

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



ITEM: 3.8
(ID # 23480)

MEETING DATE:
Tuesday, December 05, 2023

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

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

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for the Emergency Management Department (EMD).

ACTION: 4/5 Vote Required, Policy

Kan Wang
Kan Wang, Assistant Assesor-County-Clerk Recorder

11/7/2023

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 approved 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: *Cindy Garcia*
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 Emergency Management Department – DRRS_EMD_2023_REV02 – Supersedes
DRRS_EMD_2017_Rev01 adopted October 24, 2017, as Agenda #3.4**

Cesar Bernal
Cesar Bernal, PRINCIPAL MGMT ANALYST 11/27/2023

Aaron Gettis
Aaron Gettis, Deputy County Counsel 11/20/2023



County of Riverside, California Departmental Records Retention Schedule (DRRS_ EMD_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
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Emergency Management Department (EMD) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted October 24, 2017 as agenda item #3.4.

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.

BOS = Board of Supervisors

CCP = California Code of Civil Procedure

CCR = California Code of 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.

CY = Calendar year end

EXP = Expiration

GC = California Government Code

HSC = California Code of Health & Safety

P = Permanent

T = Termination (of employment, or use, i.e., of a product or piece of equipment within the County, of a benefit or plan)



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Emergency Management Department

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #:

DRRS_EMD_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:

Bruce Barton, Director of Emergency Management

Date: 11/17/2023

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
Administration (ADM)						
EMD_ADM100	Course Completion Records	Record of students that have passed or failed Emergency Medical Technician (EMT-I) initial course, refresher course or Continuing Education (CE) training.	Emergency Management Department	CY + 4	22 CCR 100401	Shred / Delete
EMD_ADM150	Continuous Quality Improvement Plans	Quality improvement plans submitted to EMS by hospitals, ambulance companies, fire departments and other Emergency Medical Services (EMS) system participants.	Emergency Management Department	T + 2	GC 26202	Shred / Delete
EMD_ADM200	Formal Research	Various medical topics.	Emergency Management Department	P	Best Practice	Dept.
EMD_ADM250	Incident Reports	Issues identified related to patient care.	Emergency Management Department	CY + 4	CCP 340.5; 22 CCR 100170	Shred / Delete
EMD_ADM300	Peer Reviews	Confidential patient review.	Emergency Management Department	CY + 5	CCP 340.5; 22 CCR 100170; Best Practice	Shred / Delete
EMD_ADM350	Personnel Disciplinary File	Records of formal discipline action against certification/license.	Emergency Management Department	EXP + 2	GC 26202	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY MCT 16 NOV 23
MICHAEL C THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EMD_ADM400	Procedure Evaluation Forms	Documentation of several low frequency, high risk procedures in pre-hospital settings.	Emergency Management Department	CY + 5	GC 26202	Shred / Delete
EMD_ADM450	Quality Improvement Trauma	Issues identified related to patient care are investigated, documented and follow-up recommendations and/or requirements issued.	Emergency Management Department	CL + 5	22 CCR 100265; GC 26202	Shred / Delete
EMD_ADM500	Survey - Trauma Center	A trauma center survey on established standards.	Emergency Management Department	CL + 2	22 CCR 100254; GC 26202	Shred / Delete
EMD_ADM550	Survey - Emergency Medical Services for Children of the County Hospitals	Survey of emergency departments to ensure guidelines are being used in the care of pediatrics.	Emergency Management Department	CL + 2	HSC 1799.205(h); 22 CCR 100450.224; GC 26202	Shred / Delete
EMD_ADM600	Training Program Form/Individual	Program submitted for review/approval in individual medical topics.	Emergency Management Department	T + 2	22 CCR 100082; GC 26202	Shred / Delete
Application and Accreditation (APC)						
EMD_APC100	Application-Emergency Medical Technician Uncertified	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, and other documentation required for certification/recertification. Not all who apply complete &/or pass the application approval process.	Emergency Management Department	EXP + 2	22 CCR 100082; GC 26202; Best Practice	Shred / Delete
EMD_APC150	Application-Emergency Medical Technician Certified	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, and other documentation required for certification/recertification. Also previous applications and accompanying documentation.	Emergency Management Department	EXP + 2	22 CCR 100080(c-d); GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EMD_APC200	Application-Emergency Medical Technician Suspended / Revoked	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, and the documentation required for certification/recertification. Also court documentation and other forms required by state.	Emergency Management Department	CL + 2	22 CCR 100080(c-d); 22 CCR 100081; GC 26202; Best Practice	Shred / Delete
EMD_APC250	Application-Paramedic Unaccredited	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, State Paramedic card, and other documentation required for accreditation/reaccreditation. Also previous applications and accompanying documentation. Not all who apply complete &/or pass the application/approval process.	Emergency Management Department	Not accredited: 2 years Accredited: Move to accredited files	22 CCR 100143; GC 26202; Best Practice	Shred / Delete
EMD_APC300	Application-Paramedic Accredited	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, State Paramedic card, and other documentation required for accreditation/reaccreditation. Also previous applications and accompanying documentation.	Emergency Management Department	CY + 5	22 CCR 100171(d)	Shred / Delete
EMD_APC350	Application-Mobile Intensive Care Nurse Unauthorized	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, State Registered Nurse (RN) card, and other documentation required for authorization / reauthorization. Not all who apply complete &/or pass the application approval process.	Emergency Management Department	Not authorized: 2 years Authorized: Move to authorized files	HSC 1797.56; GC 26202; Best Practice	Shred / Delete
EMD_APC400	Application-Mobile Intensive Care Nurse Authorized	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, State Registered Nurse (RN) card, and other documentation required for authorization/reauthorization. Also previous applications and accompanying documentation.	Emergency Management Department	EXP + 2	HSC 1797.56 GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EMD_APC450	Application-Ambulance Permit	Packet includes application, copies of Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, ambulance description list, insurance, California Highway Patrol (CHP) inspection, business license and other documentation required for permitting Advanced Life Support (ALS), Basic Life Support (BLS), Critical Care Transport (CCT) and Gurney van companies and units. Also previous applications and accompanying documentation.	Emergency Management Department	CY + 3	Riverside County Ordinance Number 756, page 10	Shred / Delete
EMD_APC500	Application - Training Program - Uncertified	Packet includes application, and other documentation required for approval. Approval process initiation for applicant agency to officially train personnel for Emergency Medical Services (EMS) positions. Applicants may apply but not be certified.	Emergency Management Department	CY + 5	CCR 100066	Shred / Delete
EMD_APC550	Application-Training Program Certified	Packet includes application, and other documentation required for approval. Certification permits applicant agency to officially train personnel for Emergency Medical Services (EMS) positions.	Emergency Management Department	CY + 5	CCR 100171(a-c)	Shred / Delete
EMD_APC600	Application-Continuing Education Program	Packet includes application, and other documentation required for approval. Approval process initiation for applicant agency to officially train personnel for Emergency Medical Services (EMS) positions. Applicants may apply but not be certified. Will include approved and unapproved applications.	Emergency Management Department	P	Best Practice	Dept.
EMD_APC650	Application-Continuing Education Program Certified	Packet includes application, and other documentation required for approval. Certification permits applicant agency to officially train personnel for Emergency Medical Services (EMS) positions.	Emergency Management Department	EXP + 4	22 CCR 100395(l); GC 26202	Shred / Delete
EMD_APC700	Specialty Care Designation Applications	Each specialty care center is required to submit an application for designation as such in Riverside County. Examples include Stroke, Trauma, Pediatric Trauma and Segment Elevation Myocardial Infarction (STEMI) Centers.	Emergency Management Department	CL + 2	22 CCR 100254; 22 CR 100270.121 for STEMI; 22 CCR 100270.220 for Stroke; GC 26202; Best Practice	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EMD_APC750	Application - Emergency Medical Dispatch Program Approval	Packet includes application, and other supporting documentation required for approval. Initial application approval period is 2 yrs. followed by every 4 yrs. thereafter.	Emergency Management Department	CY + Previous application cycle	BOS A-43; GC 26202; Best Practice	Shred / Delete
Department of Justice Requirements (DOJ)						
EMD_DOJ100	DOJ Criminal Offender Record	Packet includes criminal offender record information.	Emergency Management Department	CY + 2	GC 26202	Shred / Delete
EMD_DOJ150	DOJ Subsequent Arrest or Disposition Notification - expired more than 1 year, denied, or revoked.	Packet includes subsequent criminal offender record information.	Emergency Management Department	CY + 2	GC 26202	Shred / Delete
EMD_DOJ200	DOJ Subsequent Arrest or Disposition Notification-expired less than 1 year	Packet includes subsequent criminal offender record information.	Emergency Management Department	CY + 2	GC 26202	Shred / Delete
EMD_DOJ250	DOJ Subsequent Arrest or Disposition Notification-current in the system	Packet includes subsequent criminal offender record information.	Emergency Management Department	CY + 2	GC 26202	Shred / Delete