

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



ITEM: 3.16
(ID # 23705)

MEETING DATE:
Tuesday, January 09, 2024

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

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

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for the Assessor – County Clerk – Recorder RMAP department.

ACTION: 4/5 Vote Required, Policy



Kan Wang, Assistant Assessor-County-Clerk Recorder 12/12/2023

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

**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 Assessor – County Clerk – Recorder RMAP (ACR-RMAP) department – DRRS_ACR-RMAP_2023_Rev04 – Supersedes DRRS_ACR-RMAP_2020_Rev03 adopted December 15, 2020, as Agenda #3.7.

Cesar Bernal
 Cesar Bernal, PRINCIPAL MGMT ANALYST 12/27/2023

Aaron Gettis
 Aaron Gettis, Deputy County Counsel 12/26/2023



**County of Riverside, California
Departmental Records Retention Schedule
(DRRS_ACR-RMAP_2023_Rev04)**

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
ACR-RIM@asrcrkrec.com
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Assessor-County Clerk-Recorder, Records Management and Archives Program Department (ACR-RMAP) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted December 15, 2020, as agenda item # 3.7.

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

Audit Support = Records are not required by statute or regulation to be held for the period indicated, but should be maintained to support records submitted in support of the County's internal or external auditing procedures.

EXP = Expiration
GOV = California Government Code
REV = Until Revised or Superseded

Best Practice = Best Practice determined through business and government agency benchmarks.

P = Permanent

BOS = Board of Supervisors

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



Department / Agency: Assessor - County Clerk-Recorder
 Division: RMAP
 Section:

Schedule Type: Departmental Records Retention Schedule (DRRS)
 Schedule #:
DRRS_ACR-RMAP_2023_Rev04

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: *Kan Wang*
 Kan Wang, Assistant Assessor-Clerk-Recorder

Date: 11/30/23

Code	Title	Record Series	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
RMAP-100	Account Services		Records related to customer accounts. Records series may include Records Transfer lists, New Customer form, RS-Web registrations, etc.	RMAP	Close of Customer Account + 7	GOV 26202: Audit Support; Best Practice	Shred / Delete
RMAP-150	Archive Accessions		Documents that meet the historical requirement for Archival transfer. Includes Request for Records Transfer form, Agreement to Transfer Records form. May include authorized signatures and correspondence.	RMAP	P	GOV 26205.7; BOS Policy A-43; Best Practice	County Archives
RMAP-200	Database Records		Records supporting RMAPs internal inventory and billing software program. Records series includes manuals and upgrade documentation.	RMAP	REV + 2	GOV 26202; Best Practice	Shred / Delete
RMAP-250	Financial Reports		Reports produced to monitor spending, performance measures and other operations that reflect the financial stability of the RMAP program. Records series may include approved budget, rate analysis, correspondence, reports and spreadsheets.	RMAP	CL + 7	Best Practice	Dept.
RMAP-300	Logs		Records of routine activities within RMAP. Records series includes activity logs, daily courier runs, post office documentation, equipment readings, etc.	RMAP	CY + 2	GOV 26202	Shred / Delete
RMAP-350	Program History		Records related to projects initiated or undertaken by the program that contribute to the long-term understanding of the role it has played within the County.	RMAP	P	Best Practice	Dept.

FORM APPROVED COUNTY COUNSEL
 BY *MCT* *26 DEC 23*
 MICHAEL C THOMAS DATE

Record Series		Description		Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title						
RMAP-400	Project Files	Records related to projects initiated or undertaken that do not contribute to the long-term understanding or history of the program.		RMAP	CL + 2	GOV 26202; Best Practice	Shred / Delete
RMAP-450	Programs or Services	Records related to programs or services offered countywide such as photo lab, COM microfilm service, mail delivery services, etc.		RMAP	CL + 7	GOV 26202; Best Practice	Shred / Delete
RMAP-500	Software Licenses	Licenses connected to various purchased software. Records series may include correspondence and product documentation.		RMAP	EXP + 2	GOV 26202; Best Practice	Shred / Delete
RMAP-550	Surveys	Customer surveys used to determine whether or not RMAP is meeting current needs.		RMAP	CY + 2	GOV 26202	Shred / Delete
RMAP-600	Training Program - County	Documentation of countywide training provided by RMAP staff including regular RMAP Meetings and workshops. Records series may include pertinent handouts, PowerPoint slides and speaker notes.		RMAP	CL + 5	GOV 26202; Best Practice	Shred / Delete