

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



ITEM: 2.7  
(ID # 18022)

MEETING DATE:  
Tuesday, January 11, 2022

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Records Management and Archives Program (RMAP) Annual Report for fiscal year 2020/2021, District: All. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file the attached 2021 RMAP Annual Report as required by Board Policy A-43.

ACTION: Consent


  
\_\_\_\_\_  
Kan Wang, Assistant Assesor-County-Clerk Recorder 12/21/2021

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is received and filed as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: January 11, 2022  
xc: ACR

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<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: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2020/2021</b>	

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

**BACKGROUND:**

**Summary**

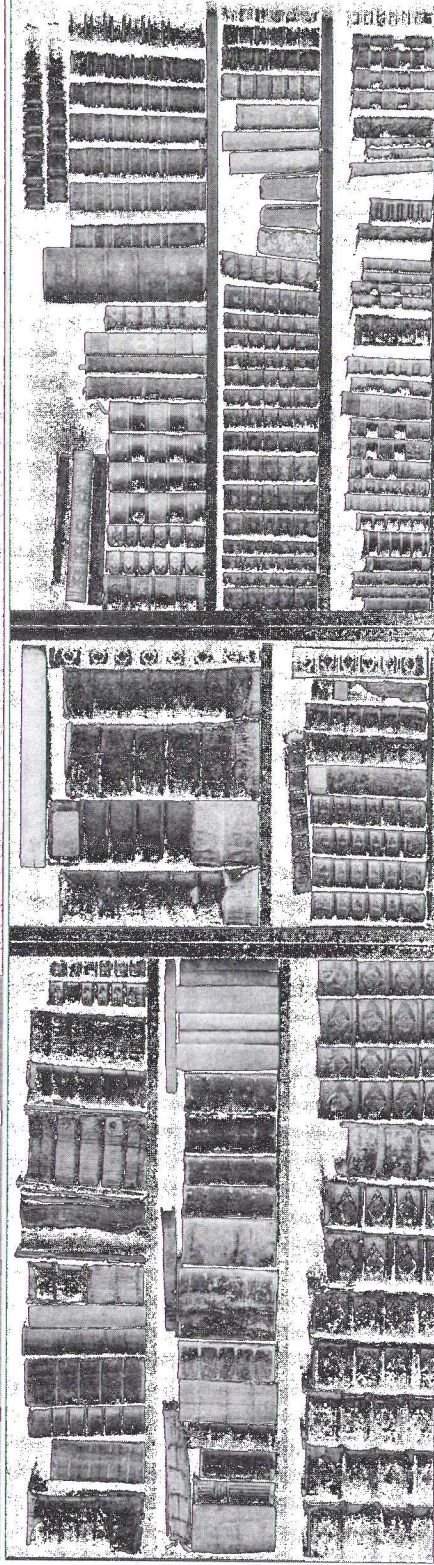
Board Policy A-43 requires the Records Management and Archives Program (RMAP) to submit a report to the Board of Supervisors annually summarizing activities of the program. RMAP continues to work with county departments and agencies towards implementing generally accepted recordkeeping principles including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

**Attachment**

2021 RMAP Annual Report

Records  
Management  
and  
Archives  
Program

R M A P



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Annual Report



# ANNUAL REPORT

## Fiscal Year Ended 6/30/2021

### INTRODUCTION

The Records Management and Archives Program (RMAP) provided two major functions to County departments during the reporting period: professional information management guidance and archives services. RMAP assists County Approved Records Storage Facilities used to store County records that are not immediately required to support day-to-day business. Legal custody and control of records remain with the department that created or received the records, until such time as the records are legally destroyed or transferred to the Robert J. Fitch County Archives ("Archives"). The Archives is the repository of the permanently valuable records of the county. The Archives preserves and maintains these records and makes them available for research.

### RECORDS MANAGEMENT

Staff continue to develop records retention schedules (completing the revision of three departmental schedules for FY 20/21) and routinely maintain the County's general records retention schedule. Records Management oversaw 195,383 boxes of documents stored offsite with our records storage vendors. During this same period, County departments destroyed or removed 2,552 boxes from storage. It remains imperative to amend and update departmental records retention schedules to ensure that records of short-term value are disposed of in accordance with changing legislation and best practice.



### ROBERT J. FITCH ARCHIVES

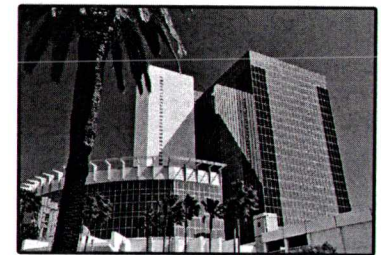
The Robert J. Fitch Archives processed 317 public inquiries received via email or telephone resulting in an estimated 652 hours of research performed by archives staff to satisfy these requests. Due to the pandemic, we were able to provide in-person services from May 2021 to the end of the Fiscal Year (June 30, 2021). Therefore, 59 researchers visited the archives in-person, resulting in 113 hours committed to assisting these researchers. The archives staff conducted 7 virtual and 6 outreach programs, which included the distribution of flyers to various public libraries and higher learning institutions within the County (online), as well as giving presentations at Riverside County Historical Societies virtually.

Also, the Robert J. Fitch Archives has teamed with local partners to develop an Inland Empire Memory Initiative in an effort to provide better public access to archived records while adhering to strict document preservation practices ensuring records stay intact for future generations. Archives staff continued to serve as the liaison to the Robert J. Fitch Archives Commission, whose members are appointed by the Board of Supervisors.

The Board of Supervisors (BOS) approved County Administrative Building (second floor) located in downtown Riverside as a new proposed site for Robert J. Fitch Archives. Since the BOS approval of the project, the Assessor-County Clerk-Recorder department who manages the County Archives is working with the County Economic Development Agency (EDA) to execute the project. The project has six phases:

1. Planning/Programming
2. Schematic Design/Design Development
3. Construction Documents
4. Agency Review
5. Bidding Assistance
6. Construction.

At the end of last fiscal year (June 30, 2021), the project is at the second phase (Schematic Design/Design Development).



# SERVICES

## RECORDS MANAGEMENT SERVICES

- Consult on all records management matters
- Administer records storage services with vendors
- Maintain County General Records Retention Schedule (GRRS)
- Assist County departments in the development, implementation, and maintenance of Departmental Records Retention Schedule (DRRS)
- Monitor destruction of records once the retention period has expired
- Facilitate online access to records and account information

## COUNTY ARCHIVE SERVICES

- Identify and protect records of permanent historical and research value
- Provide a centralized location for County archival records
- Provide access to these unique historical records to County staff and the public
- Serve as a valuable resource center for the study of Riverside County history

# STATISTICS

# = Number

	New Boxes Stored FY 20-21	Total # of Boxes Stored	Revision of Retention Schedule	Retention Extension Request	Checked if in Compliance	# of Certified Destruction
Agricultural Commissioner	0	0	0	0	✓	0
Animal Control Services	0	74	0	0	✓	0
Assessor - County Clerk - Recorder	344	6,020	3	0	✓	0
Auditor - Controller	0	3,792	0	0	✓	1,690
Behavioral Health	2,233	13,414	0	0	✓	512
Board of Supervisors	103	2,429	0	0	✓	0
Child Support Services	0	92	0	0	✓	0
County Counsel	0	756	0	0	✓	0
District Attorney	0	27,803	0	0	✓	0

# STATISTICS

# = Number

	New Boxes Stored FY 20-21	Total # of Boxes Stored	Revision of Retention Schedule	Retention Extension Request	Checked if In Compliance	# of Certified Destruction
EDA	0	10,856	0	0	✓	146
Emergency Management	0	0	0	0	✓	0
Environmental Health	0	248	0	0	✓	0
Executive Office	126	1,303	0	0	✓	0
Fire Protection	58	551	0	0	✓	0
Flood Control	243	2,364	0	0	✓	0
Human Resources	521	5,452	0	0	✓	67
Information Technology	12	204	1	0	✓	0
Office on Aging	0	0	0	0	✓	0
Probation	72	314	0	0	✓	0
Public Defender	215	26,951	0	0	✓	0
Public Health	36	8,996	0	0	✓	137
Public Social Services	0	0	1	0	✓	0
Purchasing and Fleet Services	0	294	0	0	✓	0
Regional Medical Center	129	67,964	0	0	✓	0
Regional Park and Open-Space District	0	81	0	0	✓	0
Registrar of Voters	0	0	0	0	✓	0
Sheriff	136	783	0	0	✓	0
Transportation and Land Management	375	12,915	0	0	✓	0
Treasurer - Tax Collector	138	1,727	0	0	✓	0
Veterans Services	0	0	0	0	✓	0
Waste Resources	0	0	0	0	✓	0
<b>TOTAL</b>	<b>4,741</b>	<b>195,383</b>	<b>5</b>	<b>0</b>	<b>✓</b>	<b>2,552</b>

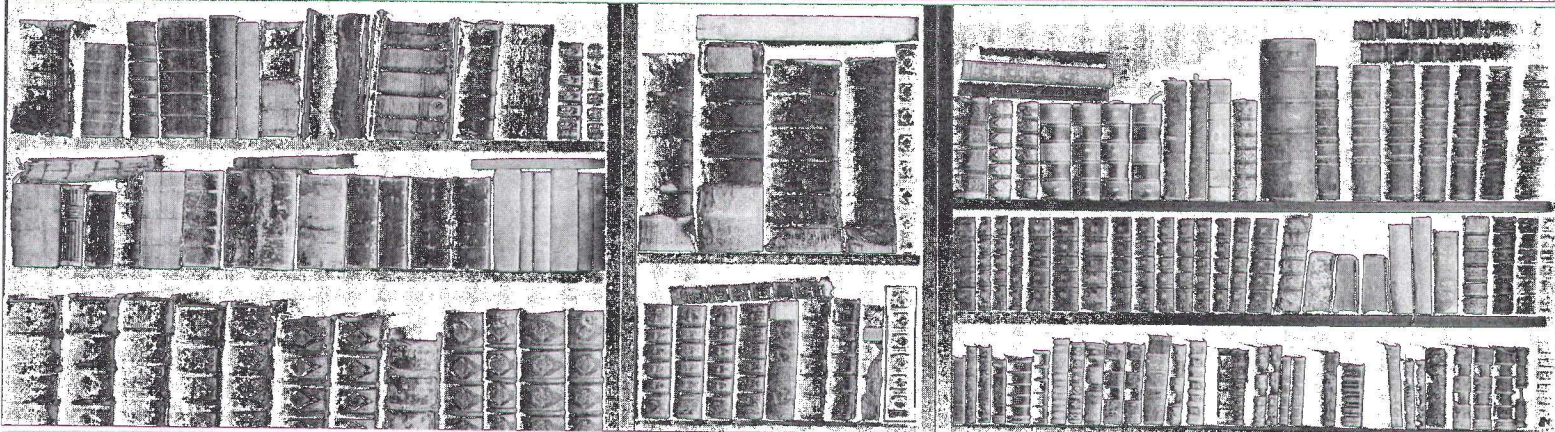
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(951) 955-6200

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Records Management email:  
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