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

ITEM: 3.16
(ID # 28750)
MEETING DATE:
Monday, September 22, 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 Successor Agency (HWS-HASA), 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 Successor Agency (HWS-HASA)

ACTION:4/5 Vote Required, Policy

Steve C. Horn 9/8/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Washington 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:	September 22, 2025
xc:	ACR

Kimberly A. Rector
Clerk of the Board
By: _____
Deputy

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: 2025/2026	

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-HASA_2025_Rev03 – Supersedes DRRS_HWS-HASA_2023_Rev02 adopted May 2, 2023, Agenda item #3.8.

Cesar Bernal

Cesar Bernal , PRINCIPAL MGMT ANALYST 9/12/2025

Aaron Gettis

Aaron Gettis, Chief of Deputy County Counsel 9/11/2025

County of Riverside, California
Departmental Records Retention Schedule
(DRRS_HWS-HASA_2025_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 Successor Agency (HWS-HASA) 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

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

CCP = California Code of Civil Procedure

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.

GOV = California Government Code

HSC =California Health & Safety Code

MHTL = Mobile Home Tenant Loan

MHRP = Manufactured Home Replacement Program

RDA = Redevelopment Agency

COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Housing & Workforce Solutions (HWS-HASA)	Schedule Type: Departmental Records Retention Schedule (DRRS)
Division: Housing Authority Successor Agency	Schedule #: **DRRS_HWS-HASA_2025_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 — Date: 8/19/2025

Heidi Marshall, Director HWS

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
HWS-HASA100	Acquisition / Rehabilitation Program - Permanent Relocation	Records supporting relocation payments for acquisition of rehabilitation projects.	HASA	CL + 7	24 CFR 92.508 (C)(2); Best Practice	Shred / Delete
HWS-HASA150	Applications	Records of all cancelled or denied applications for the Homeowners, HOME, and RDA Program. Records series may include applications, correspondence, and reports.	HASA	CL + 5	GOV 26202; Best Practice	Shred / Delete
HWS-HASA200	Development - HASA project with 45 year affordability period	Records supporting the administration of MHTL, MHRP and HASA projects with 45 year affordability periods. Records series may include administration files, allocation files Request for Qualifications, applicant project fife, Joe Serna Fund application files.	HASA	CL + 50	GOV 65583.1 (c)(2)(A)(ii); Best Practice	Shred / Delete
HWS-HASA250	Development - Project Files	Records supporting the administration of MHTL, MHRP and HASA projects with 45 year affordability periods. Records series may include administration files, allocation files Request for Qualifications, applicant project file, Joe Serna Fund application files.	HASA	CL + 10	CCP 337; CCP 337.2; Best Practice	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY MCT 11SEP25

MICHAEL C. THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
HWS-HASA300	Homeowners Program - 10 yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 10 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualifications, and homebuyer project and legal (original recorded documents) files.	HASA	CL + 15	24 CFR 92.508 (c)(2); Best Practice	Shred / Delete
HWS-HASA350	Homeowners Program - 15 yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 15 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualification, and homebuyer project files and legal (original recorded documents) files.	HASA	CL + 20	24 CFR 92.508 (c)(2): Best Practice	Shred / Delete
HWS-HASA400	Homeowners Program - 20 yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 20 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualification, and homebuyer project files and legal (original recorded documents) files.	HASA	CL + 25	24 CFR 92508 (c)(2); GOV 65583.1 (c)(2)(A)(ii); Best Practice	Shred / Delete
HWS-HASA450	Homeowners Program - 30 yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 20 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualification, and homebuyer project files and legal (original recorded documents) files.	HASA	CL + 35	24 CFR 92508 (c)(2); HSC 33334.13 (c); Best Practice	Shred / Delete
HWS-HASA500	Homeowners Program - 45yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 45 year affordability period. Record Series may include administration files, funding allocation application files, Request for Qualification, and homebuyer project files and legal (original recorded documents) files.	HASA	CL + 50	24 CFR 92508 (c){2); HSC 33334.3 (f)(1)(B); Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
HWS-HASA550	Homeowners Program - 55 yr affordability	Records supporting the administration of the down payment assistance and rehab programs with 55 year affordability period. Record Series may include administration files, funding allocation application files. Request for Qualification, and homebuyer project files and legal (original recorded documents) files.	HASA	CL + 60	24 CFR 92508 (c){2); HSC 50843.5 (d(1)(A)); Best Practice	Shred / Delete
HWS-HASA600	Homeowners Program - no affordability	Records supporting the administration of the down payment assistance and rehab programs without an affordability period. Record Series may include administration files, funding allocation application files, Request for Qualification, and homebuyer project files legal (original recorded documents) files.	HASA	CL + 20	GOV 26202: Best Practice	Shred / Delete
HWS-HASA650	Monitoring Programs	Records supporting the tenant income for eligible HOME / RDA assisted units.	HASA	Last Audit + 7	24 CFR 92508 (c)(2); Best Practice	Shred / Delete
HWS-HASA700	Mortgage Credit Certificate Program - Project Files	Records supporting the administration of the Mortgage Credit Certificate Program. Record series may include administration file, funding allocation applications, Request for Qualifications, homebuyer project files and original certificate.	HASA	Allocation + 30	GOV 26202; Best Practice	Shred / Delete
HWS-HASA750	Release / Reconveyance - Project Files	Records supporting the administration of subordinations, short sales, deed in lieu, foreclosures, and payoff. Record series may include administration files, homebuyer project files and original recorded documents.	HASA	Final payment + 7	GOV 26202; Best Practice	Shred / Delete
HWS-HASA800	Special Programs - Project Files	Records supporting the administration of specialty program without affordability restrictions. Record series may include administration files, Request for Qualifications, homeowner files, and original recorded documents for one-time grant programs for emergency housing, rental and rehab assistance.	HASA	CL + 10	GOV 26202; Best Practice	Shred / Delete