

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



ITEM: 2.11
(ID # 26310)

MEETING DATE:
Tuesday, December 03, 2024

FROM : ASSESSOR-COUNTY-CLERK-RECORDER

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Records Management and Archives Program (RMAP) Annual Report for fiscal year 2023/2024, 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


Douglas Cady, Assistant Assessor County Clerk Recorder 11/22/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is received and filed as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: December 3, 2024
xc: ACR

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: 2024/2025	

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

2024 RMAP Annual Report

Cesar Bernal
 Cesar Bernal, PRINCIPAL MGMT ANALYST 11/22/2024

RMAP

ANNUAL

REPORT

Records Management & Archives Program

20

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ANNUAL REPORT

RECORDS MANAGEMENT OVERVIEW

The Riverside County Records Management program is steadfast in its commitment to excellence, offering expert guidance and upholding high standards in records management. Our mission includes assisting County departments with maintaining records retention schedules, providing in-depth research and analysis, delivering comprehensive training sessions, and facilitating efficient document destruction. This year, we also initiated a significant storage vendor project to enhance security and services.

Throughout Fiscal Year (FY) 23/24, Riverside County Records Management diligently developed and revised records retention schedules, completing updates for 20 Departmental Records Retention Schedules (DRRS). This effort involved collaboration with various departments to update the County's General Records Retention Schedule (GRRS). Regular updates to retention schedules are essential for maintaining compliance with evolving legislation and best practices.

The Riverside County Records Management unit oversees the storage of 212,112 boxes of records with offsite storage vendors. During this fiscal year, 7,366 new boxes were added, and 2,280 boxes were either destroyed or removed by County departments. In addition to managing vendor-led destruction, 94 destruction forms were reviewed, ensuring compliance for the destruction of an additional 19,591 records.

Digital records management remains a critical trend, and Riverside County Records Management staff have proactively provided guidance and reviewed departmental systems to ensure compliance with Trusted System requirements. This transition to digital solutions enhances the efficiency, accessibility, and security of records across the County.

A major highlight this year was the in-person records management event held at our Box Springs office. The event brought together County Records Coordinators and staff, featuring dynamic speakers, crucial program updates, and opportunities for valuable networking and engagement. It underscored the importance of effective records management and fostered strong connections across the County.



The Records Management program has also expanded its outreach through the regular Records Management Bulletin, which delivers news and process updates while building closer relationships with Records Coordinators throughout the County.

Additionally, the team provided over 50 hours of training to County departments, covering essential records management standards and processes. This extensive training program reflects our commitment to education and continuous improvement.

The Records Management program's dedication to enhancing records management practices ensure the County remains compliant with regulations while promoting efficient and effective records management across all departments.

Key Services Provided by Records Management:

- Expert guidance and resolution of records management inquiries from all County departments.
- Comprehensive training and facilitation of access to complex records documentation.
- Analysis and approval of record destruction requests, ensuring compliance with retention schedules and Trusted System requirements.
- Management and administration of records storage services in collaboration with trusted vendors.
- Maintenance and updates of the County General Records Retention Schedules (GRRS) to ensure legal and regulatory compliance.
- Support for County departments in developing, implementing, and maintaining their Departmental Records Retention Schedules (DRRS) for effective records management.



DEPARTMENTAL DATA

Department	New Stored Boxes	Total # of Boxes Stored
Animal Services	0	71
Assessor - County Clerk - Recorder	797	6,947
Auditor - Controller	0	2,516
Board of Supervisors	0	2,516
County Counsel	0	755
Department of Public Social Services	0	0
District Attorney	3,411	33,816
Environmental Health	0	289
Executive Office	6	1,254
Facilities Management	37	5,335
Fire	103	494
First 5 - CFC	36	128
Flood Control	221	2,815
Housing & Workforce Solutions	23	5,550
Human Resources	281	6,328
Office on Aging	85	501
Parks & Open Space District	0	81
Probation	0	354
Public Defender	0	27,008
Purchasing & Fleet Services	100	288
RCIT	0	242
RUHS	1,736	96,009
Sheriff	61	822
TLMA	369	15,914
Treasurer -Tax Collector	100	2,079
TOTAL	7,366	212,112

MANAGEMENT SUMMARY

Revision of Retention Schedule	In Compliance	Vendor Records Destruction
1	Yes	0
3	Yes	339
1	Yes	905
0	Yes	0
1	Yes	0
0	Yes	0
1	Yes	0
1	Yes	0
0	Yes	42
4	Yes	0
0	Yes	135
0	Yes	0
0	Yes	0
3	Yes	0
0	Yes	0
1	Yes	85
1	Yes	145
1	Yes	0
0	Yes	0
0	Yes	0
1	Yes	0
1	Yes	622
0	Yes	0
0	Yes	7
0	Yes	0
20		2,280



ROBERT J. FITCH ARCHIVES

The Board of Supervisors established the County of Riverside Robert J. Fitch Archives to identify, preserve, describe, and make available records of enduring value related to the government of the County of Riverside. The County Archives serves as both a repository for these unique documents and a public resource center. It provides access to its collections in accordance with applicable laws and assists in locating other archival government records held by various County departments. To ensure their preservation and accessibility, historical records of archival value in the custody of County departments should be transferred to and accepted into the County Archives repository collections, as permitted by law and the policies that govern the Archives.

The Archives program promotes transparency, cultivates public participation, and strengthens our county's democracy through equitable public access to valuable County government records. Its mission is to provide public access to Riverside County government records under our custody and control. Access to these records strengthens transparency by allowing all County residents, regardless of background, to understand their history and participate in their government, using the past to inform the future.

Key Services Provided by Archives:

- Identify, preserve, 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.
- Train County agencies on separating potential archival records for survey by Archivists.
- Apply constantly changing practices and operation to the County Archives practices and operations.



ROBERT J. FITCH ARCHIVES

The Robert J. Fitch Archives staff processed 285 public inquiries, resulting in an estimated 1,107 hours of research completed in the past Fiscal Year (FY) 23/24. The Archives staff received email and telephone requests and provided in-person services throughout the year. Community outreach is another strategy employed by archivists to engage with various stakeholders and communities. Therefore, the Archives program conducted 37 outreach efforts, both virtual and in-person, at public libraries, county fairs, and historical society exhibitions within Riverside County. To enhance public access to archived records while adhering to strict document preservation practices, the Robert J. Fitch Archives collaborated with “The Friends of California Archives” to increase awareness of the Archives.

The primary mission of “The Friends of California Archives” is to promote the Golden State’s history by encouraging the preservation of archival materials and supporting their use through publications, lectures, grants, scholarships, exhibits, oral histories, and research.

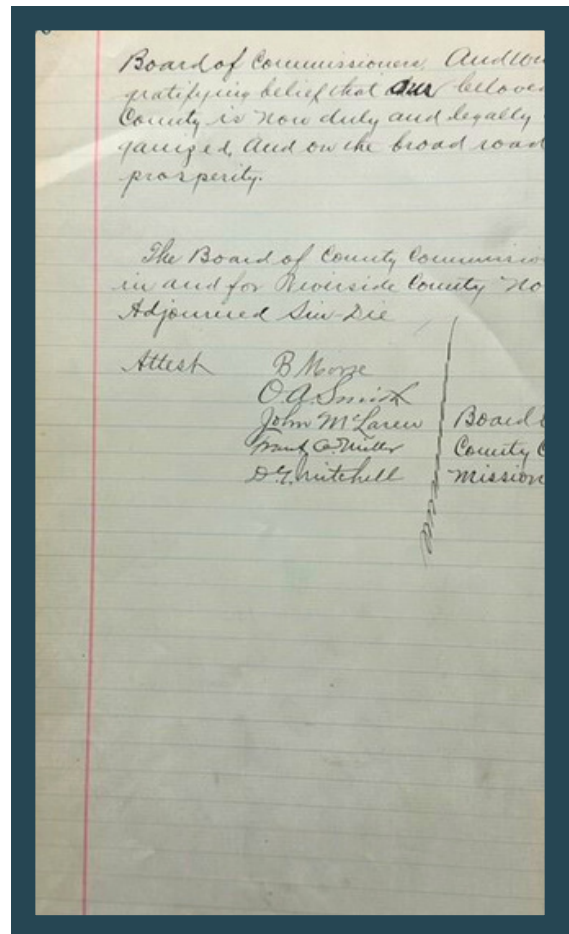
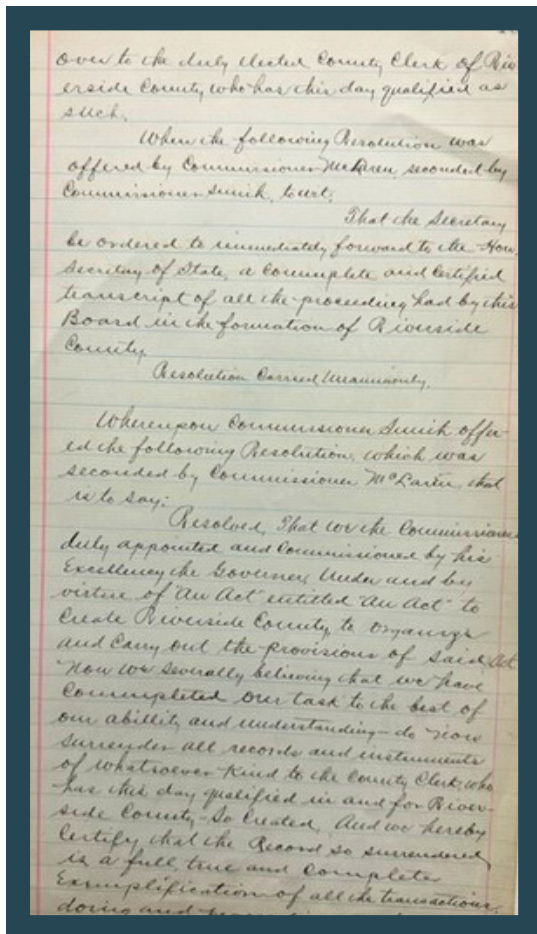
The County of Riverside’s Robert J. Fitch Archives collaborated with The Friends of California Archives mainly to:

1. Increase the visibility and accessibility of collections that document the history of Riverside County.
2. Explore resource sharing and funding opportunities to support the preservation, accessibility, and dissemination of knowledge about the collection.
3. Build relationships with information seekers, research communities, and regional and national stakeholders to facilitate a community of sharing, making it easier for individuals to discover the history and culture of Riverside County.

ANNUAL REPORT

ROBERT J. FITCH ARCHIVES

Construction of the new Robert J. Fitch Archives, located in the County Administrative Center building, was completed in October 2024. The completion of this project in downtown Riverside enhances the services that the Archives program provides to the public by offering greater convenience and improved access to its historical records and materials. An example of the historical records preserved and available for research in the County repository is the Board of Supervisors Meeting Minutes, which documents the establishment of the County of Riverside.



Pictured above are pages from a previously bound book containing the meeting minutes that led to the establishment of Riverside County. Written in pencil in 1893, proper archival storage has preserved this account of a historical decision that continues to affect the everyday lives of our county's residents. This document is 131 years old.

RMAP

RECORDS MANAGEMENT

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www.rivcoacr.org/RiversideCountyRecordsManagement

ARCHIVES

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