

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



**ITEM: 2.5**  
(ID # 29288)

**MEETING DATE:**  
Tuesday, December 16, 2025

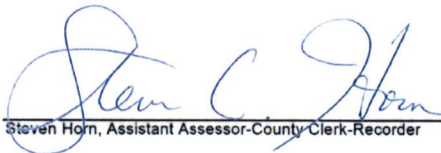
**FROM :** ASSESSOR-COUNTY-CLERK-RECORDER

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER: Records Management and Archives Program (RMAP) Annual Report for fiscal year 2024/2025, All Districts. [\$0]

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

1. Receive and file the attached 2025 RMAP Annual Report as required by Board Policy A-43.

**ACTION:Consent**


  
Steven Horn, Assistant Assessor-County Clerk-Recorder 12/3/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: Medina  
Date: December 16, 2025  
xc: ACR

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>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2024/2025</b>	

**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**

2025 RMAP Annual Report

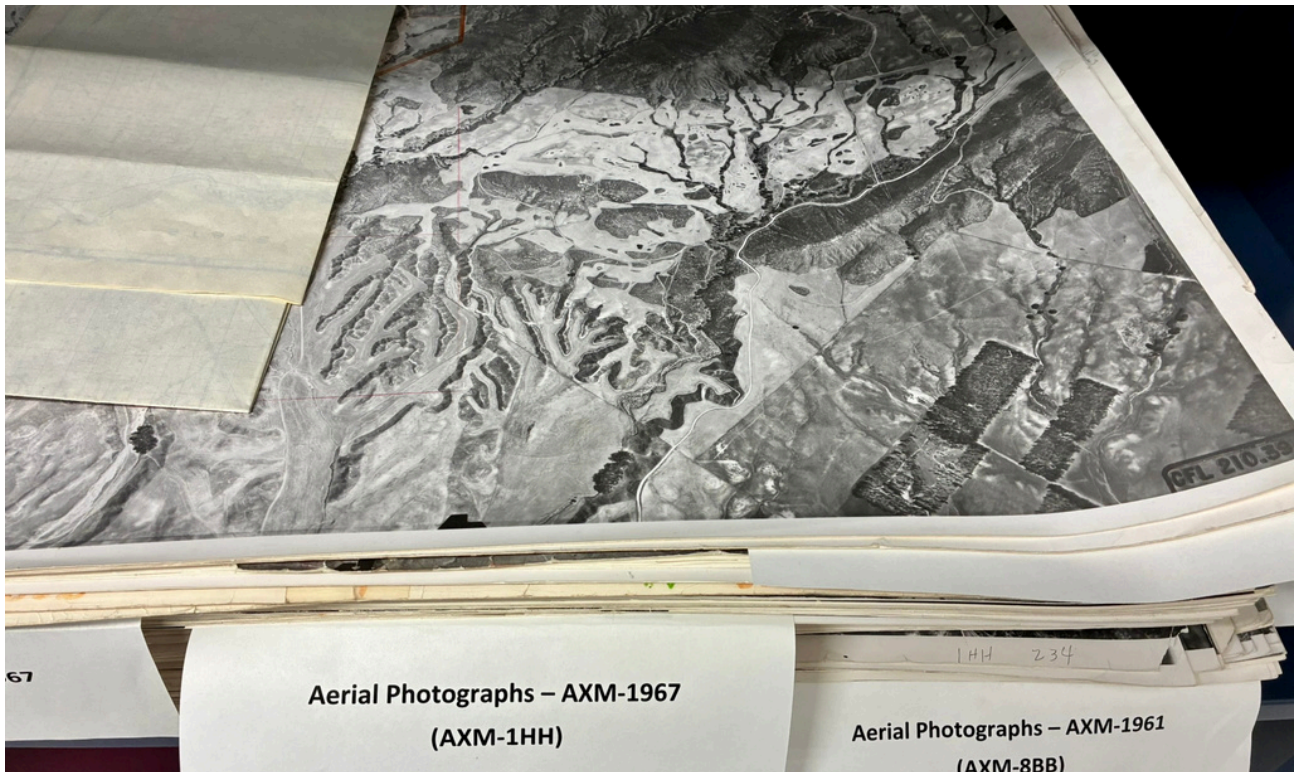
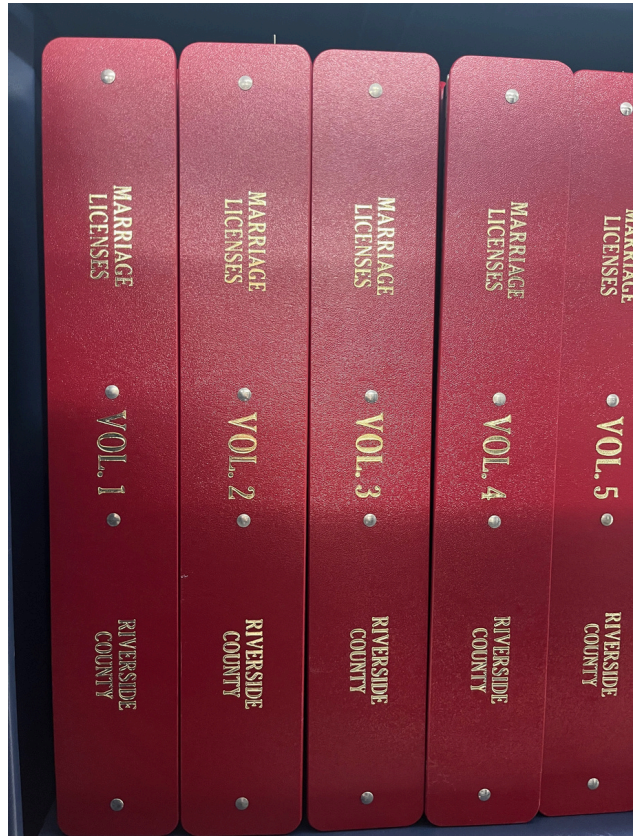
*Cesar Bernal*  
 Cesar Bernal, PRINCIPAL MGMT ANALYST      12/4/2025



# Records Management Archives Program

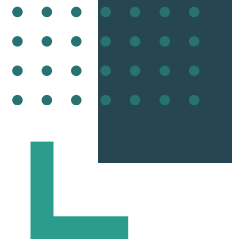
# 2025 Annual Report





# About RMAP

The Riverside County Archives and Records Management Program (RMAP) operates under the Assessor-Clerk-Recorder's Office and includes two specialized units: Records Management and the Robert J. Fitch Archives. Records Management oversees countywide records retention, storage, and compliance, while the Robert J. Fitch Archives safeguards the County's permanent and historical collections. Together, these teams protect information essential to transparency, accountability, and the County's institutional memory.



## RMAP at a Glance

*Two specialized units within the Assessor-Clerk-Recorder's Office*

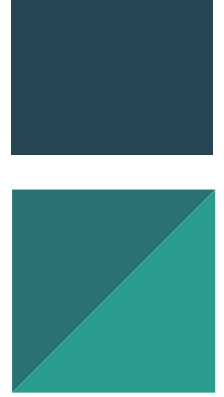
- **Riverside County Archives** – preserves permanent and historical records for public and departmental access
- **Records Management** – oversees countywide records retention, storage, and compliance

## Governance & Policy

Board Policy A-43 | State Records Act | Approved Retention Schedules



# 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 relevant to the government of the County of Riverside. The Archives Program drives openness, 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 County of Riverside government records in our custody and control.

## New Archives Facility

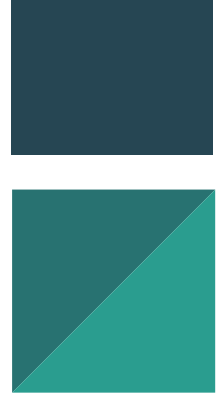
Riverside County has long recognized the importance of preserving its historical records, and the County of Riverside Robert J. Fitch Archives is a testament to that commitment. The Archives foundation dates to 1965 when the Countywide Micrographics Program was established to manage and protect records. In 1987, a Grand Jury recommendation led to a structured records management program, the first of its kind in Riverside County. In 1993, the program expanded, reclaiming historical records from San Bernardino and San Diego counties, restoring pieces of Riverside County's history. To ensure long-term preservation, the Riverside County Archives Commission was created in 1997 to guide the program's growth and protect vital records. In 2008, the Board of Supervisors officially opened the Robert J. Fitch Archives within the Assessor-County Clerk-Recorder's Gateway office in Riverside, honoring Fitch's contributions to preservation.

On January 16, 2025, Riverside County took another step forward with the opening of the new Archives facility. This modernized space expands public access, improves research capabilities, and enhances preservation efforts for future generations. The downtown Riverside facility provides greater convenience and better access to historical records and materials.



# Robert J. Fitch

# Archives Services



## Fiscal Year 2024 – 2025

In FY 2024/2025, the Robert J. Fitch Archives staff processed 341 public inquiries, completing an estimated 1,193 hours of research.

Requests were received by email, telephone, and in-person appointments, reflecting strong community engagement. The Archives team also collaborated with the Archives Commission to increase awareness of the program and enhance public access to archived records while maintaining strict document preservation standards.

The Archives team provides several essential services that preserve the County's institutional memory and ensure long-term access to public records:

- 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 in separating potential archival records for survey by Archivists
  - Update County archives operations and practices as recommended by the American Society of Archivists

### Riverside County Archives Highlights

- Three-member team managing permanent and historical County records
- New purpose-built facility opened in 2025 at the County Administrative Center
- Improved climate control and public research space
- Expanded digital preservation capacity for official maps, plats, and right-of-way records





# Records Management

## Safeguarding County Records Through Compliance and Accountability

The Records Management unit provides countywide leadership in records and information management. The program ensures that County records are created, maintained, stored, and disposed of in accordance with state law, Board Policy A-43, and approved retention schedules. Its work safeguards information, promotes efficiency, and supports transparency across all County departments.

### Program Overview

#### Core Functions

**Records Retention and Compliance** – Develops and maintains the County’s General and Departmental Records Retention Schedules in partnership with departments to ensure adherence to statutory and operational requirements.

**Storage and Oversight** – Administers secure offsite storage and destruction services through approved vendors, ensuring that all records are retained or destroyed in accordance with policy.

**Training and Consultation** – Provides guidance, education, and resources to Records Coordinators and departmental staff to strengthen compliance and improve records management practices.

**Program Administration** – Coordinates the County’s multi-phase Storage Vendor Move Project, which is transitioning records to Iron Mountain through 2027 to enhance long-term security and efficiency.

#### FY 2024 – 2025 Highlights

- 13 Departmental Records Retention Schedules updated
- 207,934 boxes under offsite storage oversight
- 20,952 new boxes accessioned
- 4,453 boxes destroyed or withdrawn
- 153 destruction forms reviewed and approved
- 29,636 records authorized for compliant destruction
- 45 hours of training delivered to County departments
- Over 60 attendees at countywide training event (Box Springs office, May 2025)

# FY 2024–2025 Program Highlights

The Records Management Program achieved measurable results in Fiscal Year 2024–2025, reflecting countywide progress in compliance, access, and preservation.

## Records Management by the Numbers

- 13 Departmental Records Retention Schedules updated
- 207,934 boxes under offsite storage oversight
- 20,952 new boxes accessioned
- 4,453 boxes destroyed or withdrawn
- 153 destruction forms reviewed and approved
- 29,636 records authorized for compliant destruction



## Training and Department Support

- 45 hours of training delivered to County departments
- Over 60 attendees participated in the 2025 countywide training event
- Ongoing consultation and guidance for Records Coordinators across departments



**39,018** BOXES MOVED  
DURING FY 2024–2025

Records Management and the Riverside County Archives preserve Riverside County's public record—ensuring its accuracy, accessibility, and protection for generations to come.



# Countywide Records Management Activity Overview – FY 2024-2025

The Records Management Program supports all County departments in maintaining accurate, compliant, and efficient records practices. Each year, departments work collaboratively with the Assessor-Clerk-Recorder’s Office to add, store, revise, and properly dispose of official records in accordance with Board Policy A-43 and state law. The table below highlights department-level activity for Fiscal Year 2024–2025, reflecting continued progress in records oversight, training, and compliance across the County organization.

## County Department Activity Overview

Department	Adds Total	Total # of Boxes Stored	Revision of Retention Schedule	In Compliance	Vendor Records Destruction
Animal Services	0	71	0	Yes	0
Assessor - County Clerk - Recorder	860	14093	3	Yes	8
Auditor Controller	593	7838	1	Yes	223
Board of Supervisors	70	2586	0	Yes	0
County Counsel	0	755	0	Yes	0
Dept of Public Social Services	0	0	0	Yes	0
District Attorney	2459	36145	1	Yes	130
Environmental Health	0	289	1	Yes	0

## County Department Activity Overview

Department	Adds Total	Total # of Boxes Stored	Revision of Retention Schedule	In Compliance	Vendor Records Destruction
Executive Office	0	1137	0	Yes	141
Facilities Management	0	5335	0	Yes	0
Fire	164	8174	1	Yes	0
First 5 – CFC	0	128	0	Yes	0
Flood Control	0	2862	0	Yes	0
Housing & Workforce Solutions	22	5572	1	Yes	0
Human Resources	337	14273	1	Yes	727
Office on Aging	0	338	0	Yes	163
Parks & Open Space District	0	54	1	Yes	27
Probation	0	785	1	Yes	0
Public Defender	0	27041	0	Yes	0
Purchasing & Fleet Services	0	288	0	Yes	0
RCIT	0	242	0	Yes	0
RUHS	16159	64440	1	Yes	1897
Sheriff	106	929	0	Yes	0
TLMA	48	13141	1	Yes	341
Treasurer - Tax Collector	134	1418	0	Yes	796

# Storage Vendor Move Project



Transitioning County Records to Iron Mountain for Long-Term Security and Efficiency

A major focus of Records Management in Fiscal Year 2024–2025 was the multi-phase Storage Vendor Move Project, initiated in November 2024. The project is transitioning the County’s offsite records inventory to Iron Mountain, the County’s approved long-term storage vendor. This transition improves security, compliance, and efficiency by consolidating records under one trusted system while providing departments with streamlined retrieval and destruction services.

## PROJECT HIGHLIGHTS

- Initiated November 2024 under Records Management
- Transitioning countywide records inventory to Iron Mountain
- Improves security, retrieval accuracy, and long-term storage efficiency
- Departmental cleanup and retention reviews underway for future phases

## BENEFITS

- Consolidates storage under one trusted vendor
- Enhances compliance with Board Policy A-43 and state law
- Reduces vendor complexity and duplicate records
- Strengthens transparency and cost efficiency

Once complete, the Storage Vendor Move Project will establish a single, secure foundation for countywide records storage and destruction—supporting transparency, accountability, and efficient public service for years to come.

**NOV 2024**  
**PROJECT**  
**LAUNCH**

**FY 2024–25**  
**39,018**  
**BOXES**  
**MOVED**

**FY 2025–26**  
**DEPARTMENT**  
**TRANSITION**  
**PHASE**

**FY 2026–27**  
**PROJECT**  
**COMPLETION**

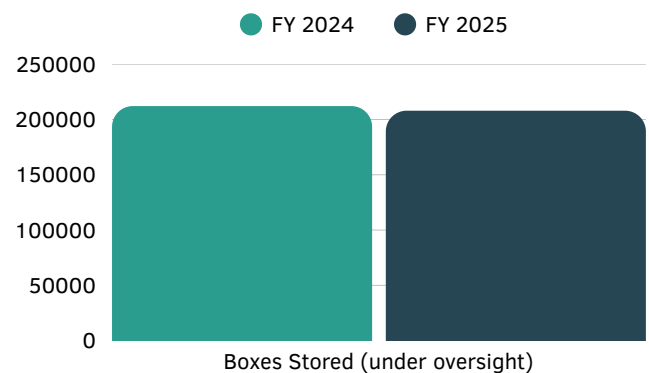
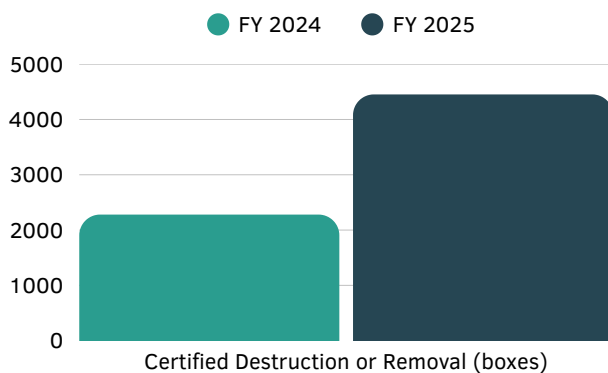
# Looking Ahead: FY 2025–2026 Focus



Building on the progress made in Fiscal Year 2024–2025, the Records Management Program will continue advancing countywide compliance, training, and modernization efforts. The upcoming year will focus on completing key phases of the Storage Vendor Move Project, expanding department-level training, and strengthening collaboration across County departments.

## FY 2025–2026 Priorities

- Continue the multi-phase Storage Vendor Move Project with RUHS–Medical Center and additional County departments
- Begin updates to the County’s General Records Retention Schedule
- Deliver expanded department-level records training and resources
- Increase outreach and consultation for Records Coordinators
- Strengthen alignment with Board Policy A-43 and state records management standards
- Support transparency, compliance, and efficiency through improved documentation practices



Records Management remains dedicated to safeguarding Riverside County’s public record, ensuring its accuracy, accessibility, and security for generations to come.



## Records Management Archives Program

# 2025

### **RECORDS MANAGEMENT**

2724 Gateway Drive  
Riverside, CA 92507  
(951) 955-6200

[RCRMHelpDesk@asrclkrec.com](mailto:RCRMHelpDesk@asrclkrec.com)

[www.rivcoacr.org/RiversideCountyRecordsManagement](http://www.rivcoacr.org/RiversideCountyRecordsManagement)

### **ARCHIVES**

4080 Lemon Street, 2nd Floor  
Riverside, CA 92501  
(951) 955-6200

[countyofriversidearchives@asrclkrec.com](mailto:countyofriversidearchives@asrclkrec.com)

[www.rivcoacr.org/RiversideCountyArchives](http://www.rivcoacr.org/RiversideCountyArchives)