

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



ITEM: 3.7
(ID # 23485)

MEETING DATE:
Tuesday, January 09, 2024

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Approval of FY 2024/2025 RMAP Tiered Rate Schedule, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the RMAP General Support Service tiered rate for FY 2024/2025 as shown in Attachment A.

ACTION:Policy



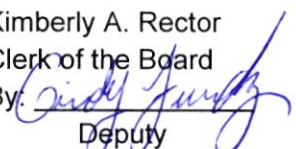
Kan Wang, Assistant Assesor-County-Clerk Recorder 11/21/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries 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: January 9, 2024
xc: Clerk-Recorder

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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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: Department Budgets 100%			Budget Adjustment: No	
			For Fiscal Year: 2024/2025	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Records Management and Archives Program (RMAP) is responsible for providing professional information management guidance and archives services. Professional information management services entail maintaining uniform standards for records management, guiding County department through records retention schedule maintenance, and supporting document destructions services. The County Archives identifies, safeguards, and makes available to the public County vital historical records. A total proposed increase of \$4,188 will be distributed to the departments based on their tier level. The proposed increase will ensure that our RMAP staff are equipped with the necessary skills and expertise to effectively manage and retain records in accordance with government codes.

Rate Development

RMAP professional services costs are recovered through a one-time annual General Support Service rate. As part of the rate methodology, RMAP has grouped departments into five tiers. The tiers are based on a scoring system calculated using the two factors that create the largest workload for RMAP: the number of employees creating documents and the number of records retention series requiring maintenance. The tiers are categorized as follows: tier 1 (score 60 or less), tier 2 (score between 61 and 175), tier 3 (score between 176 and 250), tier 4 (score between 251 and 1000), and tier 5 (score greater than 1000).

The intent of this tiered rate system is to recover costs commensurate with each department's estimated benefit while eliminating extreme fee inequities that may result from a traditional straight-line or pro-rated cost recovery process. The total proposed increase of \$4,188 will be distributed to departments based on their tier level (see Attachment A for details). The proposed increase will ensure that our RMAP staff are equipped with the necessary skills and expertise to effectively manage and retain records in accordance with government codes.

Training is essential to meet the requirements outlined in the Board of Supervisors' Policy A-43 and to ensure compliance across all county departments. The knowledge gained by our RMAP staff will be shared with all county departments, enabling them to carry out their responsibilities effectively and stay in compliance with relevant government codes.

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Impact on Residents and Businesses

RMAP professional services help to protect the integrity of the county record keeping processes through the development of records management policies and procedures, while facilitating the cost-effective storage of records through the use of county approved vendors. These policies and procedures comply with Federal and State law, Riverside County Ordinance 2016-126, and Board of Supervisors Policy A-43.

ATTACHMENTS

Attachment A – FY 2024/2025 RMAP Rate Schedule


Cesar Bernal, PRINCIPAL MGMT ANALYST 12/28/2023