

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



ITEM: 3.5
(ID # 29229)

MEETING DATE:
Tuesday, January 13, 2026

FROM : ASSESSOR-COUNTY-CLERK-RECORDER

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: ACR Approval of FY 2026/2027 RMAP Tiered Rate Schedule, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the RMAP General Support Service tiered rate for FY 2026/2027 as shown in Attachment A.

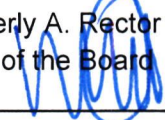
ACTION:Policy


Steven Horn, Assistant Assessor-County Clerk-Recorder 11/19/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, 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: January 13, 2026
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: Department Budgets 100%			Budget Adjustment: No	
			For Fiscal Year: 2026/2027	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Records Management and Archives Program (RMAP) is responsible for providing professional information management guidance and archives services. Professional information management services entail maintaining uniform standards for records management, guiding County department through records retention schedule maintenance, and supporting document destructions services. The County Archives identifies safeguards and makes available to the public County vital historical records. For FY 2026/2027, RMAP rates will remain unchanged from FY 2025/2026, with total direct costs holding steady at \$759,029, consistent with the current fiscal year.

Rate Development

RMAP professional services costs are recovered through a one-time annual General Support Service rate. As part of the rate methodology, RMAP has grouped departments into five tiers. The tiers are based on a scoring system calculated using the two factors that create the largest workload for RMAP: the number of employees creating documents and the number of records retention series requiring maintenance. The tiers are categorized as follows: tier 1 (score 65 or less), tier 2 (score between 66 and 175), tier 3 (score between 176 and 255), tier 4 (score between 256 and 1000), and tier 5 (score greater than 1000).

The intent of this tiered rate system is to recover costs commensurate with each department's estimated benefit while eliminating extreme fee inequities that may result from a traditional straight-line or pro-rated cost recovery process.

Impact on Residents and Businesses

RMAP professional services help to protect the integrity of the county record keeping processes through the development of records management policies and procedures, while facilitating the cost-effective storage of records through the use of county approved vendors. These policies and procedures comply with Federal and State law, Riverside County Ordinance 2016-126, and Board of Supervisors Policy A-43.

ATTACHMENTS

Attachment A – FY 2026/2027 RMAP Rate Schedule

Attachment A
FY 2026/2027 RMAP RATE SCHEDULE, ANNUAL CHARGES

Department	Score	Rate Tiers	
Tier 1:			
Veterans Services	24	\$	6,657
Executive Office	37	\$	6,657
Board Of Supervisors	41	\$	6,657
EDA	51	\$	6,657
Agricultural Commissioner	51	\$	6,657
Purchasing and Fleet Services	53	\$	6,657
County Counsel	55	\$	6,657
Emergency Management (EMD)	58	\$	6,657
Office on Aging	59	\$	6,657
Registrar Of Voters (ROV)	63	\$	6,657
Tier 2:			
Treasurer-Tax Collector (TTC)	73	\$	13,316
Auditor-Controller	78	\$	13,316
Regional Parks and Open Space District	80	\$	13,316
Environmental Health	115	\$	13,316
Animal Control Services	120	\$	13,316
Public Defender	153	\$	13,316
Waste Management	175	\$	13,316
Tier 3:			
Child Support Services	196	\$	26,633
Fire Protection	203	\$	26,633
Information Technology	203	\$	26,633
Facilities Management	203	\$	26,633
Housing & Workforce Solutions (HWS)	208	\$	26,633
Human Resources	234	\$	26,633
Flood Control	251	\$	26,633
Tier 4:			
Assessor-County Clerk-Recorder	269	\$	39,949
Transportation and Land Management Agency	437	\$	39,949
Public Health	465	\$	39,949
District Attorney	474	\$	39,949
Probation	504	\$	39,949
Tier 5:			
Behavioral Health	1549	\$	53,266
Sheriff	2541	\$	53,266
Regional Medical Center	2801	\$	53,266
Department of Public Social Services	3035	\$	53,266
	14,851	\$	759,029

Expense are budgeted to account 525330 (RMAP Services) for general fund departments and 537330 (Interfnd Exp-RMAP Services), 536740 (Interfnd Exp-Admin Sup Indir), or 537080 (Interfnd Exp-Miscellaneous).

If you have any questions please contact Esmeralda Oviedo, Fiscal Manager, at 951 255-9405 or esmeralda.oviedo@asrclrec.com