MEETING DATE:
Tuesday, June 20, 2017

FROM: ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER/RMAP: Approval of Departmental Records Retention Schedules, District All. [$0] (4/5 vote required)

RECOMMENDED MOTION: That the Board of Supervisors:
1. Approve the attached revised Departmental Records Retention Schedules for the Treasurer-Tax Collector and Registrar of Voters.

ACTION: 4/5 Vote Required

Bobbi Schutte
5/26/2017
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 Schedules 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 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.

ATTACHMENT A. DRRS for the Treasurer-Tax Collector
Revision of DRRS approved August 28, 2012 as agenda item #3.20.

ATTACHMENT B. DRRS for the Registrar of Voters
Revision of DRRS approved October 20, 2015 as agenda item #3-6.

C.E.O. RECOMMENDATION: APPROVE

FINANCIAL DATA

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<th>Current Fiscal Year:</th>
<th>Next Fiscal Year:</th>
<th>Total Cost:</th>
<th>Ongoing Cost</th>
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SOURCE OF FUNDS: NA

Budget Adjustment No

For Fiscal Year: 16/17

Gregory F. Priamis, Director County Counsel 5/30/2017