

ANNUAL AUDIT OF RETENTION CODES AND REGULATIONS (GRRS/DRRS), Form 793

Board of Supervisors Approved Records Retention Schedule (<http://intranet.co.riverside.ca.us>)

Department/Agency: Park and Open Space District
 Division: _____
 Section: _____

Schedule No.: _____
 Date Approved: _____
 Agenda No.: _____

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	√ if no change	Nature of Change and Recommended Action
Code	Title	Description						
PARK025	Adopt-A-Trail Applications	Applications and associated work plans submitted by adoptees of trails.	Parks and Open- Space District	CL + 2	GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK050	Boat Inspection	Signed agreement with boat owner that requires them to perform a final inspection of their boat in order to ensure that wildlife is not removed from or transmitted to other locations.	Parks and Open- Space District	CL + 4	CCP 337; GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK075	Citations / Warnings	Written notice to a member of the public citing violation(s) of a County ordinance or Park rule.	Parks and Open- Space District	CY + 2	GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK080	Construction Projects	Records related to construction projects completed by the District. Records series may include correspondence, contracts, plans/drawings, etc.	Parks and Open- Space District	NOC + 10; CL + 10, whichever is longer	CCP 337.15	Shred / Delete	X	
PARK100	County Landmarks Program	Survey records created under the Program indicating street address of potential historic landmarks.	Parks and Open- Space District	P	Best Practice	Dept.	X	
PARK125	County Landmarks Program - Administration	Administrative records documenting how the County Landmarks Program was initiated, organized and implemented.	Parks and Open- Space District	P	Best Practice	Dept.	X	
PARK150	Court worker Roster	Roster of workers assigned through the courts to volunteer. Report is received from Sheriff and includes booking number and name.	Parks and Open- Space District	CY+2	GC 60201(b)(2); Best Practice	Shred / Delete	X	

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	√ if no change	Nature of Change and Recommended Action
Code	Title	Description						
PARK175	Customer Satisfaction Surveys	Surveys completed by members of the public.	Parks and Open- Space District	CY+2	GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK180	Debt of district	Records related to any financial obligation of the district.	Parks and Open- Space District	Discharge of debt+ 10	GC 60201(d)(7)	Shred / Delete	X	
PARK200	Department Meetings	Records related to the proceedings of departmental staff meetings. Records series may include agenda, minutes, sign-in sheets.	Parks and Open- Space District	CY+2	GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK225	Environmental Compliance Records	Records related to efforts to preserve endangered species and their habitats. Records series may include CEQA and NEPA documents and/or reports, Habitat Conservation Plans and permits, Multiple Special Habitat Conservation Plan compliance documentation, etc.	Parks and Open- Space District	p	CCP 337.15; Best Practice	Dept.	X	
PARK250	Events - event file	Information received from individual or group booking event. Records series may include credentials, proof of insurance, etc.	Parks and Open- Space District	Close of Event+ 3	GC 911.2; GC 945.6; GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK260	Formation, change of organization, or reorganization of district	Records related to the formation of and any subsequent change to the formation and/or organization of the Parks district.	Parks and Open- Space District	p	GC 60201(d)(1); Best Practice	Dept.	X	

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	√ if no change	Nature of Change and Recommended Action
Code	Title	Description						
PARK275	Historic Landmark Nomination Packet - Successful	Records related to the nomination of a structure for historic landmark status. Records series includes nomination letter, application, photographs, notes, etc.	Parks and Open- Space District	p	Best Practice	Dept.	X	
PARK300	Historic Landmark Nomination Packet - Unsuccessful	Records related to the nomination of a structure for historic landmark status. Records series includes nomination letter, application, photographs, notes, etc.	Parks and Open- Space District	CY+2	GC 60201(b)(2); Best Practice	Shred / Delete	X	

I certify that I have checked each of the citations listed above and, based upon my best knowledge, interpretation and understanding of these codes and regulations, attest that the retention requirements have not changed or have changed as indicated. Recommendations provided to the Records Retention Committee are hereby submitted for review and follow-up action as appropriate.

Deborah Newell

Print Name:

8/7/2023

Date:

I certify that I am, or am authorized to act for, the lawful head of this department in matters pertaining to records retention and/or disposal and that I have reviewed and approve of the work conducted by the employee named above.

Robert Williams

Print Name:

8/7/2023

Date:

Signature: