

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



ITEM: 2.8  
(ID # 23290)

MEETING DATE:  
Tuesday, December 05, 2023

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Records Management and Archives Program (RMAP) Annual Report for fiscal year 2022/2023, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file the attached 2023 RMAP Annual Report as required by Board Policy A-43.

ACTION: Consent

  
\_\_\_\_\_  
Kan Wang, Assistant Assesor-County-Clerk Recorder 11/16/2023

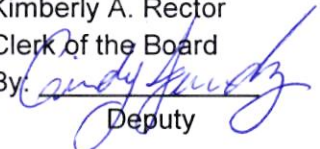
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MINUTES OF THE BOARD OF SUPERVISORS

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 and Perez and Gutierrez  
Nays: None  
Absent: None  
Date: December 5, 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**

| <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: 2023/2024</b> |                     |

**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**

RMAP Annual Report 2023

*Cesar Bernal*  
 Cesar Bernal, PRINCIPAL MGMT ANALYST      11/28/2023



# R M A P ANNUAL REPORT

2023

RECORDS MANAGEMENT & ARCHIVES PROGRAM

## ANNUAL REPORT FISCAL YEAR ENDED 6/30/2023

### RMAP OVERVIEW

The Records Management and Archive Program (RMAP) provides professional guidance and advice on records management for Riverside County departments. It sets consistent standards for records management to maintain proper records retention schedules, provides valuable research and analysis, organizes training sessions, and facilitates access to complex records documentation and document destruction services. The RMAP unit oversees the County storage vendors.

Throughout the year, RMAP prioritizes the development of records retention schedules, completing revisions for twelve departmental schedules for Fiscal Year 22/23, while diligently maintaining the County's General Records Retention Schedule (GRRS). Regular updates to Departmental Records Retention Schedules (DRRS) are vital to ensure compliance with evolving legislation and best practices. Currently RMAP oversees the storage of 209,213 boxes of records with an offsite storage vendor. In the past year, there were 3,942 new boxes added to storage, representing a 0.81% increase compared to the previous year, while 2,106 boxes were destroyed or removed. RMAP thoroughly analyzes and grants approval for requests from County departments pertaining to the destruction of records that comply with Board-approved retention requirements...

RMAP and the Analytics, Communication, and Support (ACS) unit, a division within the Assessor-County Clerk-Recorder department, collaborates with RMAP on the Trusted System project. The project's objective is to harness technology to store digital records instead of paper, as part of an ongoing digital transformation initiative. Furthermore, the RMAP/ACS team successfully organized a records management event at our Gateway office for County Records Coordinators, fostering valuable connections and engagement. A bi-monthly RMAP Bulletin was created to strengthen outreach efforts and establish closer relationships with Records Coordinators across the county. Additionally, RMAP conducted extensive training, translating to over 19 hours of records management instruction for County departments.

### ROBERT J. FITCH ARCHIVES

The Robert J. Fitch Archives processed 647 public inquiries resulting in an estimated 1,224 hours of research completed in the past FY 22/23. The Archives staff received email and telephone requests and provided in-person services throughout the year. Additionally, the Archives program conducted 19 outreach efforts both virtual and in person at public libraries, county fairs and historical society exhibitions within the County of Riverside.

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 to develop the Inland Empire Memory Initiative (IEM). The IEM is an alliance of libraries, archives, and cultural heritage organizations dedicated to identifying, preserving, interpreting, and sharing the rich cultural legacies of diverse communities in Riverside and San Bernardino Counties, a geographical region also known as Inland Southern California.

The initiative seeks to increase access to the primary records of individuals and organizations whose work fundamentally shaped the lived experiences of the people in Inland Southern California. A particular emphasis will be placed on those materials that document the lives of peoples and groups underrepresented in the historical record.

The Primary objectives of the initiative are:

- Increase the visibility and accessibility of collections that document the history and culture of Inland Southern California.
- Collaboratively explore resource sharing and funding opportunities as a means to support the preservation, accessibility, and dissemination of knowledge about collections.
- Develop tools and implement collaborative projects and programs that allow members to effectively create, share, and promote digital collections.
- Build relationships with information seekers, research communities, and regional and national stakeholders that facilitate a community of sharing, making it easier for individuals to discover the history and culture of Inland Southern California.

Construction at the new Robert J. Fitch Archives location in the County Administrative Building is ongoing with a planned completion date of February 2024. The completion of this project in Downtown Riverside will improve the level of service that the Archives Program provides to the public through greater convenience and better access to its materials

## 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 the 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 22-23 | Total # of Boxes Stored |
|------------------------------|---------------------------|-------------------------|
| Animal Control Services      | 1                         | 71                      |
| Assessor - Clerk - Recorder  | 144                       | 6,498                   |
| Auditor - Controller         | 32                        | 3,644                   |
| Board of Supervisors         | 0                         | 2,516                   |
| Community Action Partnership | 28                        | 3,102                   |
| County Counsel               | 1                         | 755                     |
| District Attorney            | 1030                      | 30,171                  |
| Environmental Health         | 56                        | 304                     |

## STATISTICS

# = NUMBER

|                              | Revision of Retention Schedule | Checked if in Compliance | # of Certified Destruction |
|------------------------------|--------------------------------|--------------------------|----------------------------|
| Animal Control Services      | 1                              | ✓                        | 0                          |
| Assessor - Clerk - Recorder  | 1                              | ✓                        | 0                          |
| Auditor - Controller         | 0                              | ✓                        | 0                          |
| Board of Supervisors         | 0                              | ✓                        | 0                          |
| Community Action Partnership | 0                              | ✓                        | 0                          |
| County Counsel               | 0                              | ✓                        | 0                          |
| District Attorney            | 1                              | ✓                        | 0                          |
| Environmental Health         | 0                              | ✓                        | 0                          |

RECORDS MANAGEMENT & ARCHIVES PROGRAM

STATISTICS

# = NUMBER

New Boxes Stored FY 22-23

Total # of Boxes Stored

STATISTICS

# = NUMBER

Revision of Retention Schedule

Checked if in Compliance

# of Certified Destruction

|                                  | New Boxes Stored FY 22-23 | Total # of Boxes Stored | Revision of Retention Schedule | Checked if in Compliance | # of Certified Destruction |
|----------------------------------|---------------------------|-------------------------|--------------------------------|--------------------------|----------------------------|
| Executive Services               | 0                         | 1,314                   | 0                              | ✓                        | 0                          |
| Facilities Management            | 118                       | 5,298                   | 4                              | ✓                        | 123                        |
| Fire                             | 49                        | 404                     | 1                              | ✓                        | 0                          |
| First 5 - CFC                    | 0                         | 92                      | 0                              | ✓                        | 0                          |
| Flood Control                    | 122                       | 2,594                   | 0                              | ✓                        | 0                          |
| Housing & Workforce Solutions    | 85                        | 2,425                   | 2                              | ✓                        | 0                          |
| Human Resources                  | 394                       | 6,290                   | 0                              | ✓                        | 0                          |
| Parks & Open Spaces District     | 0                         | 81                      | 0                              | ✓                        | 0                          |
| Probation                        | 37                        | 354                     | 0                              | ✓                        | 0                          |
| Public Defender                  | 69                        | 27,008                  | 0                              | ✓                        | 0                          |
| Purchasing & Fleet Services      | 0                         | 188                     | 0                              | ✓                        | 0                          |
| RCIT                             | 3                         | 242                     | 0                              | ✓                        | 0                          |
| RUHS                             | 1,492                     | 97,547                  | 0                              | ✓                        | 1,983                      |
| Sheriff                          | 0                         | 761                     | 0                              | ✓                        | 0                          |
| Transportation & Land Management | 155                       | 13,169                  | 2                              | ✓                        | 0                          |
| Transportation Commission        | 70                        | 2,406                   | 0                              | ✓                        | 0                          |
| Treasurer - Tax Collector        | 56                        | 1,979                   | 0                              | ✓                        | 0                          |
| <b>TOTAL</b>                     | <b>3,942</b>              | <b>209,213</b>          | <b>12</b>                      |                          | <b>2,106</b>               |



# RMAP

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