

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



ITEM: 3.7  
(ID # 30191)

MEETING DATE:  
Tuesday, April 14, 2026


FROM : ASSESSOR-COUNTY-CLERK-RECORDER

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

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for TLMA - Aviation (TLMA-AVI).

ACTION: 4/5 Vote Required, Policy

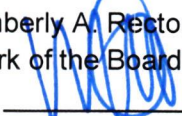
  
Steven Horn, Assistant Assessor-County Clerk-Recorder 4/7/2026

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, 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: April 14, 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>
<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: 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.

This is the department's first retention schedule.

**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\_TLMA-AVI\_2026\_Rev01

*Cesar Bernal*  
Cesar Bernal, PRINCIPAL MGMT ANALYST 4/9/2026

*Aaron Gettis*  
Aaron Gettis, Chief Deputy County Counsel 4/9/2026



## County of Riverside, California Departmental Records Retention Schedule (DRRS\_TLMA-AVI\_2026\_Rev01)

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."

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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@asrclrec.com](mailto:ACR-RIM@asrclrec.com)  
<https://www.rivcoacr.org/RiversideCountyRecordsManagement>

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### Introduction

This Departmental Records Retention Schedule (DRRS) for TLMA – Aviation (TLMA-AVI) is adopted as per the recommendations of Board Policy A-43 as the department's first retention schedule.

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.

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## 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.

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## Explanation of Codes

**CFR** = Code of Federal Regulations

**P** = Permanent

**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.

**CR** = Creation (of the record) date

**FAA** = Federal Aviation Administration

**FY** = Fiscal year end

**GC** = California Government Code



### COUNTY OF RIVERSIDE RETENTION SCHEDULE

Department / Agency: TLMA - Aviation

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #: **DRRS\_TLMA-AVI\_2026\_REV01**

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: Angela Jamison  
Angela Jamison, Director of Aviation

Date: 03/24/26

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
AVI100	Grant Project Documentation	Airport Improvement Program (AIP) Grant project accounts and records that support project transactions such as financial, procurement, administrative and project records.	Aviation	CL + 3	2 CFR 200.334 - retain grant supporting records 3 years after final expenditure report; distinct from ADM425 (general grant admin).	Shred/Delete
AVI150	Grant Agreement	Airport Improvement Program (AIP) Executed Grant Agreement	Aviation	P	2 CFR 200.334 - binding federal contract; permanent record of obligations and compliance; best practice.	Dept.
AVI200	Master Plans	Airport Master Plans document the history of each airport as well as capital improvement alternatives that have been analyzed and considered.	Aviation	P	FAA AC 150 / 5070-6B - proof of FAA planning compliance; permanent record of development history; best practice.	Dept.

FORM APPROVED COUNTY COUNSEL

BY MCT 08 APR 26  
MICHAEL C THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
AVI250	Grant Deeds	Documentation of Airport/County property, including how the land was acquired.	Aviation	P	Legal basis for property ownership. Proof of FAA compliance with Grant Assurance 5; best practice.	Dept.
AVI300	Airport Layout Plans	Final FAA-approved Airport Layout Plans.	Aviation	P	FAA Grant Assurance 29; FAA Order 5090.3C - required permanent proof of FAA-approved airport development.	Dept.
AVI350	Aviation Easements	Provides legal property rights to the County.	Aviation	P	GC 26202 - recorded easements convey perpetual rights; must be retained permanently. FAA Grant Assurance 5.	Dept.
AVI400	Stormwater Pollution Prevention Plan (SWPPP) Documents	Stormwater Pollution Prevention Plan	Aviation	Keep current plan only	Best practice.	Shred/Delete
AVI450	Based Aircraft Reports	Report of Based Aircraft at County Airports	Aviation	Retain current detailed and summary report.	Best practice.	Shred/Delete
AVI500	Special Event Apps and Filming Permits	All Special Events occurring on any airport property, as well as Filming Permits (also scanned)	Aviation	CR + 2	Best practice.	Shred/Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
AVI550	Incident / Accident Reports	Hard copies of all incidents that occur on all airports (also scanned)	Aviation	CR + 5	Best practice.	Shred/Delete
AVI600	Capital and Tenant Improvements and Repairs (on and off airport)	Final documentation regarding long-term property and facility improvements. Roofing, plumbing, air conditioning, doors, other major repairs or improvements	Aviation	CL + 10	Best practice.	Shred/Delete
AVI650	Ground Lease Agreements	Ground lease agreements.	Aviation	CL + 4	Best practice.	Shred/Delete
AVI700	Current Subleases under Ground Lease Agreements	Sublease agreements	Aviation	CL + 4	Best practice.	Shred/Delete
AVI750	T-hangar Leases - French Valley & Hemet-Ryan	Hangar rental documents for County owned hangars	Aviation	CL + 4	Best practice.	Shred/Delete