

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



ITEM: 3.6
(ID # 29830)

MEETING DATE:
Tuesday, February 10, 2026

FROM : ASSESSOR-COUNTY-CLERK-RECORDER

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

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for the Emergency Management Department (EMD).


ACTION: 4/5 Vote Required, Policy


Steven Horn, Assistant Assessor-County Clerk-Recorder 1/28/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez 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 10, 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: 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.

Changes to EMD_APC100, EMD_APC150, EMD_APC200, EMD_APC250, EMD_APC300, and EMD_APC350 all have changes to the retention length and citations.

EMD_APC400, EMD_DOJ100, and EMD_DOJ255 have changes to the descriptions, retention length, and citations.

EMD_DOJ255 and EMD_DOJ260 are new record series added to the retention schedule.

EMD_DOJ150, EMD_DOJ200, EMD_DOJ250 have been removed from the retention schedule per the department.

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_EMD_2025_Rev03 – Supersedes DRRS_EMD_2023_Rev02 adopted December 5, 2023, Agenda item #3.8.


Cesar Bernal, PRINCIPAL MGMT ANALYST 1/30/2026


Aaron Gettis, Chief Deputy County Counsel 1/30/2026



County of Riverside, California Departmental Records Retention Schedule (DRRS_ EMD_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
RCRMHelpdesk@asrclrec.com
<https://www.rivcoacr.org/RiversideCountyRecordsManagement>

Introduction

This Departmental Records Retention Schedule (DRRS) for the Emergency Management Department (EMD) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted December 5, 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

APA = Administrative Procedures Act

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

BOS = Board of Supervisors

CA PEN = California Penal Code

CCP = California Code of Civil Procedure

CCR = California Code of 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.

CY = Calendar year end

DOJ = Department of Justice

EMS = Emergency Medical Services

EXP = Expiration

GC = California Government Code

HSC = California Code of Health & Safety

P = Permanent

REMSA = Riverside Emergency Medical Services Agency

T = Termination (of employment, or use, i.e., of a product or piece of equipment within the County, of a benefit or plan)



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Emergency Management Department (EMD)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #: **DRRS_EMD_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: D. J. [Signature]

Date: 1/21/2026

Dept Head Name, Title

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
Administration (ADM)						
EMD_ADM100	Course Completion Records	Record of students that have passed or failed Emergency Medical Technician (EMT-I) initial course, refresher course or Continuing Education (CE) training.	Emergency Management Department	CY + 4	22 CCR 100401	Shred / Delete
EMD_ADM150	Continuous Quality Improvement Plans	Quality improvement plans submitted to EMS by hospitals, ambulance companies, fire departments and other Emergency Medical Services (EMS) system participants.	Emergency Management Department	T + 2	GC 26202	Shred / Delete
EMD_ADM200	Formal Research	Various medical topics.	Emergency Management Department	P	Best Practice	Dept.
EMD_ADM250	Incident Reports	Issues identified related to patient care.	Emergency Management Department	CY + 4	CCP 340.5; 22 CCR 100170	Shred / Delete
EMD_ADM300	Peer Reviews	Confidential patient review.	Emergency Management Department	CY + 5	CCP 340.5; 22 CCR 100170; Best Practice	Shred / Delete
EMD_ADM350	Personnel Disciplinary File	Records of formal discipline action against certification / license.	Emergency Management Department	EXP + 2	GC 26202	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY MCT 29 JAN 26
MICHAEL C THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EMD_ADM400	Procedure Evaluation Forms	Documentation of several low frequency, high risk procedures in pre-hospital settings.	Emergency Management Department	CY + 5	GC 26202	Shred / Delete
EMD_ADM450	Quality Improvement Trauma	Issues identified related to patient care are investigated, documented and follow-up recommendations and/or requirements issued.	Emergency Management Department	CL + 5	22 CCR 100265; GC 26202	Shred / Delete
EMD_ADM500	Survey - Trauma Center	A trauma center survey on established standards.	Emergency Management Department	CL + 2	22 CCR 100254; GC 26202	Shred / Delete
EMD_ADM550	Survey - Emergency Medical Services for Children of the County Hospitals	Survey of emergency departments to ensure guidelines are being used in the care of pediatrics.	Emergency Management Department	CL + 2	HSC 1799.205(h); 22 CCR 100450.224; GC 26202	Shred / Delete
EMD_ADM600	Training Program Form / Individual	Program submitted for review/approval in individual medical topics.	Emergency Management Department	T + 2	22 CCR 100082; GC 26202	Shred / Delete
Application and Accreditation (APC)						
EMD_APC100	Application - Emergency Medical Technician Uncertified	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, and other documentation required for certification/recertification. Not all who apply complete & / or pass the application approval process.	Emergency Management Department	CL + 2	GC 26202; GC 26205.1, CCR T22 Ch. 3.1 Art. 4, REMSA Policy 1202-1205; Best Practice	Shred / Delete
EMD_APC150	Application - Emergency Medical Technician Certified	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, and other documentation required for certification/recertification.	Emergency Management Department	CY + 7	GC 26202; GC 26205.1; CCR T22 Ch. 3.1 Art. 4, REMSA Policy 1202-1205; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EMD_APC200	Application - Emergency Medical Technician Suspended/Revoked	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, and the documentation required for certification / recertification. Also court documentation and other forms required by state.	Emergency Management Department	CY + 7	GC 26202; GC 26205.1; CCR T22 Ch. 3.1 Art. 4; Ch. 4.1; HSC 1798.200; REMSA Policy 1202-1205; Best Practice	Shred / Delete
EMD_APC250	Application - Paramedic Unaccredited	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, State Paramedic card, and other documentation required for accreditation/reaccreditation. Not all who apply complete &/or pass the application / approval process.	Emergency Management Department	CL + 2	GC 26202; GC 26205.1; CCR T22 §100094.02; REMSA Policy 1207; Best Practice	Shred / Delete
EMD_APC300	Application - Paramedic Accredited	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, State Paramedic card, and other documentation required for accreditation / reaccreditation.	Emergency Management Department	CY + 7	GC 26202, 26205.1; CCR T22 §100097.01; REMSA Policy 1207; Best Practice	Shred / Delete
EMD_APC350	Application-Mobile Intensive Care Nurse Unauthorized	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, State Registered Nurse (RN) card, and other documentation required for authorization / reauthorization. Not all who apply complete & / or pass the application approval process.	Emergency Management Department	CL + 2	HSC 1797.56; GC 26202; Best Practice and GC 26205.1; REMSA Policy 1209-1211	Shred / Delete
EMD_APC400	Application - Mobile Intensive Care Nurse Authorized	Packet includes application, copies of driver's license, Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, State Registered Nurse (RN) card, and other documentation required for authorization / reauthorization.	Emergency Management Department	CY + 7	HSC 1797.56; GC 26202; Best Practice and GC 26205.1; REMSA Policy 1209-1211	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EMD_APC450	Application - Ambulance Permit	Packet includes application, copies of Cardiopulmonary Resuscitation (CPR) card, Advanced Cardiovascular Life Support (ACLS) card, ambulance description list, insurance, California Highway Patrol (CHP) inspection, business license and other documentation required for permitting Advanced Life Support (ALS), Basic Life Support (BLS), Critical Care Transport (CCT) and Gurney van companies and units. Also previous applications and accompanying documentation.	Emergency Management Department	CY + 3	Riverside County Ordinance Number 756, page 10	Shred / Delete
EMD_APC500	Application - Training Program - Uncertified	Packet includes application, and other documentation required for approval. Approval process initiation for applicant agency to officially train personnel for Emergency Medical Services (EMS) positions. Applicants may apply but not be certified.	Emergency Management Department	CY + 5	22 CCR 100066	Shred / Delete
EMD_APC550	Application-Training Program Certified	Packet includes application, and other documentation required for approval. Certification permits applicant agency to officially train personnel for Emergency Medical Services (EMS) positions.	Emergency Management Department	CY + 5	22 CCR 100171(a-c)	Shred / Delete
EMD_APC600	Application-Continuing Education Program	Packet includes application, and other documentation required for approval. Approval process initiation for applicant agency to officially train personnel for Emergency Medical Services (EMS) positions. Applicants may apply but not be certified. Will include approved and unapproved applications.	Emergency Management Department	P	Best Practice	Dept.
EMD_APC650	Application-Continuing Education Program Certified	Packet includes application, and other documentation required for approval. Certification permits applicant agency to officially train personnel for Emergency Medical Services (EMS) positions.	Emergency Management Department	EXP + 4	22 CCR 100395(l); GC 26202	Shred / Delete
EMD_APC700	Specialty Care Designation Applications	Each specialty care center is required to submit an application for designation as such in Riverside County. Examples include Stroke, Trauma, Pediatric Trauma and Segment Elevation Myocardial Infarction (STEMI) Centers.	Emergency Management Department	CL + 2	22 CCR 100254; 22 CR 100270.121 for STEMI; 22 CCR 100270.220 for Stroke; GC 26202; Best Practice	Dept.

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EMD_APC750	Application - Emergency Medical Dispatch Program Approval	Packet includes application, and other supporting documentation required for approval. Initial application approval period is 2 yrs. followed by every 4 yrs. thereafter.	Emergency Management Department	CY + Previous application cycle	BOS A-43; GC 26202; Best Practice	Shred / Delete
Department of Justice Requirements (DOJ)						
EMD_DOJ100	DOJ Criminal Offender Record	Privileged and confidential access to the DOJ database, Applicant Agency Justice Connection (AAJC) containing Criminal Offender Record Information (CORI) / Subsequent Arrest Notification (SAN) / and Subsequent Disposition Notification (SDN) is restricted to authorized custodians of record. CORI is never to be printed or stored outside of the database, except as specifically authorized by law.	Emergency Management Department	EXP + 1	GC 26202, GC 26205.1, CCR 11 §708; CA PEN 11075, 11076, 11081, 11105, 11141 et seq.; CA CIV 1798 et seq., CA Const., Art. I, § 1.	Shred / Delete
EMD_DOJ255	Legal pleadings and decision documents – Probation, Suspension (all types)	All formal correspondence (personal / registered service, certified mail) and legal documents related to probation and suspension (all types) of EMS credentials; Includes related formal decisions (Decision & Order) issued by Medical Director	Emergency Management Department	CL + 10 years	CCR T22 Ch. 4.1; HSC 1798.200; GC 11505(c); Administrative Procedures Act (APA) Ch. 5; Best Practice	Shred / Delete
EMD_DOJ260	Legal pleadings and decision documents – Revocation, Surrender in-lieu of discipline, Denial with prejudice	All formal correspondence (personal / registered service, certified mail) and legal documents related to Revocation, Surrender in-lieu of discipline, Denial with prejudice of EMS credentials; All formal decisions (Decision & Order) issued by Medical Director and/or Administrative Law Judge	Emergency Management Department	P	Aligns with permanency of license action; CCR T22 Ch. 4.1; HSC 1798.200; GC 11505(c); Administrative Procedures Act (APA) Ch. 5; Best Practice	Dept.