

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



**ITEM: 3.8  
(ID # 19877)**

**MEETING DATE:**  
Tuesday, September 20, 2022

**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 Schedules for Facilities Management for the following divisions: Accounting & Finance, Parking, Project Management Office, Real Estate.

**ACTION:4/5 Vote Required**


  
Douglas Cady, Assistant Assessor County Clerk Recorder 8/23/2022

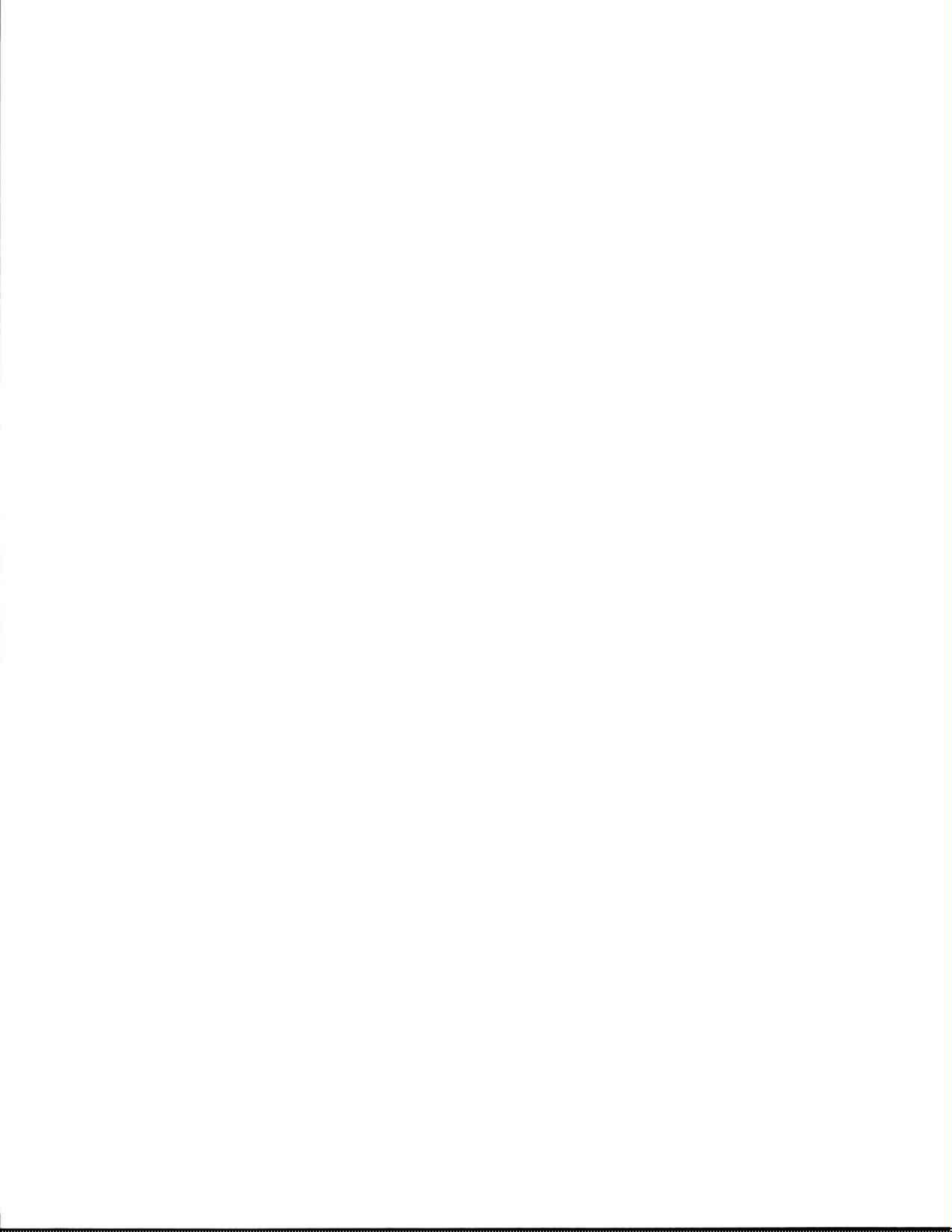
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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Perez and Hewitt  
Nays: None  
Absent: Spiegel  
Date: September 20, 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: 2022/2023</b>	

**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.

**ATTACHMENT A:**

1. DRRS Facilities Management – Accounting and Finance  
Supersedes DRRS EDA – Accounting & Finance, adopted April 9, 2014, as Agenda Item # 3.19
2. DRRS Facilities Management – Parking  
Supersedes DRRS EDA – Parking, adopted June 15, 2019, as Agenda item # 3.8
3. DRRS Facilities Management Office – Project Management  
Supersedes DRRS EDA -Project Management Office, adopted November 8, 2011, as Agenda item # 3.2
4. DRRS Facilities Management – Real Estate  
Supersedes DRRS EDA – Real Estate, adopted November 8, 2011, as Agenda item # 3.2





# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Facilities Management

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: Real Estate

Schedule #:

**DRRS\_FM-RE\_2022\_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]*  
 Rose Salgado, Director of Facilities Management

Date:

*[Signature]*

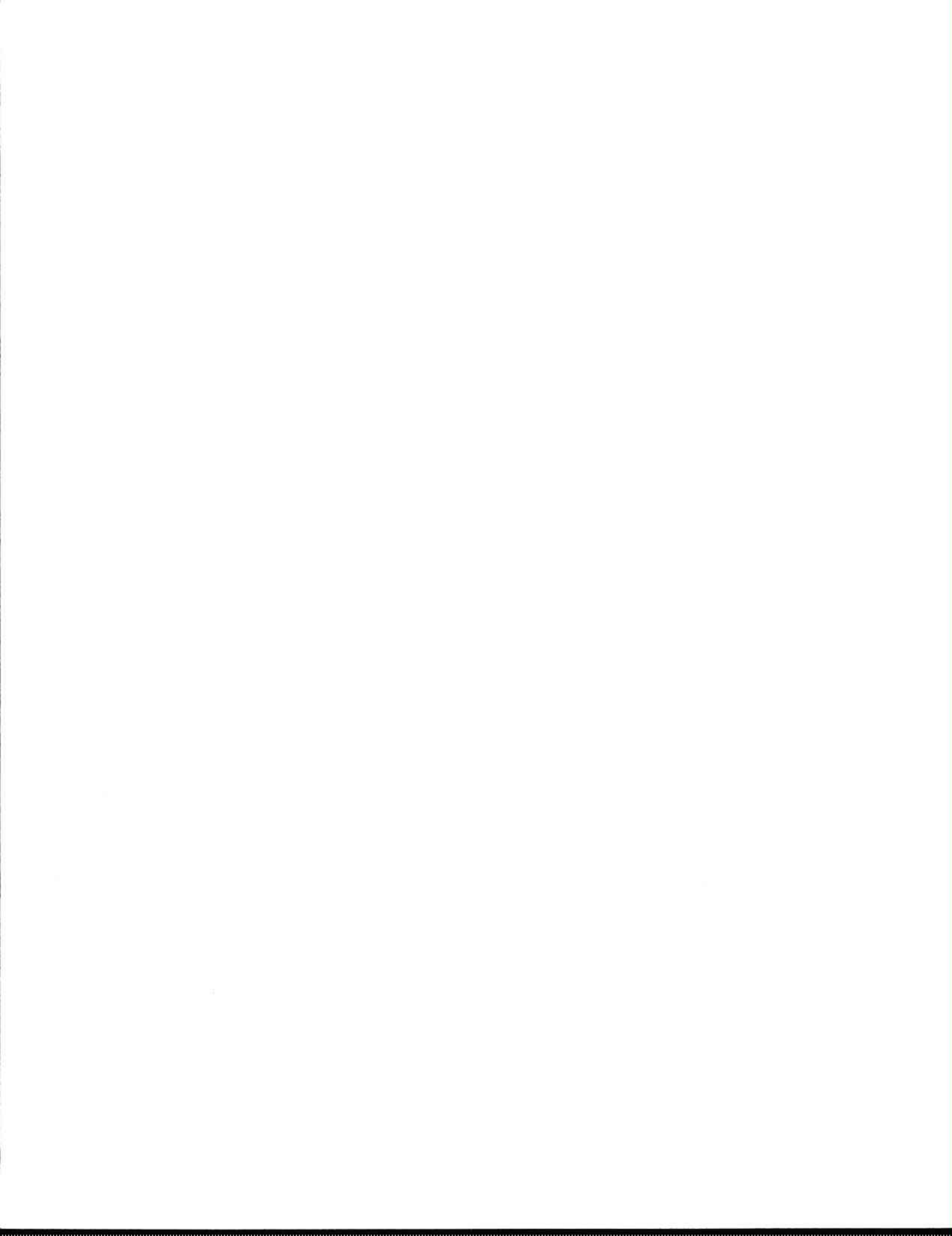
## Record Series

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
FM-RE100	Appraisals	Document regarding a survey of real property by a professional appraiser to determine market value.	Real Estate	CL +10	Ethics Rule of Uniform Standards of Professional Appraisal Practice (USPAP); Best Practice	Shred / Delete
FM-RE150	Civil & Geo-Technical Report - copies	Geologic and geotechnical engineering documents.	Real Estate	P	Best Practice	Dept.
FM-RE200	Condemnation Package	Records documenting the offer to purchase real property through condemnation proceedings.	Real Estate	CL + 5	Best Practice	Shred / Delete
FM-RE250	Environmental Planning	Documents regarding environmental regulatory compliance. Records series may include CEQA and NEPA documents and information and final reports.	Real Estate	P	CCP337.15; 40 CFR 141.33; Best Practice	Dept.
FM-RE300	Form 5	Form submitted to request work be done by Facilities Management personnel.	Real Estate	FY + 7	GC 26202; Best Practice	Shred / Delete
FM-RE350	Initiate Project Request	Form completed by Facilities Management to track the initiation of work requests.	Real Estate	CL + 4	GC 26202; Best Practice	Shred / Delete
FM-RE400	Relocation File & Documents	Records documenting the relocation of displacees, including interview forms, eligibility forms, work forms, claims and copies of claims paid.	Real Estate	CL + 7	49 CFR 24.9(a); Best Practice	Shred / Delete
FM-RE450	Relocation Plan-Consultant	Records documenting the relocation plan of displacees provided by relocation consultant.	Real Estate	CL + 7	49 CFR 24.9(a); Best Practice	Shred / Delete
FM-RE500	Soils & Testing Reports	Analysis and final reports for soil testing.	Real Estate	P	CCP337.15; 40 CFR 141.33	Dept.

FORM APPROVED COUNTY COUNSEL

BY: *[Signature]* DATE: *7/5/22*

MICHAEL C. THOMAS



**Record Series**

<b>Code</b>	<b>Title</b>	<b>Description</b>	<b>Copy of Record</b>	<b>Official Record Retention</b>	<b>Citation / Rationale</b>	<b>Final Disposition</b>
FM-RE550	Title and Escrow Documents	Documentation regarding escrow transactions including, escrow instructions, title policy, preliminary title reports, contracts, and deeds.	Clerk of the Board / Real Estate	P	Best Practice	Dept.
FM-RE600	Use Permits/Film Permits	Document regarding the use of county owned property for private/public events.	Real Estate	FY + 2	GC 26202; Best Practice	Shred / Delete







# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Facilities Management

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: Parking

Schedule #:

**DRRS\_FM-PARK\_2022\_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: *[Signature]*

*[Signature]*  
Rose Salgado, Director of Facilities Management

Date: 4/25/22

Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
FM-PARK 100		Applications - Parking		Records documenting the request for access cards and/or parking permits or permissions. Records series may include requests for replacement items and renewals. Cancellation and refund forms.	FM/Parking	CL + 7	GC 26202; Audit Support	Shred / Delete
FM-PARK 200		Daily Citation Log		The daily activity record of citations issued by each officer. Citations are maintained for the same period as records related to payment due.	FM/Parking	FY + 7	CCP 343; GC 911.2; GC 26202; Audit Support	Shred / Delete
FM-PARK 300		Daily Import Confirmation Report		Daily report generated by combining all citations issued and downloaded each day.	FM/Parking	CY + 4	CCP 343; GC 911.2; GC 26202	Shred / Delete
FM-PARK 400		Enrollment Change Forms		Records related to the adding, changing or canceling monthly account contributions.	FM/Parking	CL + 7	GC 26202; Audit Support	Shred / Delete
FM-PARK 500		Officer Field Reports		Records related to documented contact with the public. Records series may include accident reports, administrative citations, and incident reports.	FM/Parking	CY + 4	CCP 343; GC 911.2; GC 26202	Shred / Delete
FM-PARK 600		Parking Citation Review		Records related to the review and decision process of disputed parking citations. Records series may include request for review, citation, and outcome letters indicating voided or denied. A denied letter provides further instruction on how to make payment.	FM/Parking	FY + 7	CCP 343; GC 911.2; GC 26202; Audit Support	Shred / Delete

FORM APPROVED COUNTY COUNSEL  
BY: *MCT* 7/5/22 DATE

MICHAEL C. THOMAS





# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Facilities Management  
 Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: Accounting and Finance  
 Schedule #: **DRRS-FM-ACF\_2022\_Rev02**

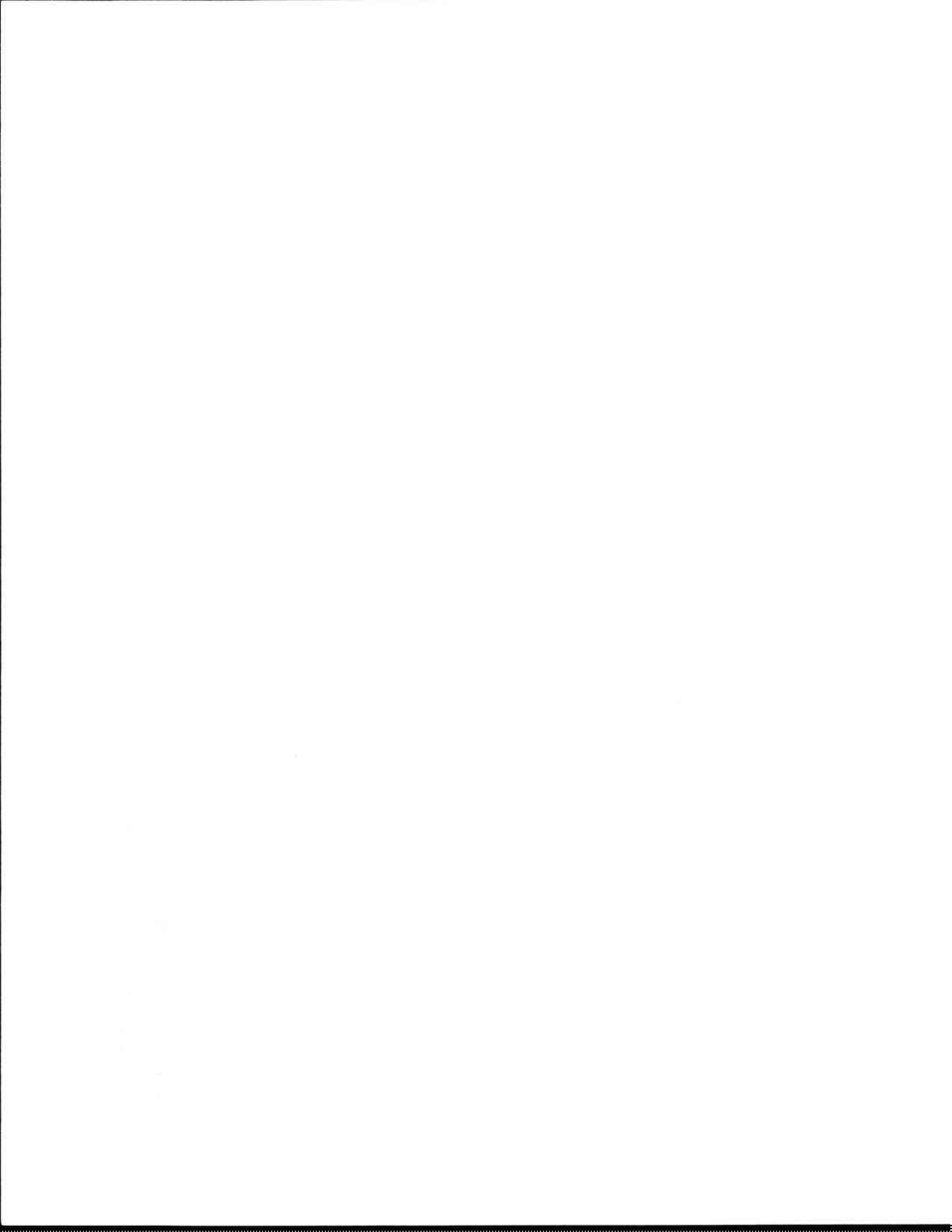
Section: All

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: *Rose Salgado* Date: 4/25/22  
 Rose Salgado, Director of Facilities Management

Code		Title	Description	Record Series	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
FM	-ACF	Business Plans	Documents that provide a look ahead for business, allocate resources, focus on key points, and prepare for problems and opportunities, i.e., Excel spreadsheets with calculations and other supporting documents.	Accounting & Finance	P		Best Practice	Dept.
FM	-ACF	Capital Fund Review	Supporting documentation for Capital Fund reports.	Accounting & Finance	P		Best Practice	Dept.
FM	-ACF	Collection Reports	Parking arrears documentation including parking card applications, card history reports, and correspondence.	Accounting & Finance	CL + 7		GC 26202; Best Practice	Shred / Delete
FM	-ACF	Project Costing	Records supporting a division implementing project costing. Records series may include business process documentation, project set-up, requirements documentation and correspondence.	Accounting & Finance	CL + 10		GC 26202; Best Practice	Shred / Delete
FM	-ACF	Project File - Financial	Supporting financial documentation for agency projects. Records series may include Excel spreadsheets, invoices, receipts, agreements and correspondence.	Accounting & Finance	CL + 10		GC 26202; CCP 337.15; Audit Support; Best Practice	Shred / Delete

FORM APPROVED COUNTY COUNSEL  
 BY: *MCT* 7 SEP 22  
 MICHAEL C. THOMAS DATE





# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Facilities Management

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: Project Management Office

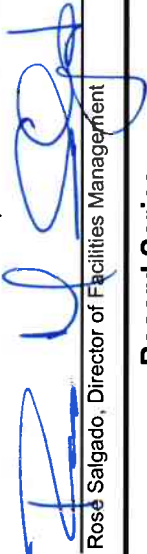
Schedule #:

**DRRS\_FM-PMO\_2022\_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:

  
 Rosa Salgado, Director of Facilities Management

Date:

4/25/22

## Record Series

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
FM-PMO025	Building Construction and/or Improvement Records	Records created during the initial planning stages of a construction project. Records series may include architect's site report, planning documents and shop drawings.	Project Management Office	NOC + 10; CL +10; whichever longer	CCP 337.15	Robert J. Fitch County Archives
FM-PMO050	Capital Activities	Records related to the financial activities associated with capital assets. Records series may include Capital Improvement Project Reports (CPR) submitted to the Executive Office	Project Management Office	NOC + 10; CL +10; whichever longer	CCP 337.15	Shred/Delete
FM-PMO075	Certificate of Occupancy	Certificate issued for all completed projects (new construction, tenant improvements, renovations, etc.) that will be occupied by people.	Project Management Office	Life of structure	CalRIM; Best Practice	Shred/Delete
FM-PMO100	Close-Out & Completion Documents	Documents supporting the completion or close out of the project. Record series may include project closeout form and Notice of Completion.	Project Management Office	P	CalRIM; Best Practice	Dept.
FM-PMO125	Construction Compliance	Documents issued for all completed projects that will not be occupied by people (unmanned facility).	Project Management Office	Life of structure	CalRIM; Best Practice	Shred/Delete
FM-PMO150	Construction Documents - 100%	Design plans and specifications used to bid on a project. Includes Plans and Specifications.	Project Management Office	NOC + 10; CL +10; whichever longer	CCP 337.15	Shred/Delete
FM-PMO175	Construction Documents - 50 %	50% of design plans and specifications used to bid on a project. Includes Plans and Specifications.	Project Management Office	Until 100% received	Best Practice	Shred/Delete
FM-PMO200	Construction Documents - As-Builts	Architect record drawings or "As-built" drawings. These drawings document the finished state of a structure or project.	Project Management Office	Life of structure	H&S 19850; Best Practice	Robert J. Fitch County Archives

FORM APPROVED COUNTY COUNSEL

BY MCT 7/5/22 DATE

MICHAEL C. THOMAS



Record Series		Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title					
FM-PMO225	Development Agreement	Written agreement with architects, engineers and others involved in the project.	Project Management Office	P	CalRIM	Dept.
FM-PMO250	Leaking Underground Storage Tank (LUST) Remediation	Documents demonstrating the monitoring and removal of toxins from the soil. Records series may include groundwater sampling and monitoring program as well as Phases I, II, III Remediation documents. Project is considered closed once "all clear" report is received.	Project Management Office	P	CalRIM; Best Practice	Dept.
FM-PMO275	Media & Photos	Records documenting the progress of a construction project or project issues during inspection. Record series may include photographs taken during the project, PowerPoint presentations, newspaper clippings, etc.	Project Management Office	NOC + 10; CL +10; whichever longer	CCP337.15	Robert J. Fitch County Archives
FM-PMO300	Mitigation Measures	Records related to the inspection and mitigation measures related to the potential presence of asbestos, lead, mold and other hazards.	Project Management Office	P	CalRIM	Dept.
FM-PMO325	Operations & Maintenance Manuals	Documents related to the proper use and maintenance of systems and equipment.	Project Management Office	Ownership	Best Practice	Transfer to new owner
FM-PMO350	Permits - PMO copies	Permit and inspection reports, from internal inspection staff or outside agencies.	Project Management Office	P	Best Practice	Dept.
FM-PMO375	Permits / Job Cards	Permits issued for the planning, construction, signs, grading, encroachments, etc. of a building. May include Building and/or Grading Permits, Inspection Job Card.	Project Management Office	P	CalRIM; Best Practice	Dept.
FM-PMO400	Planning Reports & Capital Improvement Project Documents	Documents memorializing the rationale behind acquisitions and capital/site improvements	Project Management Office	NOC + 10; CL +10; whichever longer	Best Practice	Shred/Delete
FM-PMO425	Project File - Construction Management	Records demonstrating compliance with National and California construction project laws and best practice. Records series may include air & water balance reports, land acquisition, change orders, project schedules, construction change directives, deficiency notices, design development, information technology records, inspection reports, contractor lists, meeting minutes, punch lists, stop notices, systems furniture designs, training certificates, invoices, bidding documents, cost estimates, proposals, request for qualifications, contract documents, work orders, correspondence, certified payroll, and purchase orders.	Project Management Office	NOC + 10; CL +10; whichever longer	CCP 337.15	Shred/Delete





Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
	Title	Description					
FM-PMO450	Soils / Testing Reports	Analysis and final reports for soil testing.		Project Management Office	P	CalRIM	Dept.
FM-PMO475	Project File - Environmental Planning	Records demonstrating compliance with National and California environmental protection laws. Records series may include soil reports, biological resource reports, cultural resources reports, air quality impact studies, traffic impact studies, Environmental Assessment blanket report, lab results and other technical data.		Project Management Office	NOC + 10; CL +10; whichever longer	CCP337.15; 40 CFR 141.33	Shred/Delete
FM-PMO500	Project File - Environmental Planning (NPDES)	Special section of the Clean Water Act: Post-construction mitigation measures that help reduce the impacts of urban runoff. Records series may include Water Quality Management Plans (WQMPs) and associated Best Management Practice (BMP) handbooks.		Project Management Office	P	CCP337.15; 40 CFR 141.33; 40 CFR 141.91; Best Practice	Dept.
FM-PMO525	Warranties	Records related to system, equipment and building warranties or guarantees associated with a construction project.		Project Management Office	Ownership	Best Practice	Transfer to new owner

