

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



ITEM: 3.19
(ID # 26851)

MEETING DATE:
Tuesday, January 14, 2025

FROM : ASSESSOR-COUNTY-CLERK-RECORDER

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER / RMAP: Approval of Revised Departmental Records Retention Schedule for Housing & Workforce Solutions - Housing Authority (HWS-HA), 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 – Housing Authority (HWS-HA)

ACTION:4/5 Vote Required, Policy

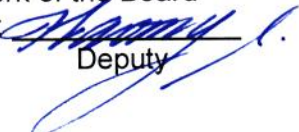

Douglas Cady, Assistant Assessor County Clerk Recorder 1/3/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 14, 2025
xc: ACR, HWS-HA

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

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.

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-HA_2024_Rev03 – Supersedes DRRS_HWS-HA_2023_Rev02 adopted May 2, 2023, Agenda item #3.8.

Cesar Bernal
Cesar Bernal, PRINCIPAL MGMT ANALYST 1/9/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel 1/8/2025



County of Riverside, California Departmental Records Retention Schedule (DRRS_HWS-HA_2024_Rev03)

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@asrclkrec.com
<https://www.rivcoacr.org/RiversideCountyRecordsManagement>

Introduction

This Departmental Records Retention Schedule (DRRS) for Housing and Workforce Solutions – Housing Authority (HWS-HA) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted May 2, 2023, as agenda item # 3.8.

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. Retention schedule changes apply to all documents unless they have been digitally uploaded into a Trusted System. The regulatory requirements include the immutability standards for objects in a Trusted System. This includes the initial retention applied to the digital file per RMAP management. 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

CFC = California Fire Code

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.



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Housing & Workforce Solutions (HWS-HA)	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division: Housing Authority	Schedule #: DRRS_HWS-HA_2024_REV03
Section: All	

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule was developed in compliance with countywide standards and policies and conforms with accepted records and information management practices.

Department Head: Heidi Marshall
 Heidi Marshall, Director

Date: 12/12/2024

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
HWS-HA100	Housing Choice Voucher Program - Section 8	Records reflecting the initial eligibility, continued eligibility and termination for the Section 8 Housing Choice Voucher Programs. Record series includes ID, Social Security cards, birth certificates, questionnaires, income and asset documents, relocation documents, correspondence, rent notices, owner contracts, leases, termination notices, hearing packets and evidence to support.	Housing Authority	CL + 3	24 CFR 982.158 (f) (1-8)	Shred / Delete
HWS-HA200	Program Files	Records reflecting the initial eligibility, continued eligibility and termination for Housing Authority Programs unrelated to Section 8. Record series includes ID, social security cards, birth certificates, questionnaires, income and asset documents, qualification documents with certifications, correspondence, rent notices, termination notices, hearing packets and evidence to support.	Housing Authority	CL + 5	2 CFR 200.334; 24 CFR 91.520; 24 CFR 92.508 (c)(1-6); 24 CFR 570.502 (a)(7); 24 CFR 574.530; 24 CFR 960.205(f)(3)	Shred / Delete
HWS-HA300	Project Files	Records documenting compliance with the US Department of Housing and Urban Development (HUD) procurement handbook and the California Public Contract Code and best practices. Record Series includes bid documents, licenses, insurance documentation, contracts, transmittals, HUD forms, change orders, reports, notices and certificates.	Housing Authority	Audit + 4	2 CFR 200.334; 24 CFR 570.502 (a)(7); 24 CFR 574.530;	Shred / Delete

FORM APPROVED COUNTY COUNSEL
 BY: MCT 08 JAN 25
 MICHAEL C. THOMAS DATE