuter log, and any treatment provided including Telazol.	Animal Services	Discharge + 3	FAC 32003(e)	Shred / Delete
DAS_ SHS300	Call Activity Report	Form used in case of an emergency or computer failure to log and dispatch calls.	Animal Services	CY + 3	GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAS_ SHS350	Communicable Disease Reports - Adult Victim	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or human submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Animal Services	Release from Quarantine + 3	FAC 32003(e); Best Practice	Shred / Delete
DAS_ SHS400	Communicable Disease Reports - Minor Victim	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or human submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Animal Services	Age 18 + 1 or CL + 7, whichever is later	FAC 32003(e); GC 26202; Best Practice	Shred / Delete
DAS_ SHS450	Controlled Substance Log	Log used to track controlled substance used by clinic.	Animal Services	CY + 3	HSC 11191; 21 CFR 1304.04(a)	Shred / Delete
DAS_ SHS500	Medical Waste Tracking	Document used to track medical waste and syringe needles.	Animal Services	CY + 3	HSC 118040	Shred / Delete
DAS_ SHS550	Pet Adoption Application	Application used to screen potential pet adoptees. Adoption form including name, address, phone and adopting history.	Animal Services	CY + 3	GC 26202; Best Practice	Shred / Delete
DAS_ SHS600	Training	Training handouts and materials for educating the public on safe animal handling practices and annotations. Documentation of Training.	Animal Services	CY + 7	GC 26202; Best Practice	Shred / Delete



County of Riverside, California Departmental Records Retention Schedule (DRRS_COCO_2021_Rev03)

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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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 County Counsel Department (COCO) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted April 07, 2015 as Agenda Item #3.7.

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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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.

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GC = California Government Code

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: County Counsel	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division: All	Schedule #: DRRS_COCO_2021_Rev03
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:

 Gregory Priamos, County Counsel

Date:

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
COCO-COCO150	Bail Bond Transaction Files	Records of bail summary judgments. May include order for summary judgment, receipt of payment and proof of transfer of funds to the court.	County Counsel	CL + 5	GC 26202; Best Practice	Shred / Delete
COCO - COCO300	Case Files, Child Welfare	Case files representing the Department of Public Social Services, specifically those involving cases of the natural parents of minors scheduled to be removed from the home. May include documents filed in the superior court and attorney notes.	County Counsel	CL + 10	GC 26202	Shred / Delete
COCO - COCO350	Case Files, Child Welfare Appeals	Case files representing the Department of Public Social Services, specifically those involving the appellate cases of the natural parents of minors scheduled to be removed from the home. May include documents filed in the appellate court and attorney notes.	County Counsel	CL + 10	GC 26202	Shred / Delete
COCO - COCO375	Case Files, Litigation	Records related to County action in civil and criminal cases (either for or against the County) or actions involving property such as eminent domain. May include briefs, court proceedings, pleadings, investigative materials, petitions, notices, orders, transcripts, and attorney notes.	County Counsel	CL + 10	GC 26202	Shred / Delete
COCO - COCO400	Case Files, Probate and Conservatorship	Case files representing Department of Mental Health or the Division of Public Guardian in probate or conservatorship matters. May include petitions filed pursuant to the Welfare & Institutions Code §§ 5327, 5350 or 5361. May also include the accounting of use of conservatee's funds, correspondence, court orders, doctor's declaration, ex partes, letters of conservatorship, dismissals, and reappointments.	County Counsel	CL + 2	GC 26202	Shred / Delete

FORM APPROVED COUNTY COUNSEL
 BY: MCT 3SEP21
 MICHAEL C. THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
COCO - COCO450	Conservatorship Writ and Riese Hearing Documents	Documents filed by a conservatee to terminate conservatorship and by the Department of Mental Health or the Division of Public Guardian relating to capacity hearing for the administration of antipsychotic medications. County Counsel does not maintain case files, only the documents.	County Counsel	CL + 2	GC 26202	Shred / Delete
COCO - COCO550	Law Enforcement Writs and Motions	Records related to writs or motions filed by a defendant or by the Sheriff's Department. Files may include Pitchess motions, writs related to jail conditions or weapons to be destroyed.	County Counsel	CL + 2	GC 26202	Shred / Delete
COCO - COCO600	Legal Opinions	Formal opinions written by County Counsel advising the Board of Supervisors or County staff concerning the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations.	County Counsel	P	Best Practice	Dept.
COCO - COCO700	Ordinance Log	The log recording each County ordinance by number and any amendments issued.	County Counsel	P	Best Practice	Dept.