

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



ITEM: 2.5
(ID # 20627)

MEETING DATE:
Tuesday, December 06, 2022

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Records Management and Archives Program (RMAP) Annual Report for fiscal year 2021/2022, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file the attached 2022 RMAP Annual Report as required by Board Policy A-43.

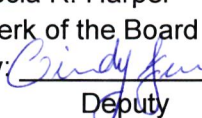
ACTION:Consent


Douglas Cady, Assistant Assessor County Clerk Recorder 11/15/2022

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Hewitt, and Perez
Nays: None
Absent: None
Date: December 6, 2022
xc: ACR

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 2022/2023	

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

2022 RMAP Annual Report


 Stephanie Perez, Principal Management Analyst 11/30/2022

RECORDS MANAGEMENT
AND
ARCHIVES PROGRAM



2022
ANNUAL REPORT

ANNUAL REPORT

FISCAL YEAR ENDED 6/30/2022

RMAP OVERVIEW

The Records Management and Archive Program (RMAP) is responsible for providing professional records management guidance and archives services. Professional records management services entail maintaining uniform standards for records management, guiding County departments through records retention schedule maintenance, and supporting document destruction services. The County Archives identifies, safeguards, and makes available to the public County vital historical records.

RMAP maintains the County's general records retention schedule and works with County Departments to develop and revise departmental records retention schedules. During Fiscal Year (FY) 21/22 RMAP staff completed the revision of five departmental schedules. It remains imperative to amend and update the departmental records retention schedules to ensure compliance with changing legislation and best practices. Records Management oversees the storage of 207,407 boxes of records stored offsite with our records storage vendors. During this fiscal year, 6,961 new boxes were moved into storage, and 1,603 boxes of records were destroyed or removed by 24 different County departments.

During FY 21/22, RMAP and the ACR formed a project team to design a cloud-based Trusted System solution. The State of California defines a Trusted System as "a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored." The ACR's cloud-based Trusted System solution allows official records to be managed and maintained solely in electronic format, in accordance with Board Policy A-43, and in compliance with applicable state laws relating to Trusted Systems.

ROBERT J. FITCH ARCHIVES

The Robert J. Fitch Archives processed 421 public inquiries resulting in an estimated 1,109 hours of research completed in the past FY 21/22. The Archives staff received email and telephone requests and provided in-person services throughout the year. Additionally, the Archives program conducted 25 outreach efforts both virtual and in person at public libraries and higher learning institutions within the County of Riverside. The Archives Program presented several times at the Riverside County Historical Society.

To provide better public access to archived records while adhering to strict document preservation practices, the Robert J. Fitch Archive teamed up with local partners such as the UCR Archives, Hemet Historical Society, and others to develop an Inland Empire Memory Initiative. This alliance of local groups and organizations seek to increase visibility and access of records, explore resource sharing, develop tools, collaborate on projects, and ensure historical documents are available for generations of information seekers and research communities.

The second floor at the County Administrative Building located in downtown Riverside is the new proposed site for the Robert J. Fitch Archives. The Archives Program is working with County Economic Development Agency (EDA) to complete the development in six phases. As of June 30, 2022, the project is in phase three, the construction documents phase. The completion of this project will serve the Archives Program in its growth of historically valuable records and continued vital service.

RECORDS MANAGEMENT SERVICES

- Advises on records management inquiries from all County departments
- Provides instruction and access to complex records documentation and account information
- Analyze and approve requests from all County departments on the destruction of appropriately scheduled records
- Administer records storage services with vendors
- Maintain County General Records Retention Schedule (GRRS)
- Assist County departments in the development, implementation, and maintenance of the Departmental Records Retention Schedule (DRRS)

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 21-22	Total # of Boxes Stored	Revision of Retention Schedule	Checked if in Compliance	# of Certified Destruction
Animal Control Services	0	72	1	✓	2
Assessor - County Clerk - Recorder	428	6,355	0	✓	7
Auditor - Controller	258	3,612	0	✓	385
Behavioral Health	708	14,008	0	✓	5
Board of Supervisors	87	2,516	0	✓	0
Business & Community Services	35	1,266	0	✓	181
Community Action Partnership	194	3,075	0	✓	0
County Counsel	0	756	1	✓	0
County of Riverside - CFC-FIRS	0	92	0	✓	0

STATISTICS

= Number

	New Boxes Stored FY 21-22	Total # of Boxes Stored	Revision of Retention Schedule	Checked if in Compliance	# of Certified Destruction
County of Riverside - Projects Only	0	240	0	✓	0
District Attorney	1,534	29,145	0	✓	1
Environmental Health	0	248	0	✓	0
Executive Office	24	1,314	0	✓	0
Facilities Management	688	3,797	0	✓	0
Fire Protection	49	355	0	✓	245
Flood Control	108	2,472	0	✓	0
Housing Authority	45	1,477	0	✓	0
Human Resources	442	5,897	0	✓	7
Information Technology	35	239	0	✓	0
Probation	26	317	1	✓	0
Public Defender	33	26,962	0	✓	0
Public Health	599	6,458	0	✓	155
Purchasing and Fleet Services	0	188	0	✓	106
Regional Park and Open-Space District	0	81	0	✓	0
Riverside Medical Exclusive Care	0	38	0	✓	0
RUHS	812	77,501	1	✓	350
Sheriff	0	761	1	✓	22
Transportation and Land Management	468	13,028	0	✓	123
Transportation Commission	51	2,349	0	✓	4
Treasurer- Tax Collector	294	1,925	0	✓	10
Workforce Development	43	863	0	✓	0
TOTAL	6,961	207,407	5		1,603

**2724 Gateway Drive
Riverside, CA 92507**

(951) 955-6200

**Archives email:
countyofriversidearchives@asrclkrec.com**

**Records Management email:
ACR-RIM@asrclkrec.com**

