

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



**ITEM: 3.9  
(ID # 19878)**

**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 Schedule for TLMA for the Planning division,
2. Approve the attached new Departmental Records Retention Schedule for TLMA for Airport Land Use Commission (ALUC)

**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**

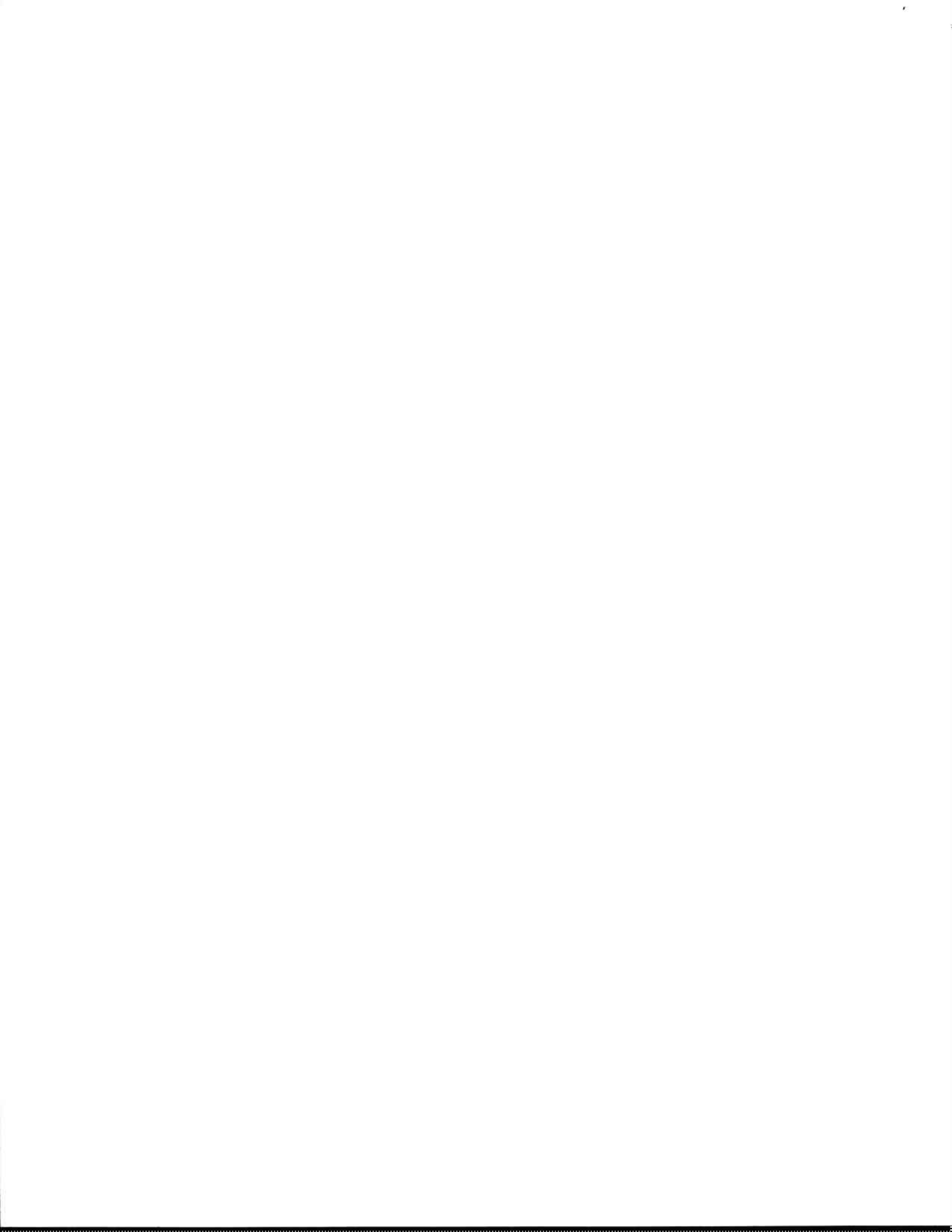
In accordance with the provisions of Board Policy A-43, the Records Management and Archives Program (RMAP) worked with appropriate departments to review the Records Retention Schedules attached. Approval will authorize the disposal of certain records following mandatory retention requirements, thereby 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

**ATTACHMENTS:**

1. DRRS TLMA – Planning  
Supersedes DRRS TLMA – Planning, adopted September 9, 2014, as Agenda Item # 3.19
2. DRRS TLMA - Airport Land Use Commission (ALUC)



# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule (DRRS)

Department / Agency: Transportation and Land Management Agency - Planning

Division: All

Section: All

Schedule #:  
**DRRS\_PLAN\_2022\_Rev02**

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:

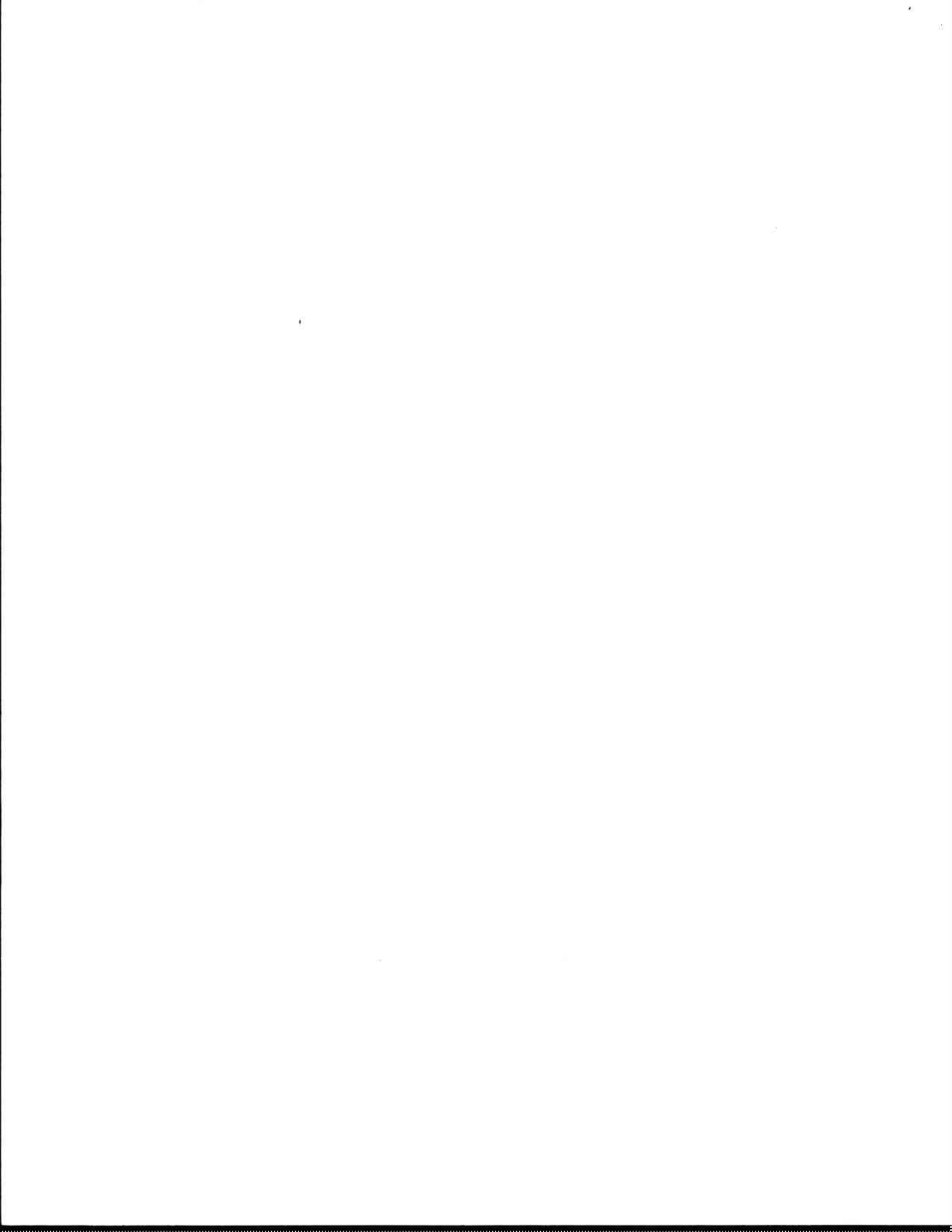
*John Hildebrand*  
John Hildebrand, TLMA Deputy Director/Planning Director

Date: 5/2/22

Code	Title	Description	Record Series	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
<b>Administration (ADM)</b>							
PLAN_ ADM100	Meeting Records - departmental	Records related to departmental meetings pertaining to land development related cases that are not part of a case file.		TLMA / Planning	CY + 2	GC 26202	Shred / Delete
<b>Advanced Planning (ADP)</b>							
PLAN_ ADP100	General Plan Amendments - County Initiated	Records related to County initiated amendments to the General Plan including community plans. Records series may include relevant correspondence, research, maps, etc.		TLMA / Planning	P	Best Practice	Dept.
PLAN_ ADP200	Special Projects	Records related to ordinance revisions, consistency zoning, housing element and other special projects. Records series may include relevant correspondence, research, maps, etc.		TLMA / Planning	P	Best Practice	Dept.
<b>Current Planning (CRP)</b>							
PLAN_ CRP100	Case Files - Agricultural Preserves	Case files related to the application, approval and continued contract regarding agricultural preserves. Records series may include application, approve or deny actions, non-renewal or cancellation actions, etc.		TLMA / Planning	P	Best Practice	Dept.
PLAN_ CRP200	Case Files - Major Cases	Case files related to land development that generally requires a public hearing and all technical studies maintained within the case file. Records series may include tract and parcel maps, specific plans, privately initiated General Plan Amendments, changes in zoning, environmental impact reports (EIRs), environmental assessments, surface mining, variances, etc.		TLMA / Planning	P	Best Practice	Dept.
PLAN_ CRP300	Case Files - Minor Cases	Case files related to planning that generally involves administrative action without a public hearing and all technical studies maintained within the case file. Records series may include certificates of compliance or merger, lot line adjustments, etc.		TLMA / Planning	P	Best Practice	Dept.



Code		Title	Description	Record Series	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
PLAN_CRP400	Case Files - Minor Implementing Cases	Records related to minor cases which implement the Conditions of Approval of a Major Parent Case, such as Final Landscaping Plans, Temporary Sales Offices, Model Home Complexes, Tract Map final site plans of development, etc.			TLMA / Planning	CL + 2	GC 26202	Shred / Delete
PLAN_CRP500	Environmental Reports	Records related to environmental actions maintained within a case file or outside of a case file. Records series may include, geology or paleontology reports, slope stability reports, etc.			TLMA / Planning	P	Best Practice	Dept.
<b>Environmental Programs (ENV)</b>								
PLAN_ENV100	City Project Files	Department's duplicate copy of records related to environmental reviews conducted by County employees for Riverside County cities as part of their land development projects. Records series may include biological reports and recommended mitigation actions.			TLMA / Planning	Delivery to City + 7	GC 26202; CCP 337; Best Practice	Shred / Delete
PLAN_ENV200	Grading Restoration Records	Records related to the restoration of a site following grading. Records series includes a restoration plan that describes the site and the requirements for restoration of vegetation and/or species.			TLMA / Planning	P	Best Practice	Dept.
PLAN_ENV300	Habitat Acquisition Negotiation Strategy (HANS) Records	Records related to biological data from a monitoring program or biological report. Records series may include Expedited Review Process (ERP) documents, Joint Project Report, confirmation report, etc.			TLMA / Planning	P	Best Practice	Dept.
PLAN_ENV400	Stand Alone Biological Reports	Records related to biological actions maintained outside of a case file. Records series may include survey data results, habitat maps, general reports, etc.			TLMA / Planning	CY + 5	GC 26202; Best Practice	Dept.





# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE



Department / Agency: TLMA - Airport Land Use Commission

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #:

Section: All

**DRRS\_ALUC\_2022\_Rev01**

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:   
Paul Rull, ALUC Director

Date: 5/4/22

Code		Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
ALUC_100	ALUC Records - Departmental	Records related to determination letter, FAA letter Airport Manager/MARB comment letter, public comment letter, Commission supplemental package, staff report with attachments, GPA/CZ exhibits, GPA/SPA zoning ordinance documents, ALUC application and fee payment receipt, applicant project description/analysis, solar glare study, applicant meeting waiver requests, all related digital files agenda/minutes w/o attachments chronological files all documents related to the development, EIR and adoption of an ALUCP or CUS			TLMA / ALUC	P	BOS Policy A-43	Dept.
ALUC_200	ALUC Plans Package	Plans package including the cover page, site plans used for evaluation and one page of building elevations (24"x36") (for 3 years). Also, duplicate plans, superseded plans, mailing gum labels (copies), plans/documents not on ALUC checklist, duplicate plans package (8.5x11), landscaping plans, artist rendering plans, email conversations, scratch paper/post it notes/title reports CD digital files.			TLMA / ALUC	retain only 3 years after determination letter is dispatched. Then purge	CCP Section 338	Shred/Delete

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

