

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



ITEM: 3.8  
(ID # 29876)

**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 Waste Resources (WR), All Districts. [\$0] (4/5th Vote Required)

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

1. Approve the attached Departmental Records Retention Schedule for Waste Resources (WR).

**ACTION:** 4/5 Vote Required, Policy


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

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**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**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2025/2026</b>	

**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 include corrections on several record series for Permanent records to show Department final disposition.

Changes to WR\_ENG350, WR\_ENG600, WR\_ENG700, WR\_ENG750, WR\_ENG900, WR\_REG100, WR\_REG150, and WR\_REG400 descriptions, adding and removing information.

Removal of record series WR\_PER250, department states these are not Waste Resources records.

**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\_WR\_2025\_Rev03** – Supersedes DRRS\_WR\_2023\_Rev02 adopted October 17, 2023, Agenda item #3.10.

  
Cesar Bernal, PRINCIPAL MGMT ANALYST 1/30/2026

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