

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



ITEM: 3.11
(ID # 29237)

MEETING DATE:
Tuesday, December 16, 2025

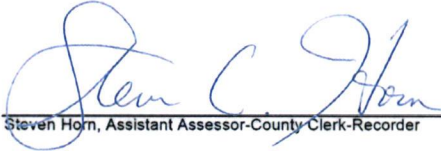
FROM : ASSESSOR-COUNTY-CLERK-RECORDER

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

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for the County Executive Office (CEO)

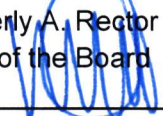
ACTION:4/5 Vote Required, Policy


Steven Horn, Assistant Assessor-County Clerk-Recorder 10/29/2025

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 approved 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**

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: 2026/2027	

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_CEO_2025_Rev05 – Supersedes DRRS_CEO_2016_Rev04 adopted April 5, 2016, Agenda item #3.4.


Cesar Bernal, PRINCIPAL MGMT ANALYST 11/6/2025


Aaron Gettis, Chief of Deputy County Counsel 11/4/2025



County of Riverside, California Departmental Records Retention Schedule (DRRS_CEO_2025_Rev05)

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 County Executive Office (CEO) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted April 5, 2016, as agenda item # 3.4.

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

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

CalRIM = Secretary of State, Local Government Records Retention Guidelines

CCP = California Code of Civil Procedure

CIV = California Civil Code

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.

CY = Calendar year end

FAM = California Family Code

GOV = California Government Code

HSC = California Health & Safety Code

RTC = California Revenue & Tax Code

P = Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: County Executive Office

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #: **DRRS_CEO_2025_REV05**

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:

Jeff Van Wagenen, County Executive Officer

Date:

10-25-25

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
CEO-CEO100	Bonds - revenue	Records related to the issuing of bonds which are secured by land or lease revenue to finance various County projects. Projects include capital projects, building acquisitions, transportation or similar projects. Records series may include the bond issue, agreements, expenditures, investments, reports and any other supporting documentation.	County Executive Office	CL + 7	CCP 349.2; Audit Support	Shred / Delete
CEO-CEO150	County Augmentation Agreements	Records related to or resulting from a County Augmentation Agreement. Depending upon the terms of the agreement, records series may include the signed contract, correspondence, fiscal projections, payment receipts and any other documentation required by contract.	County Executive Office	CL + 7	CCP 337; Audit Support	Shred / Delete
CEO-CEO200	Internal Service Fund (ISF) Rates Annual Submission Package	County fee packages submitted by ISF departments in support of annual fee approval. Records are maintained as backup documentation for rates submitted to the Board of Supervisors for approval. They also serve to establish a fee inventory and consolidated ordinance.	County Executive Office	FY + 7	GC 26202; Audit Support	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY: MCT 31 OCT 25
 MICHAEL C THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
CEO-CEO250	Mobile Home Petitions and Case Files	Records related to cases filed on behalf of mobile home park owners and/or residents. Records series may include those petitions made in accordance with County of Riverside Ordinance 760.2 and supporting documents including lease agreements if part of the case file.	County Executive Office	CL + 4	CCP 337; Best Practice	Shred / Delete
CEO-CEO300	Mobile Home Registration Forms	Records documenting the yearly registration of mobile home parks within the County of Riverside. Documentation is maintained in accordance with County Ordinance 760.2.	County Executive Office	FY + 2	GC 26202	Shred / Delete
CEO-CEO350	Personnel Files	Confidential records documenting the hiring process, salary and annual reviews for County agency directors, department heads, Executive Office staff and Special Districts.	County Executive Office	T + 75	GC 26202; Best Practice	Shred / Delete
Developer Mitigation, Developer Agreement and Developer Impact Fees (DM, DA and DIF)						
CEO-CEO450	Capital Improvement Annual Call	Annual request for project expenses related to DIF Funds. Records series includes correspondence, reports and spreadsheets. This information is used to prepare the Development Fees Annual Report and support the Nexus study.	County Executive Office	FY + 7	GC 26202; Audit Support	Shred / Delete
CEO-CEO500	Development Fees Annual Report	Annual report completed in accordance with GC 66006 providing full disclosure to the public of the imposition and use of developer impact fees. Records series includes the Submittal to the Board of Supervisors (Form 11).	Clerk of the Board	CY + 2	GC 26202; Best Practice	Shred / Delete
CEO-CEO550	Development Fees Monthly Report	Reports distributed monthly to the Board of Supervisors and County departments reflecting balances and expenditures of development funds. This report is also used to complete the Development Fees Annual Report.	County Executive Office	CL + 7	GC 26202; Audit Support	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
CE-CEO600	Development Fees Monthly Report - supporting documents (DM/DA)	Records related to developer mitigation or development agreement fees and used to create or support the Development Fees Annual Report. Records series may also include proof of monthly reconciliation and monthly financial reports. These records are tied to the agreement for which the fees are collected and are closed once the funds are spent.	County Executive Office	CL + 7	GC 26202; Audit Support	Shred / Delete
CEO-CEO650	Development Fees Monthly Report - supporting documents (DIF)	Records used to create or support the Development Fees Annual Report. Records series may also include proof of monthly reconciliation and monthly financial reports. These records are tied to the developer impact fees. Though a project may close, the fees collected, if not used, are rolled over. Fee collection records must therefore be maintained until all of the fees collected are expended.	County Executive Office	CL + 7	GC 26202; Audit Support	Shred / Delete
National Pollutant Discharge Elimination System (NPDES)						
CEO-CEO750	Lake Elsinore San Jacinto Watersheds Authority (LESJWA) Operation and Maintenance Agreements	Records supporting agreements made between the County of Riverside and the entities that make up the Lake Elsinore San Jacinto Watersheds Authority (LESJWA). Records series includes agreements signed by various parties including the County, approved Submittals to the Board of Supervisors (Form 11s), operation and maintenance agreements, committee and meeting minutes, correspondence and fiscal documentation.	Riverside County Flood Control District and County Executive Office	CL + 5	GC 26202; LESJWA Agreement & policy	Shred / Delete
CEO-CEO800	National Pollutant Discharge Elimination System (NPDES) - Grant Administration Documents	NPDES grant administration files for San Jacinto River Watershed Improvement Project - Prop 13 Watershed Protection Program	County Executive Office	CL + 35	GC 26202; Prop 13 Amended Grant Agreement # 04-203-558-2	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
CEO-CEO850	National Pollutant Discharge Elimination System (NPDES) - Permit Administration Documents	NPDES permit administration records and annual reports that are required by the permit. Records series may include the permit application and supporting materials, the approved permit, correspondence, required annual report and its supporting materials.	Riverside County Flood Control District and County Executive Office	P	40 CFR 122.41 (j)(2); Best Practice	Dept.