



County of Riverside, California Departmental Records Retention Schedule (DRRS_DEH_2023_Rev05)

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
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Introduction

This Departmental Records Retention Schedule (DRRS) for the Department of Environmental Health (DEH) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS_EH-DES_2019_REV04 adopted February 05, 2019, as agenda item # 3.7 and DRRS_EH-EPO_2019_REV04 adopted August 27, 2019, as agenda item #3.6. Please note two retention schedules for DEH were combined into one.

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. 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 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

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

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

GC = California Government Code

HSC = California Health and Safety Code



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Environmental Health (DEH)

Schedule Type: Departmental Records Retention Schedule (DRRS)

All

Schedule #:

Section: All

DRRS_DEH_2023_REV05

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head:

Date:

9/26/2023

Jeff Johnson, Director of Environmental Health

Record Series						
Code	Title	Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
DES DIVISION						
EH-DES 100	Facilities Plan Check	Reports, Plans and records used for or generated during facility construction or remodel.	DES Program Offices	CL+3	GC 26202; CCP 337.15; Best Practice	Shred / Delete
EH-DES 200	Food Workers Test Records	Food Handlers Test Results listing Name, Date, score and place of employment.	DES Program Offices	CY + 3	HSC 113948	Shred / Delete
EH-DES 250	Reports - Permitted facilities	Operational reports, records and complaints of a permitted facility. (Excludes Retail Tobacco, MHP's, SOPs, and Camps).	DES Program Offices	CY + 3	GC 26202; Best Practice	Shred / Delete
EH-DES 255	Reports - Retail Tobacco	Retail Tobacco operational reports, records and complaints.	DES Program Offices	CY + 6	GC 26202; RCO 838; Best Practice	Shred / Delete
EH-DES 300	Non-permitted Facilities	Inspection and complaint reports of non-permitted facilities or locations, including illegal vending operations.	DES Program Offices	CL +3	GC 26202; Best Practice	Shred / Delete
EH-DES 350	Reports - Mobilehome Parks and Organized Camps	Mobile Home Park, Special Occupancy Park and Organized Camps operational reports, records and complaints.	DES Program Offices	Life of Structure + 4	GC 26202; Best Practice	Shred / Delete
EH-DES 400	Reports - Trash, Sewage and Vector Control	Complaint reports, general correspondence and pesticide usage forms.	DES Program Offices	CY + 5	GC 26202; 3 CCR 6624	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EPO DIVISION						
EH-EPO 100	Onsite Wastewater Treatment System (OWTS) Records	Record series may include, but is not limited to, County subdivision map files, Assessor parcel number (APN) files, entitlement details, septic tank and dispersal fields maps, and soil percolation reports. Upon submittal of new information, use the following procedure for evaluation of records to be retained: 1) Repair/Replacement/Modification: Retain records of current plot plans. Discard any plans that are no longer current. 2) Destruction with connection to sewer: Retain permit for destruction and supporting documents. Discard any records that are no longer current.	EPO Program Offices	CU	GC 26202; CCP 337.15; Best Practice	Shred / Delete
EH-EPO 110	Complaints - long-term / significant	Records of complaint and follow-up actions relating to properties/locations where significant or long term remediation occurred. Records must be kept for future public records requests (i.e. future property development, court cases, etc.). Record series may include non-routine complaints such as drug labs, injuries, fatal injuries or complaints related to Prop 65.	EPO Program Offices	P	Best Practice	Department
EH-EPO 125	Complaints - short-term/routine	Records of complaint and follow-up actions relating to properties/locations where remediation was more routine in nature and clean-up occurred immediately. These locations are generally publicly owned and likely not to be developed in the future, leading to no anticipated public records requests for these sites. Records series may include routine complaints such as roadway, illegal dumping or vehicle accidents with fuel/oil/antifreeze spills.	EPO Program Offices	CL+7	California Fire Code 104.6; Best Practice	Shred / Delete
EH-EPO 185	Detention Facility Inspections	Records supporting combined inspections with other departments regarding health and welfare in detention facilities.	EPO Program Offices	CL + 3	H&S 101045; GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 200	Disclosure File	Records of Business Plans, Chemical Inventory, Plot Plan, Annual Certification forms.	EPO Program Offices	FY + 5	Title 27 of California Code of Regulations, sections 15185(b); Best Practice	Shred / Delete
EH-EPO 215	Dosimeter Badge Testing	Records related to testing of dosimeter badges including medical surveillance records and quarterly occupational radiation assessment reports.	EPO Program Offices	T + 30	8 CCR 3204(d)(1) and 3204(c)(5); 29 CFR 1910.1020(d)(1)	Shred / Delete
EH-EPO 225	Drinking Water Well Evaluations and Well Permits	Records related to wells. Records series may include, but is not limited to, inspection reports, lab sampling results, maps, drawings, permits and permit applications. Upon submittal of new information, use the following procedure for evaluation of records to be retained: 1) Repair/Replacement/Modification: Retain records of current permit information that should include information about original construction. Discard any records that are no longer current. 2) Destruction: Retain records of current destruction permit information that should include information about original construction. Discard any records that are no longer current.	EPO Program Offices	CU	GC 26202; Best Practice	Shred / Delete
EH-EPO 235	Environmental Investigation and Cleanup File	Records of all documentation (plans, reports, data, maps, permits, etc.) related to the investigation and cleanup of environmental events.	EPO Program Offices	P	Best Practice	Department
EH-EPO 300	Land Applications of Manure	Records of Site Notifications, correspondence, complaint investigations and inspection reports.	EPO Program Offices	3 fiscal years after land application	GC 26202; Best Practice	Shred / Delete
EH-EPO 325	Land Applications of Sewage Sludge (biosolids)	Records of Applications for Registration as Processor, Generator, Grower and Transporter, Site Notifications and site registration applications, Tier Placement applications, correspondence and inspection reports and material sampling and analysis.	EPO Program Offices	3 fiscal years after land application	GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 330	Lead Hazard Assessments	Records of county, city and business assessments. Records series may include lab tests, maps and photographs.	EPO Program Offices	CL + 3	17 CCR 36000(b)	Shred / Delete
EH-EPO 335	Lead Poisoning Investigations	Records maintained as part of the Childhood Lead Poisoning Prevention Program (CLPPP). Records generated in response to a referral based upon high blood lead level source at the home.	EPO Program Offices	CL + 3	17 CCR 36000(b)	Shred / Delete
EH-EPO 350	Local Solid Waste Management Enforcement Agency (LEA or Local Enforcement Agency) Evaluations	Records and non-records of Cal Recycle, Evaluations of the Local Enforcement Agency. Records and non-records of the Enforcement Agency's description, program and authority for enforcing the State Laws, State regulations and County Ordinances it is charged to carry out.	EPO Program Offices	Maintain last 5 evaluations for 15 years	Public Resources Code (PRC) 43214	Shred / Delete
EH-EPO 400	Local Solid Waste Management Enforcement Agency, CalRecycle LEA Enforcement Grant	Records and non-records of the Enforcement Agency's annual grant from the CalRecycle to augment its enforcement activities.	EPO Program Offices	Final Payment + 3	14 CCR 18094(a)	Shred / Delete
EH-EPO 425	Medical Waste Facilities	Records of Permit Applications, for Small Quantity Generators (SMG) and Large Quantity Generators (LQG), Medical Waste Plans, Large Quantity Generators facility Inspection reports, photographs. Non-records of Permits for Small and Large Quantity Generators, Fee receipts and correspondence.	EPO Program Offices	CL + 3	GC 26202; Best Practice	Shred / Delete
EH-EPO 475	Private Waste Collection Company Franchise Agreements, Areas 1-13	Records of Franchise Agreements (FA), Non-records in paper and electronic format of Form 11's (submittals to the Board of Supervisors) and Board Agenda Items for annual Rate Adjustments and other Amendments to the Franchise Agreements, and correspondence for all Areas. These are a series of records maintained separately for each distinct Waste Collection Franchise Area. The agreements are 7 years self-renewing.	EPO Program Offices	CL + 7	GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 500	Property Tax Assessments - Unpaid Trash and FA8	General records not related to an inventoried facility such as tax lien documentation and general correspondence.	EPO Program Offices	FY + 6	R&T 465(a); R&T 834; Best Practice	Shred / Delete
EH-EPO 525	Regulated Facility File	Records documenting compliance with regulations pertaining to various facilities. Records series includes On-site Evaluation Report, Inspection Reports, Emergency Response Complaint Investigations (ERCI's), Notice of Violation, General Correspondence, Lien Information, Suspension / Revocation Reports, Hearing Reports, Enforcement Actions & Letters [Formal & Informal], & Operating Permits. UST Removal Report, UST Closure of UST, Sampling Information & Results, Closure Letter, Groundwater Report, Tank & Piping Construction & Manufacturer info. [Specifications], Continuous Monitoring Device System Certif., Site Inspection Report, Final Inspection Report, Tank System Integrity Test, State Water Resources Control Board (SWRCB) Forms A, B, & C, Unauthorized Release Response Plan, Certificate of Financial Responsibility, Operating Permit, Rejection Notice, & Plan Check specification sheet, APSA related records.	EPO Program Offices	P	Best Practice	Department
EH-EPO 550	Small Water System Files, Active and Inactive Systems	Records related to water systems. Record series may include, but is not limited to, permits, water sampling, emergency contact forms, inspection forms of water systems and research for historical purposes.	EPO Program Offices	Per the direction of the State of California Division of Drinking Water retention schedule.	GC 26202; 22 CCR 64259; Best Practice	Shred / Delete
EH-EPO 600	Solid Waste and Liquid Waste Vehicles Maintenance and Inspection	Records of Liquid Waste, Solid Waste Collection and Transfer Vehicle Inspection reports, permit copies, pumper reports and correspondence (letter and electronic format).	EPO Program Offices	CL + 2	GC 26202	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-EPO 625	Solid Waste Facility	Records of Solid Waste Facility (Landfills: active, inactive and closed). Closure/Post Closure Plans. Records series may include inspections, permit documents including Joint Technical Documents, closure/post-closure plans and all other related records.	EPO Program Offices	Life of site, then per the direction of the Cal Recycle.	14 CCR 18020(d)	Shred / Delete
EH-EPO 650	Solid Waste Facilities Other - (Transfer stations, Composting facilities, Chip & Grinds)	Records related to non-landfill facilities. Records series may include inspections, enforcement, correspondence and all other related records.	EPO Program Offices	Life of site, then per the direction of the Cal Recycle.	14 CCR 18020(d)	Shred / Delete
EH-EPO 675	Tattoo, Body Piercing and Permanent Cosmetics	Records of Practitioners' applications for Registration, Non-record of Registration, Certifications, Facility Inspection Reports and correspondence (paper and electronic format).	EPO Program Offices	CL + 3	GC 26202; Best Practice	Shred / Delete
EH-EPO 700	Underground Storage Tank (UST) Operational File	Records of Inspection Reports, UST State Unified Program A, B & C forms, Monitoring Application, Cover page of Test Results Report, Plan Check Application for Construction, Monitoring Application, Spill Response Plan, Financial Responsibility.	EPO Program Offices	P	H&S 25284.4(i); Best Practice	Department
EH-EPO 725	Underground Storage Tank Plan Check File	Records of approved and executed Applications attached to Plans, Contractor info sheet, Site Plot Plan [blueprints] & Vicinity Map, Utility location information.	EPO Program Offices	Tank and/or Piping removal date + 2	GC 26202; Best Practice	Shred / Delete
EH-EPO 750	Waste Generator File	Records of the Waste Generator Report, Operating Permits, Contaminated Sites Letter (Non-Local Oversight Prog.), Treatment Permits, Inspection Reports.	EPO Program Offices	P	Best Practice	Department
GENERAL DEH						
EH-GEN100	Citations- Administrative and Criminal	Official copy of administrative and criminal citation	DEH Programs	CY + 3	GC 26202; Best Practice	Shred / Delete