

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



ITEM: 3.10
(ID # 23005)

MEETING DATE:
Tuesday, October 17, 2023

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

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

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for the Department of Waste Resources.

ACTION:4/5 Vote Required, Policy

Kan Wang

Kan Wang, Assistant Assesor-County-Clerk Recorder

9/6/2023

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: October 17, 2023
xc: Assessor

Kimberly A. Rector
Clerk of the Board

By: *Kimberly A. Rector*
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	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 2023/2024	

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:

**DRRS County Human Resources – DRRS_WR_2023_Rev02 – Supersedes
DRRS_WR_2016_Rev01 adopted January 17, 2017, as Agenda #3.8**

Cesar Bernal
Cesar Bernal, PRINCIPAL MGMT ANALYST 10/5/2023

Aaron Gettis
Aaron Gettis, Deputy County Counsel 10/4/2023



County of Riverside, California Departmental Records Retention Schedule (DRRS_WR_2023_Rev02)

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 department of Waste Resources is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted January 17, 2017 as agenda #3.8

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

CFR = Code of Federal 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.

CU – Current

CR – Creation (of the record) date

CY = Calendar year end

FY = Fiscal year end

GC = California Government Code

NOC – Notice of completion

P - Permanent

REV – Revision

T – Termination (of employment, of use, i.e., of a product or piece of equipment, of a benefit or plan)



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Waste Resources

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #:

DRRS_WR_2023_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]
Hans, Kernkamp, General Manager Chief Engineer

Date:

7/12/23

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
Accounting (ACC)						
WR_ACC 100	Tax Records for Waste Disposal	Records related to calculation and payment for disposed waste by volume as paid to the California State Board of Equalization.	Waste Resources	Tax Year + 4	Sales & Use Tax Regulation 1698	Shred/Delete
WR_ACC 200	Customer Account Records	Records related to the establishment of customer accounts. Includes account application, agreement, credit references, correspondence and other related documentation.	Waste Resources	CU + 2	GC 26202	Shred/Delete
WR_ACC 300	Transaction Summaries - Fuel	Records related to the issuance of fuel to County vehicles. Records series include automated fuel system reports, tax liabilities, withholding and payment of taxes.	Waste Resources	FY + 4	Audit Support. CCR Title 18 Division 2, Ch 9.9, 4901	Shred/Delete
Administration (ADM)						
WR_ADM 100	Web Media & Social Networking	Web pages and social media posts hosted by the Department as part of its business practice.	Waste Resources	REV + 2	GC 26202	Shred/Delete
Construction & Design (CND)						
WR_CND 100	Capital Project Files	Records relating to the planning, design, contract administration, and implementation of construction projects; includes project descriptions and requirements, bid records, plan reviews, project schedules, contract document including addenda, change orders, payroll, consultant contracts, correspondence, Board actions, contracts, agreements, geological, biological & environmental reports, permits, fee schedules and contractor payments.	Waste Resources	NOC + 10	GOV 24051(b); CCP 337.15; best practice	Shred/Delete
WR_CND 200	Specifications/As-Builts	Plans and Specifications, and As-Built records related to completed construction projects.	Waste Resources	P	Best Practice	Shred/Delete
Engineering (ENG)						

FORM APPROVED COUNTY COUNSEL

BY *MCT* *29 SEP 23*
MICHAEL C. THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
WR_ENG 100	Site Life Capacity	Maps and calculations to provide projections for remaining landfill disposal capacity figures.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 150	Landfill Engineering	Landfill related documents prepared by engineering staff.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 200	Geologic/Geotechnical Evaluation	Site geologic/geotechnical reports and studies.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 250	Active Site Inspections	Site inspection reports for active sites.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 300	Financial Assurance	Closure, Post Closure Maintenance (PCM), and remediation financial assurance related documents.	Waste Resources	P	GASB 18; Best Practice	Shred/Delete
WR_ENG 350	Permitting	Permitting documents (RDSI, F&PCPMPs, SWFP applications, prepared by eng. staff for submittal to regulatory agencies (CalRecycle, LEA, WaterBoard, AQMD, etc.)	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 400	Project Records - Design	Design files prepared for public works projects.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 450	Project Records - Construction	Construction administration and inspection files for public works projects.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 500	Closure	Documents and design files prepared by eng. staff for closure of landfill sites.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 550	Post Closure	Documents regarding post-closure maintenance and repair projects for closed/inactive sites.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 600	Landfill Expansion	Documents regarding post-closure maintenance and repair projects for closed/inactive sites.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 650	Project Budget	Budgetary documents for capital improvement projects.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 700	Regulatory Inspections &	Regulatory agency (WaterBoard, DTSC, AQMD, etc.) inspections and Department response correspondence.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 750	NPDES	NPDES related documents prepared by eng. staff.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 800	Waste Delivery Agreements	Correspondence, reports, and agreements regarding hauler waste delivery agreements.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 850	Landfill Operations	Documents and records regarding landfill operations.	Waste Resources	P	Best Practice	Shred/Delete
WR_ENG 900	CalRecycle/LEA Inspections	Site inspection reports prepared specifically by CalRecycle/LEA	Waste Resources	P	Best Practice	Shred/Delete
Gate Fee (GFE)						
WR_GFE100	Handling and Disposal Transaction Records	Records of receipt issued to persons paying fees at Countywide Landfill facilities. Electronic customer transaction tickets entered into Tonnage Information Data Entry System (TIDES) or other scale/transaction operating system+D31.	Waste Resources	FY + 5	GC 26202; 14 CCR 18815.11	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
WR_GFE200	Weighmaster/Scale Records	Records regarding the maintenance, inspection, repair of weighing and measuring devices including weighmaster certificates, and correspondence.	Waste Resources	CY + 4	California Business & Professions Code, Division 5, Chapter 7, Section 12716	Shred/Delete
WR_GFE300	Self Haul Permits - Gate Fee	Permit applications from customers to dispose of refuse at County Landfill facilities.	Waste Resources	CY + 3	GC 26202; Best Practice	Shred/Delete
Health Safety (HSA)						
WR_HSA100	Hazardous Waste Management	Records related to the reporting of hazardous waste incidents.	Waste Resources	CY + 3	14 CCR Sec. 17409.5 & 17414	Shred/Delete
WR_HSA200	Respiratory Program	Records related to the Respiratory Protection Program.	Waste Resources	REV + 2	GC 26202; 29 CFR 1910.134(m)(2)(i); 29 CFR 1910.134(m)(3)	Shred/Delete
WR_HSA300	Automated External Defibrillator (AED) -	Documents referenced for employee safety that includes training materials, use and incident reports.	Waste Resources	REV + 3	DAA-GRS-2017-0010-0003; Best Practice	Shred/Delete
WR_HSA350	Automated External Defibrillator (AED) -	Documents referenced for AEDs that includes records related to equipment, operating manuals, inspections, maintenance and service records and repairs.	Waste Resources	T + 1	HSC 1797.196; Best Practice	Shred/Delete
Legal (LEG)						
WR_LEG100	Release from Liability and Acknowledgement of Risks	Records related to the release of the County from liability involving injuries to persons or property damage while visiting a landfill or other department site(s). Records series includes signed Release from Liability Waiver and Acknowledgement of Risk forms, Release, Hold Harmless and Agreement Not to Sue forms, and Waiver of Liability Emergency Towing/Pushing Services Authorization forms.	Waste Resources	CY + 4	CCP 335; CCP 338(b); Best Practice	Shred/Delete
WR_LEG200	Right of Entry Agreements	Records related to granting the public the right of entry to county property for business purposes. Right of entry either to our landfills by vendors or others seeking to perform studies, and/or maintain equipment located on our property (cell towers), or entry by Department staff onto personal property for installation and monitoring of gas/groundwater wells or for closed/inactive landfill site maintenance.	Waste Resources	CL + 4	GC 26202; Business and Professions Code 8774; GC 53069; Best Practice	Shred/Delete
WR_LEG300	Liability Insurance - Contracted Services	A written agreement stating the obligations and responsibilities of each contracted party. Annually renewed contracted services related to Household Hazardous Waste collection.	Waste Resources	CL + 4	Best Practice	Shred/Delete
Office Management (OFM)						

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
WR_OFM 100	Non- Capitalized Asset/ Equipment	Signed Equipment and Lost, Stolen, Damaged Equipment Forms for tracking non-capitalized and capitalized assets assigned to staff. Includes Voyager fuel card tracking. Records of inventory of computer hardware and software.	Waste Resources	Disposal of Asset + 5	GC 24051 (b);	Shred/Delete
WR_OFM 200	Department of Motor Vehicles Records	DMV Paperwork for Department of Transportation (DOT) sensitive operations employees/commercial drivers. Records may include driver alcohol testing results, refusals to take required alcohol and/or controlled substances tests, etc.	Waste Resources	CU + 5	49 CFR 382.401(b)	Shred/Delete
WR_OFM 300	Disaster Recovery	Records regarding disaster and emergency operations projects funded by FEMA, OES, Federal Highway Authority, U.S. Army Corps of Engineers, National Resource Conservation Service and other funding agencies, including background data, copies of contracts, photographs, equipment cards, and related correspondence.	Waste Resources	Event conclusion + 5 years	GC 26202; 19 CCR 2980	Shred/Delete
WR_OFM 400	Program Guides & Operating Manuals	Documents referenced for employee safety that includes training materials, forms, records and equipment operating manuals for the Equipment Operator Training Program (EOTP) program.	Waste Resources	REV + 2	GC 26202	Shred/Delete
Operations (OPS)						
WR_OPS 100	Notice of Infraction	Documents and correspondence issued to landfill customers for landfill rule or load infractions.	Waste Resources	CL + 2	GC 26202; Best Practice	Shred/Delete
Graffiti (GRF)						
WR_GRF 100	Graffiti Program Records	Records regarding graffiti control programs and initiatives. Graffiti incidence locations/abatement records.	Waste Resources	FY + 2	GC 26202, Best Practice	Shred/Delete
Personnel (PER)						
WR_PER 100	Personnel Files - Authorizations	Includes Parking Permit Requests, cell phone authorizations, acknowledgements of receipt.	Waste Resources	T + 2	GC 26202	Shred/Delete
WR_PER 200	Uniforms	Records related to uniform allowance, payroll deductions and invoices/receipt of employee uniforms.	Waste Resources	FY + 7	29 CFR 516.6; 29 CFR 1620.33 (b); GC 26202; Audit Support	Shred/Delete
WR_PER 300	Retirement Benefits - County Administered Plan	Records documenting County Administered retirement benefits including records related to employee pension and insurance plans, which should be kept for the full period that the plan or system is in effect or any period in which benefits may be due or become due under the plan. May include enrollment cards, summaries of contributions and deduction, personal data forms, beneficiary information and authorizations.	Waste Resources	CR + 100	29 CFR 1627.3(b)(2); 29 USC 1001 et. Seq.; 29 USC 1027 (ERISA 107); 29 USC 1059 (ERISA 209)	Shred/Delete
Planning (PLN)						
WR_PLN 100	Deeds and Legal Documents	Records retained to verify/certify legal documents depicting legal descriptions of department properties.	Waste Resources	P	Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
WR_PLN 200	Environmental Surveys	Environmental surveys related to department projects.	Waste Resources	P	Best Practice	Shred/Delete
WR_PLN 300	Mitigation Monitoring Files	Records related to Multiple Species Habitat Conservation Plan (MSHCP) documents, reports and records related to other mitigation monitoring plans (MMP's) or remediation plans for habitat restoration as adopted by the Board of Supervisors.	Waste Resources	P	Best Practice	Shred/Delete
WR_PLN 400	Site Capacity Reports	Report for site capacity used in planning documents.	Waste Resources	REV + 2	GC 26202; Best Practice	Shred/Delete
Regulatory Compliance (REG)						
WR_REG 100	Permitting/Regulatory Documentation	Documents and correspondence related to local, State and Federal regulatory permitting for waste operators (CalRecycle, LEA, WaterBoard, AQMD, etc.). Records included may relate to solid waste facilities, equipment operations and fuel storage tanks, compliance of AB939 requirements for "California Integrated Waste Management Act (CIWMA) of 1989.", Solid Waste Planning Documents, annual reports and 5 year Countywide Integrated Waste Management Plan (CIWMP); and AB341 Mandatory Commercial Recycling Compliance reporting.	Waste Resources	P	40 CFR 122.21(p); 14 CCR 17414(b); 14 CCR 18810.4; 40 CFR 122.41(j)(2); PRC 41825; General Industrial; NPDES Permit WQ Order 2014-0057 DWQ (J-4 XXI, J. 4); Title 14 CCR 17869; Title 19 CCR 2652-2657; Title 22 CCR 67450.25; Best Practice	Shred/Delete
WR_REG 150	CEQA Planning and Permit Records.	Records related to and supporting CEQA compliance, including annual reports for Department owned landfills, El Sobrante Landfill, and transfer stations located on Department owned property. Records may include permits relating to CEQA requirements, streambed related permits, Habitat Conservation Plan Compliance, habitat restoration plans and restoration/construction monitoring reports.	Waste Resources	P	14 CCR 15000-15387; 40 CFR 122.41(j)(2); Best Practice	Shred/Delete
WR_REG 200	Chain of Custody Forms	Chain of custody forms that accompany lab samples.	Waste Resources	CY + 3	40 CFR 262.40, 263.22, 264.73(b), 265.73(b); Best Practice	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
WR_REG 250	Chain of Custody Forms - Asbestos	Chain of custody forms that accompany lab samples for asbestos.	Waste Resources	CY + 3	AQMD Rule 1403(g)(3); Best Practice	Shred/Delete
WR_REG 300	CUPA Compliance Records	Inspection reports created in compliance with California's Certified Unified Program Agency (CUPA) standards, specifically underground storage tank reports, including maintenance, repair and equipment operations,	Waste Resources	P	40 CFR 280.34 HSC 25290.1 (I) HSC 25290.2 (I); CCR 23 Division 3, Chapter 16; Aboveground Petroleum Storage Act (APSA); California Health and Safety Code (CHSC) Division 20, Chapter 6.67; 25270-25270.13 Best Practice	Shred/Delete
WR_REG 350	Environmental Monitoring - Field and Lab Data	Field and laboratory data relating to landfill gas, flare systems, air quality monitoring, groundwater monitoring, gas condensate and leachate monitoring. Documentation and data pertaining to lab analysis of vapor, liquids and solids.	Waste Resources	CY + 5	Best Practice	Shred/Delete
WR_REG 400	Environmental Monitoring - Reports	Reports submitted to regulatory agencies (typically SCAQMD, LEA, CalRecycle, SWRCB and local RWQCB).	Waste Resources	P	SCAQMD Rule 1150.1 (f); WDR R9-2005-0183/Minimum 5 CY but Best Practice of Permanent record governs.	Shred/Delete
WR_REG 500	Local Enforcement Agency Inspection reports	Records related to the inspection of landfills for waste facility operators, including property ownership, Post-Closure Maintenance Plans, site safety and hazardous waste load checks to ensure ongoing compliance with Riverside County Department of Environmental Health and California Department of Resources Recycling and Recovery (CalRecycle) permit restrictions.	Waste Resources	CY + 3	14 CCR Section 17409.5 & 17414	Shred/Delete
WR_REG 600	Medical Waste Disposal Approval	Medical Waste Approval documentation, including lab results and correspondence. Records include findings and determinations to authorize disposal at County Landfill facilities.	Waste Resources	CY + 3	HSC 118040; 22 CCR 66262.40	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
WR_REG 650	Special Waste Disposal Approval	Special Waste Approval documentation, including lab results and correspondence. Records include findings and determinations to authorize disposal at County Landfill facilities.	Waste Resources	CY + 3	22 CCR 66262.40	Shred/Delete
WR_REG 700	Water Quality Management Plans (NPDES) Records	Documentation of landfill stormwater runoff. Includes Plan and work maps, calculations, spreadsheets, memoranda, summaries, etc.	Waste Resources	P	4 CFR 122.41(j)(2); General Industrial NPDES Permit WQ Order 2014-0057-DWQ (XXI, J. 4)	Shred/Delete
Waste Resource Recovery (WRR)						
WR_WRR 100	Appliance Recycling Program	Records of appliances dismantled or serviced for recycling at landfill.	Waste Resources	CY + 3	HSC 25211.3	Shred/Delete
WR_WRR 200	Composting Program	Records related to the Backyard Composting Program including, flyers, training materials, outreach materials, etc.	Waste Resources	P	Best Practice	Shred/Delete
WR_WRR 300	Energy Permits and Contracts	Records related to Gas to Energy compliance permits and Gas to Energy Contracts with outside vendors of landfill produced energy. Records include monitoring data, compliance reports, contract documents, vendor agreements, etc.	Waste Resources	CL + 7	GC 26202; Best Practice	Shred/Delete
WR_WRR 400	E-Waste Recycling Program Records	E-waste Program documentation, including correspondence, reports, logs and forms.	Waste Resources	CY + 4	14 CCR 18660.41(h); BPC 12716; 14 CCR, Division 7, Chapter 8.2	Shred/Delete
WR_WRR 500	Liquefied Natural Gas Records	Contract Documents and reports related to LNG station field data to monitor potential contamination to as a result of LNG storage Liquefied Natural Gas (LNG) facility is leased to outside vendor.	Waste Resources	CL + 7	GC 26202; Best Practice	Shred/Delete
WR_WRR 600	Tire Recycling Program Records	Manifests - comprehensive trip logs of loads of tires transported from pickup points to landfills.	Waste Resources	CY + 3	California Department of Resources - Recycling and Recovery CalRecycle Comprehensive Trip Log Guidance Manual (2012), page 29	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
WR_WRR 700	Transfer Station Audits	Records relating to transfer stations that dispose of refuse at Riverside County landfills.	Waste Resources	CY+ 3	22 CCR 66262.40	Shred/Delete
WR_WRR 800	Hazardous Waste Manifests	Documentation of hazardous waste shipments; manifests and bills of lading.	Waste Resources	CY + 10	49 CFR 172.201(e), 174.24(b), 176.24(b), 177.817(f); 40 CFR 262.40	Shred/Delete
Fleet/Equipment Management (FLT)						
WR_FLT 100	Vehicle/Equipment Records	Records related to vehicles, equipment, commercial vehicles and heavy equipment management including operating permits, equipment assignment, use, and fuel card issuance; Records regarding daily inspections, service, maintenance and repair for all components; Also to include operator, repair and maintenance manuals.	Waste Resources	Life of Equipment + 2 Years	49 CFR, 396.21(b)(1); 49 CFR, 396.3; GC26202.	Shred/Delete
WR_FLT 200	Fuel Receipts	Records regarding the delivery, issuance and use of fuel for the purpose of providing a reconciliation to ensure that fuel tanks are not leaking, including delivery data, vendor information, usage records, invoices, fuel dispensing logs, stick readings and related correspondence.	Waste Resources	CY + 6.5	23 CCR Chapter 16, 2712	Shred/Delete
WR_FLT 300	Warehouse Inventory Records	Records related to the inventory of Department warehouse supplies and transfer of materials forms.	Waste Resources	CY + 2	GC 26202; Best Practice; Audit Support	Shred/Delete