

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: Regional Park and Open-Space District
 Division: All
 Section: All

Schedule No.: DRRS_PARK_2016_Rev02
 Date Approved: 8/23/2016
 Agenda No.: 13.2

Code	Title	Record Series Description	Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition	√ if no change	Nature of Change and Recommended Action
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	
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	

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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	
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	
PARK325	Incident Reports	Reports documenting personal injury and/or property damage.	Parks and Open - Space District	CL + 3	GC 911.2; GC 945.6; GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK375	Land Use Records	Records granting land use to outside entities. Records series may include easement records, encroachment permits, acquisition records, lease records, right of entry or right of way documents, mitigation bank commitments, trail development, and resource/vegetation management plans.	Parks and Open - Space District	P	Best Practice	Dept.	X	
PARK400	Logs	Dated lists documenting day-to-day activities such as water chemical treatments, issuance of passes, daily cleaning of facilities, etc.	Parks and Open - Space District	Last entry + 2	GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK425	Maintenance Records - Grounds	Records of maintenance work performed on Park lands.	Parks and Open - Space District	CY + 2	GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK450	Maintenance Records - Structures and Equipment	Records of maintenance work performed on Park buildings, structures, equipment and vehicles. Records series may include playground inspections, splash pad inspections, etc.	Parks and Open - Space District	End of lease or ownership + 7	GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK475	Maps	Maps showing distribution of parcels and other property boundaries.	Parks and Open - Space District	P	Best Practice	Dept.	X	
PARK500	Park Dedications	Records documenting the opening and dedication of facilities and lands.	Parks and Open - Space District	P	Best Practice	Dept.	X	
PARK520	Photographs	Photographic representation of Parks lands or structures maintained for purposes other than historical documentation.	Parks and Open - Space District	S + 2	LGRMG C-42	Shred / Delete	X	
PARK524	Program Files	Records related to the administration of various programs such as interpretive and aquatic programs and summer camps. Records series may include documentation such as applications, marketing plan and materials, etc.	Parks and Open - Space District	CL + 5	GC 26202; Best Practice	Shred / Delete	X	
PARK525	Project Review	Records generated in the course of reviewing County projects. Records series may include environmental compliance reports, scope of work, RFP's, specs, as-builts and Notice of Completion.	Parks and Open - Space District	CL + 10	CCP 337; GC 60201(b)(2); Best Practice	Shred / Delete	X	

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PARK550	Project Review - Parks	Records generated in the course of reviewing Park initiated projects. Records series may include environmental compliance reports, scope of work, RFPs, specs, as-builts and Notice of Completion.	Parks and Open Space District	-NOC + 10; CL + 10, whichever is longer	CCP 337.15; 40 CFR 141.33	Shred / Delete	X	
PARK360	Purchasing Records	Records created to document the purchases and payments for supplies, equipment and services. May include official copy of purchase order, purchase requisitions (requests), purchasing contracts, payment authorizations, receipts/packing slips.	Parks and Open Space District	CL + 7 or AU + 2, whichever is later	GC 26907 See also GC 25501.5; Audit Support	Shred / Delete	X	
PARK565	Real Property - title, ownership	Records supporting the ownership of real property by Parks whether in full or partial.	Parks and Open Space District	-P	GC 60201(d)(8); Best Practice	Dept.	X	
PARK575	Reference Library	Records of research conducted on behalf of Parks including findings and final reports.	Parks and Open Space District	-NOC + 10; CL + 10, whichever is longer	CCP 337.15; 40 CFR 141.33	Shred / Delete	X	
PARK600	Reservations	Records completed to document various contact information for school groups, private parties, camper activities, etc. Records series may include registration documents, T-cards, etc.	Parks and Open Space District	-CY + 2	GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK625	Staff Reports	Reports memorializing the key elements of ranger daily reports. Weekly reports are submitted to management for review and further action as necessary.	Parks and Open Space District	-CL + 2	GC 60201(b)(2); Best Practice	Shred / Delete	X	
PARK650	Water Quality	Water Quality records documenting compliance with legal and policy requirements. Records series may include training records, inspection/testing records, management plan, audit reports, lab testing methodology and results, etc.	Parks and Open Space District	-P	40 CFR 141.33; Best Practice	Dept.	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.

Signature: Deborah Newell Date: 8/10/22

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.

Print Name: Robert Williams Date: 8/10/22

Signature: 