

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



ITEM: 3.8
(ID # 23307)

MEETING DATE:
Tuesday, November 28, 2023

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

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

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for the Agricultural Commissioner's Office (AGC).

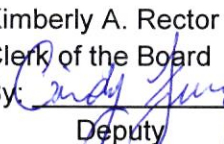
ACTION: 4/5 Vote Required, Policy


Kan Wang, Assistant Assessor-County-Clerk Recorder 10/19/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, 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 and Perez and Gutierrez
Nays: None
Absent: None
Date: November 28, 2023
xc: Clerk-Recorder

Kimberly A. Rector
Clerk of the Board
By: 
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 Agricultural Commissioner's Office – DRRS_AGC_2023_REV02 – Supersedes
DRRS_AGC_2013_Rev01 adopted December 10, 2013, as Agenda #3.9

Cesar Bernal
Cesar Bernal, PRINCIPAL MGMT ANALYST 11/9/2023

Aaron Gettis
Aaron Gettis, Deputy County Counsel 11/7/2023



County of Riverside, California Departmental Records Retention Schedule (DRRS_AGC_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)
PO Box 751
Riverside, CA 92502
951-486-7151
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Agricultural Commissioner's Office (AGC) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted December 10, 2013 as agenda item #3.9.

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.

CY = Calendar year end

CCP = California Code of Civil Procedure

FAC = California Food and Agriculture Code

CDFA = California Department of Food and Agriculture

GC = California Government Code

CFR = Code of Federal Regulations

P = Permanent

USDA = United States Department of Agriculture

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.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Schedule Type: Departmental Records Retention Schedule (DRRS)

Agricultural Commissioner's Office (AGC)

Division: All

Section: All

DRRS_AGC_2023_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:

Ruben Arroyo, Agricultural Commissioner

Date: 10/5/23

Record Series

Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
CONSUMER PROTECTION (CP)						
AGC_CP 100	Certified Farmers' Market Inspection Reports	Includes written documentation of inspections of Certified Farmers' Markets for compliance with CDFA requirements.	Agricultural Commissioner's Office	CL + 4	GC 26202; CCP 343	Shred / Delete
AGC_CP 150	Certified Producer's Certificate	Includes certifications that producer's of commodities sold at a Certified Farmer's market meet specific requirements of the California Food and Agricultural Code.	Agricultural Commissioner's Office	CY + 2	GC 26202	Shred / Delete
AGC_CP 200	Certified Farmer's Market Application/Certificate	Includes completed and approved application to conduct business as a Certified Farmer's Market in Riverside County.	Agricultural Commissioner's Office	CY + 2	GC 26202	Shred / Delete
AGC_CP 250	Egg Inspection Worksheets	Includes written documentation of inspections of shell eggs performed at production, wholesale and retail locations for compliance with CDFA requirements.	Agricultural Commissioner's Office	CL + 4	CCP 343; GC 26202	Shred / Delete
AGC_CP 300	Enforcement Actions	Includes Notices of Non-Compliance, Notices of Violation, Warning Letters, Notices of Violation.	Agricultural Commissioner's Office	CL + 4	CCP 343; GC 26202	Shred / Delete
AGC_CP 350	Fruit and Vegetable Quality Inspection Reports	Includes written documentation of inspections of fresh fruits and vegetables for compliance with CDFA requirements, disposal orders, interstate permits.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_CP 400	Inspection Reports - Organic Program	Includes written documentation of inspections of producers, handlers and processors of products sold as organic for compliance with CDFA requirements.	Agricultural Commissioner's Office	CY + 10	7 CFR 205.510(b)(2); GC 26202	Shred / Delete

FORM APPROVED COUNTY COUNSEL
BY MCT 06 NOV 23 DATE
MICHAEL C. THOMAS

Code		Record Series			Final Disposition	
Title		Description	Copy of Record	Official Record Retention	Citation / Rationale	
AGC_CP 450	Investigation Reports	Includes completed reports of investigations of violations of the California Food and Agricultural Code related to shell egg inspection, fruit and vegetable standardization and certification, direct marketing and organic farming.	Agricultural Commissioner's Office	CL +4	GC 26202; CCP 343	Shred / Delete
AGC_CP 500	Monthly Activity Reports	Includes monthly reports to CDFA documenting hours and activities related to shell egg inspection, fruit and vegetable standardization and certification, direct marketing and organic farming.	Agricultural Commissioner's Office	CL +4	CCP 343; GC 26202	Shred / Delete
AGC_CP 550	Shell Egg Regulatory Inspection Report	Includes written documentation of inspections of shell eggs performed at production locations for compliance with USDA requirements.	Agricultural Commissioner's Office	CL +4	CCP 343; GC 26202	Shred / Delete
CROP STATISTICS / COUNTY ORDINANCE (CS)						
AGC_CS 100	Activity Reports	Includes reports submitted to state and federal agencies documenting hours and activities related to local agricultural ordinances.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_CS 150	Annual Crop Reports	Annual reports of agricultural production and valuation.	Agricultural Commissioner's Office	P	FAC 2272 and 2279; Best Practice	Dept.
AGC_CS 200	Apiary Registration Records	Includes documents related to the registration of commercial beekeepers in Riverside County	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_CS 250	Enforcement Actions	Includes Notices of Non-Compliance, Notices of Violation, Warning Letters, Notices of Proposed Action and abatement notices.	Agricultural Commissioner's Office	CL + 4	GC 26202; CCP 343	Shred / Delete
AGC_CS 300	Inspection Reports	Includes written documentation of inspections performed to assess compliance with state and local laws and regulations pertaining to local agricultural ordinances.	Agricultural Commissioner's Office	CL + 4	GC 26202; CCP 343	Shred / Delete
AGC_CS 350	Investigation Reports	Includes completed reports of investigations of violations of local agricultural ordinances and documentation of investigative hours subject to cost recovery.	Agricultural Commissioner's Office	CL + 4	GC 26202; CCP 343	Shred / Delete
ENVIRONMENTAL PROTECTION (EP)						
AGC_EP 100	Area-wide GWSS Management Program Records	Includes all documents pertaining to regulatory activity in Temecula and the Coachella Valley for the purpose of preventing the spread of Glassy Winged Sharpshooter (GWSS).	Agricultural Commissioner's Office	CL + 7	CCP 343; GC 26202	Shred / Delete

Code		Record Series			Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	
AGC_EP 150	Cotton Plowdown Records	Includes all correspondence, Notices of Non-compliance, Notices of Violation, Warning Letters and Enforcement Actions related to state and local cotton plowdown laws and regulations.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete	
AGC_EP 200	GWSS Nursery Treatment Program Records	Includes all documents pertaining to the enforcement of state and local laws and regulations in wholesale shipping nurseries for the purpose of preventing the spread of Glassy Winged Sharpshooter (GWSS).	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete	
AGC_EP 250	Inspection Reports	Includes written documentation of inspections performed to assess compliance with state and local pesticide use laws and regulations.	Agricultural Commissioner's Office	CL + 4	GC 26202; CCP 343	Shred / Delete	
AGC_EP 300	Investigation Reports	Includes completed reports of investigations of violations of state and local laws and regulations pertaining to the use of pesticides and documentation of investigative hours subject to cost recovery.	Agricultural Commissioner's Office	CL + 4	GC 26202; CCP 343	Shred / Delete	
AGC_EP 350	Monthly Activity Reports	Includes monthly reports to the Department of Pesticide Regulation documenting hours and activities related to the enforcement of pesticide use laws and regulations.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete	
AGC_EP 400	Pest Control Business Registrations	Includes all records related to the registration of businesses that perform pest control in Riverside County.	Agricultural Commissioner's Office	CY + 2	GC 26202	Shred / Delete	
AGC_EP 450	Pesticide Use Enforcement Actions	Includes Notices of Non-Compliance, Notices of Violation, Warning Letters, and Notices of Proposed Action.	Agricultural Commissioner's Office	CL + 4	GC 26202; CCP 343	Shred / Delete	
AGC_EP 500	Restricted Materials PermiUOperator Identification Number Records	Includes permits, maps, notices of intent, pesticide use reports and private applicator certifications.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete	
AGC_EP 550	Training and Outreach	Includes written documentation of pesticide use training and outreach provided by the Agricultural Commissioner's Office to licensees, growers and businesses.	Agricultural Commissioner's Office	CY + 2	GC 26202	Shred / Delete	
AGC_EP 600	Weed Management Area Records	Includes all documents related to the administration of CDFA identified Weed Management Areas within Riverside County.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete	

Record Series			Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title						
PEST PREVENTION (PP)							
AGC_PP 100	Activity Reports		Includes reports submitted to state and federal agencies documenting hours and activities related to pest detection.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_PP 150	Federal Phytosanitary Certificates		Includes certificates issued for domestic and foreign origin commodities and specified processed products destined for shipment to countries outside the U.S., its territories and possessions.	Agricultural Commissioner's Office	CY + 3	USDA Export Certification Manual; GC 26202	Shred / Delete
AGC_PP 200	State Phytosanitary Certificates		Includes certificates issued for eligible agricultural commodities destined for shipment to other states, territories or possessions of the U.S.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_PP 250	Quarantine Compliance Certificates		Includes certificates issued for agricultural commodities destined for intrastate or interstate shipment to document compliance with requirements of importing county or state.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_PP 300	Notices of Rejection		Includes reports of pest interceptions / quarantine violations and final disposition of commodities found in violation of the California Food and Agricultural Code.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_PP 350	Compliance Agreements		Includes contracts with nurseries and other entities to do specific work to prevent the spread of pest as supported by the California Food and Agricultural Code.	Agricultural Commissioner's Office	CY + 4	CCP 337; GC 26202	Shred / Delete
AGC_PP 400	Inspection Reports		Includes written documentation of inspections performed to assess compliance with state and local laws and regulations pertaining to pest prevention and eradication.	Agricultural Commissioner's Office	CL + 4	GC 26202; CCP 343	Shred / Delete
AGC_PP 450	Pest Detection Records		Includes all documents related to activities performed to identify and monitor the extent of agricultural pest infestations within Riverside County.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_PP 500	Nursery Stock Certificates		Includes all documents related to the issuance of certificates to monitor the movement of nursery stock in compliance with the California Food and Agricultural Code.	Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_PP 550	Enforcement Actions		Includes Notices of Non-Compliance, Notices of Violation, Warning Letters, and Notices of Proposed Action.	Agricultural Commissioner's Office	CL + 4	CCP 343; GC 26202	Shred / Delete

Code		Record Series		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Title	Description						
AGC_PP 600	Post Entry Quarantine Records	Includes hold and release notices for commodities entering Riverside County under state or federal post entry quarantine laws and regulations.		Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_PP 650	Investigation Reports	Includes completed reports of investigations of violations of state and local laws and regulations pertaining to pest prevention and documentation of investigative hours subject to cost recovery.		Agricultural Commissioner's Office	CL + 4	CCP 343; GC 26202	Shred / Delete
WEIGHTS AND MEASUREMENTS (WM)							
AGC_WM 100	Certificates of Inspection	Includes written documentation of inspections of weighing and measuring devices, petroleum advertising, packaged products, price look up systems, vehicle tanks and weighmaster records for conformance with state and local laws and regulations.		Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_WM 150	Utility Meter Certificates of Inspection	Includes written documentation of inspections of residential electric, water and hydrocarbon gas meters.		Agricultural Commissioner's Office	CY + 9	GC 26202	Shred / Delete
AGC_WM 200	Monthly Activity Reports	Includes monthly reports to CDFA documenting hours and activities related to the enforcement of weights and measures laws and regulations.		Agricultural Commissioner's Office	CY + 3	GC 26202	Shred / Delete
AGC_WM 250	Enforcement Actions	Includes Notices of Non-Compliance, Notices of Violation, Warning Letters, and Notices of Proposed Action.		Agricultural Commissioner's Office	CL + 4	CCP 343; GC 26202	Shred / Delete
AGC_WM 300	Investigation Reports	Includes completed reports of investigations of violations of state and local laws and regulations pertaining to weights and measures and documentation of investigative hours subject to cost recovery.		Agricultural Commissioner's Office	CL + 4	CCP 343; GC 26202	Shred / Delete
AGC_WM 350	Placed in Service Reports	Includes notification from service agents of the installation of new or repaired weighing and measuring devices.		Agricultural Commissioner's Office	CY + 2	GC 26202	Shred / Delete