



County of Riverside, California Departmental Records Retention Schedule (DRRS_EH-DES_2019_Rev04)

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
951-486-7067
(County Mail Stop 2625)

Introduction

This Departmental Records Retention Schedule (DRRS) for the Environmental Health-District Environmental Services Department is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted September 09, 2014 as agenda item # 3.19.

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

Schedule Type: Departmental Records Retention Schedule

Division: District Environmental Services

Schedule #:

Section: ALL

DRRS_EH-DES_2019_Rev04

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:

Keith Jones

Date:

1-3-19

Keith Jones, Director of Environmental Health

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
EH-DES100	Facilities Plan Check	Reports, Plans and records used for or generated during facility construction or remodel.	DES Program Offices	Life of Structure + 10	GC 26202; CCP 337.15; Best Practice	Shred/Delete
EH-DES150	Food, Pool and Tobacco Field Cards	A summary record of Operational Statistics for a permitted facility, used in the field.	DES Program Offices	CL + 3	GC 26202; Best Practice	Shred/Delete
EH-DES200	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-DES250	Inspection Reports - Permitted facilities	Operational reports, records and complaints of a permitted facility. (Excludes Retail Tobacco, MHP's and Camps).	DES Program Offices	CL + 3	GC 26202; Best Practice	Shred/Delete
EH-DES255	Inspection Reports - Retail Tobacco	Retail Tobacco operational reports, records and complaints.	DES Program Offices	CL + 5	GC 26202; CCP 343; Best Practice	Shred/Delete
EH-DES300	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-DES350	On-Site Inspections - Mobilehome Parks and Organized Camps	Mobile Home Park and Organized Camps operational reports, records and complaints.	DES Program Offices	Life of the facility +10	GC 26202; Best Practice	Shred/Delete
EH-DES400	Trash, Sewage and Vector files	Complaint reports, general correspondence and pesticide usage forms.	DES Program Offices	CL + 3	GC 26202; 14 CCR 17414	Shred/Delete

FORM APPROVED COUNTY COUNSEL

BY MCT 24 JAN 2019
MICHAEL C. THOMAS DATE