

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



**ITEM: 3.12**  
(ID # 24203)

**MEETING DATE:**  
Tuesday, February 27, 2024

**FROM :** ASSESSOR-COUNTY-CLERK-RECORDER:

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER/RMAP: Approval of Revised Departmental Records Retention Schedule for the Housing & Workforce Solutions - Workforce Development Department (HWS-WDD), All Districts. [\$0] (4/5th Vote Required)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for Housing & Workforce Solutions – Workforce Development Department (HWS-WDD).

**ACTION:4/5 Vote Required, Policy**

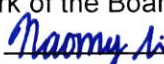
  
\_\_\_\_\_  
Kan Wang, Assistant Assesor-County-Clerk Recorder 2/1/2024

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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 approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: February 27, 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**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$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**

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 Schedule 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.

Updating the department's abbreviation for consistency from EDA to HWS.

**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\_HWS-WDD\_2023\_Rev02** – Supersedes DRRS\_EDA\_2013\_Rev01 adopted December 10, 2013, Agenda item #3.9.

*Cesar Bernal*  
Cesar Bernal, PRINCIPAL MGMT ANALYST      2/13/2024

*Aaron Gettis*  
Aaron Gettis, Deputy County Counsel      2/9/2024



## County of Riverside, California Departmental Records Retention Schedule (DRRS\_HSA-WDD\_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."

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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@asrclrec.com  
(County Mail Stop 2625)

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### Introduction

This Departmental Records Retention Schedule (DRRS) for Housing & Workforce Solutions, Workforce Development Department (HSA-WDD) 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.

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## 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.

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## Explanation of Codes

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

**CFR** = Code of Federal 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.

**FY** = Fiscal year end

**GC** = California Government Code

**P** = Permanent

**WIA** = Workforce Investment Act





# COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Housing & Workforce Solutions**

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: **Workforce Development Department**

Schedule #:

**DRRS\_HWS-WDD\_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: *Neil Salas*

Date: *1/22/2024*

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
HWS-WDD100	Contracts	Adult and Youth-Contracts are sub-recipients of EDA awarded WIA funds. Records series may include budgets, expenditure plans, performance plans, scope of work and project exhibits.	Workforce Development	CL + 7	29CFR 97.42(b); 29 CFR 97.42 (c); Best Practice	Shred / Delete
HWS-WDD150	Department of Labor Reports - quarterly	Narrative and performance reports submitted to the Department of Labor on a quarterly basis.	Workforce Development	CL + 7	29CFR 97.42(b); 29 CFR 97.42 (c); Best Practice	Shred / Delete
HWS-WDD200	Equal Opportunity Records	Records documenting equal opportunity for employment. Records series may include biennial assessments, complaints and logs, correspondence, etc.	Workforce Development	CL + 7	29 CFR 97.42; 29 CFR 37.39; Best Practice	Shred / Delete
HWS-WDD250	Jurupa Valley Internship Program - case files	Jurupa Valley Internship case files. Records series may include copies of enrollees' identification, such as a driver's license or social security card, agreements and placement records.	Workforce Development	CL + 7	29 CFR 97.42(b); 29 CFR 97.42 (c); Best Practice	Shred / Delete
HWS-WDD300	Memorandum of Understanding (MOU)	Agreements with mandatory partners defined by the Workforce Investment Act of 1998. Records series may include any attachments, resource sharing agreements and budgets.	Workforce Development	CL + 7	29 CFR 97.42(b); 29 CFR 97.42 (c); Best Practice	Shred / Delete

FORM APPROVED COUNTY COUNSEL  
BY *MCT* *06 FEB 24*  
MICHAEL C. THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
HWS-WDD350	Monitoring	Adult and Youth-Compliance Records-Monitoring program activities in compliance with WIA regulations and contract requirements. Records series may include summary reports, correspondence, documents supporting contract requirements review, etc.	Workforce Development	CL + 7	29 CFR 97.42(b); 29 CFR 97.42 (c); Best Practice	Shred / Delete
HWS-WDD400	On-the-Job-Training (OJT)	Adult and Youth-On-the-Job Training contracts subsidized by WIA up to 50% or more in wages during on the job training for a period of 4 to 8 weeks. Records series may include contracts with the employer, participant evaluations from employer, and placement information.	Workforce Development	CL + 7	29 CFR 97.42(b); 29 CFR 97.42 (c); Best Practice	Shred / Delete
HWS-WDD450	Procurement	Adult/Youth-Procurement conducted for one or three-year period based on availability of WIA funds and needs of the agency. Records series may include RFP timeline, advertising, scoring criteria, etc.	Workforce Development	CL + 7	29 CFR 97.42(b); 29 CFR 97.42 (c); Best Practice	Shred / Delete
HWS-WDD500	Program Files	Youth/Adult Participant Files-Eligibility documents for WIA. Records series may include documentation of application, enrolment, test scores, exit paperwork, identification and verification documents, etc.	Workforce Development	CL + 7	29 CFR 97.42(b); 29 CFR 97.42 (c); Best Practice	Shred / Delete
HWS-WDD550	Workforce Investment Board Local Plan	Workforce Investment Board's Strategic Workforce Development Plan. Records series may include plan narrative, attachments, exhibits and approvals.	Workforce Development	P	29 CFR 97.42(b); 29 CFR 97.42 (c); Best Practice	Dept.