

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



ITEM: 3.5
(ID # 26986)

MEETING DATE:
Tuesday, February 04, 2025

FROM : ASSESSOR-COUNTY-CLERK-RECORDER

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER / RMAP: Approval of Revised Departmental Records Retention Schedule for Office of Economic Development (OED), All Districts. [\$0] (4/5th Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for the Office of Economic Development (OED).

ACTION:4/5 Vote Required, Policy

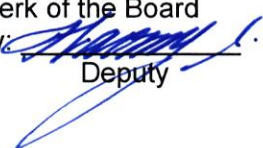


Kan Wang, Assistant Assessor-County-Clerk Recorder 1/13/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel 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: February 4, 2025
xc: ACR, OED

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_OED_2025_Rev01 – This is the department's first retention schedule.


Cesar Bernal, PRINCIPAL MGMT ANALYST 1/22/2025


Aaron Gettis, Chief of Deputy County Counsel 1/21/2025



County of Riverside, California Departmental Records Retention Schedule (DRRS_OED_2025_Rev01)

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 Office of Economic Development (OED) is adopted as per the recommendations of Board Policy A-43 as the department's first retention schedule.

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

ICCFA = International Cemetery, Cremation, & Funeral Association

P = Permanent

CCP = California Code of Civil Procedure

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



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Office of Economic Development

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #: **DRRS_OED_2025_REV01**

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:

Spencer Hall
Dept Head Name, Title

Date:

Jan. 8th, 2025

Record Series

Copy of Record

Official Record
Retention

Citation /
Rationale

Final
Disposition

Code

Title

Description

Community Facilities Districts (CFDs) and County Service Areas (CSAs)

OED100	Community Services Division Formation Records	Form 11 and Board of Supervisors documents for original County Service Area formation, engineer's reports, subzone letters, community facilities district formation, including resolutions, ordinance, and ballots. Documents that provide information for formation of County Service Area & Community Facilities Districts.	Office of Economic Development	P	GC 60201; Best Practice	Dept.
OED110	Community Services Division Operating Records	County Service Area audit findings and determinations, research, contracts, and Rates and Fees study research.	Office of Economic Development	CL + 7	GC 60201; Best Practice	Shred / Delete
OED120	Local Agency Formation Commission Records	Sphere of Influence review, Annexation logs.	Office of Economic Development	P	GC 60201; Best Practice	Dept.

FORM APPROVED COUNTY COUNSEL

BY *MCT* *19 JAN 25*
MICHAEL C THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
OED130	Operations Informational Records	Meeting minutes / notes from events, homeowners association meetings, municipal advisory committee meetings, streetlight authorizations, tract development records / notes.	Office of Economic Development	CL + 7	GC 60201; Best Practice	Shred / Delete
OED140	Project Management Records	Departmental capital improvements project records	Office of Economic Development	CL + 10	CCP 337.15(a)	Shred / Delete
OED150	Special District Inquiries	County Counsel opinions and correspondence.	Office of Economic Development	CL + 10	CCP 1952.3; Best Practice	Dept.
OED160	Records for incorporated cities formerly county service areas	Ballots & Incorporated City records including engineers reports and subzone letters.	Office of Economic Development	P	GC 60201; Best Practice	Dept.
Economic Development						
OED200	Veteran's Business Assistance Now Client List	A record containing contact information for a Veteran Owned business, a request for assistance or completed attendance of a department workshop.	Office of Economic Development	FY + 10	GC 26202; Best Practice	Shred / Delete
OED210	Business Assistance Now Client List	A record of businesses or individuals that desire to start a business that requested assistance or attended a department workshop.	Office of Economic Development	FY + 10	GC 26202; Best Practice	Shred / Delete
OED220	Coachella Valley Small Business Development Centers (SBDC) Clients Served	List of all businesses served by the Coachella Valley Small Business Development Center.	Office of Economic Development	FY + 3	GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
OED230	United States Economic Development Administration (USEDA) Revolving Loan Fund (RLF) Recipients	Record of loan application, loan agreement, meeting minutes of RLF loan approval, promissory note, security agreement(s), Deed of Trust or mortgage (as applicable), credit otherwise not available of all businesses having received loans through the U.S. Economic Development Administration Revolving Loan Fund.	Office of Economic Development	Disposition of Loan + 3	GC 26202; Best Practice	Shred / Delete
OED240	United States Department of Agriculture (USDA) Grant Farmers Market Promotion Program	List of all businesses assisted through the United States Department of Agriculture (USDA) Farmers Market Promotion Program.	Office of Economic Development	FY + 3	GC 26202; Best Practice	Shred / Delete
OED250	American Rescue Plan Act (ARPA) Related Agreements	List of all organizations including agreements that received American Rescue Plan Act (ARPA) funding from the Office of Economic Development.	Office of Economic Development	FY + 7	GC 26202; Best Practice	Shred / Delete
OED260	Tradeshow and Conference Attendance	List of tradeshows and conferences attended during a fiscal year.	Office of Economic Development	FY + 5	GC 26202; Best Practice	Shred / Delete
Perris Valley Cemetery						
OED300	Board of Supervisors Records	Records related to justifications and calculations, staff reports that accompanied board approved actions.	Office of Economic Development	P	GC 60201; Best Practice	Dept.
OED310	Interment Documents	Interment orders, burial permits, dis-interment orders, lot ownership records, and lot transfers.	Office of Economic Development	P	CA Health and Safety Code 8110-8112	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
OED320	Pre-Need Purchase Records	Sales records for Pre-Need plot purchases	Office of Economic Development / PVC Office	CL + 7	CA Health and Safety Code 8110-8112; ICCFA Guidance	Shred / Delete
Library						
OED400	Riverside County Library System Operating documents	Patron correspondence, circulation reports, patronage reports, special event documents and media.	Office of Economic Development	CL + 3	CA State Library Local Gov Records Mgmt. Guidelines	Shred / Delete
OED410	Requests for proposals and contract services	Records related to requests for proposals, requests for qualifications, contract negotiations, and service level expectations.	Office of Economic Development	CL + 3	CA State Library Local Gov Records Mgmt. Guidelines	Shred / Delete
OED420	Human Resources / Staffing Documents	Human Resource records for contract operator related to services provided to County.	Office of Economic Development / LSS	CL + 7	Contractor (LSS) policy	Shred / Delete
EDM						
OED500	Board of Supervisors Records	Records related to justifications and calculations, staff reports that accompanied board approved actions.	Office of Economic Development	P	Best Practice	Dept.
OED510	Collection Accessions	Records related to donations received and items purchased for accessioning into the permanent collection. Includes all documents connected to donations / donors / proof of ownership.	Office of Economic Development	P	Best Practice	Dept.
OED520	Collections Deaccessions	Records related to the deaccessioning and disposal of items removed from the permanent collection	Office of Economic Development	P	Best Practice	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
OED530	Contracts	Human Resource records for contract operator related to services provided to County.	Office of Economic Development	CL + 7	CCP 337; Audit Support	Shred / Delete
OED540	Special Events	Records related to special events hosted by County on Museum property including marketing materials, attendance reports, and planning documents.	Office of Economic Development	CL + 5	Best Practice	Shred / Delete