



County of Riverside, California Departmental Records Retention Schedule (DRRS_TLMA-CODE_2026_Rev03)

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)
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<https://www.rivcoacr.org/RiversideCountyRecordsManagement>

Introduction

This Departmental Records Retention Schedule (DRRS) for TLMA – Code Enforcement (TLMA-CODE) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted October 24, 2017, as Item #3.4.

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. Retention schedule changes apply to all documents unless they have been digitally uploaded into a Trusted System. The regulatory requirements include the immutability standards for objects in a Trusted System. This includes the initial retention applied to the digital file per RMAP management. 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 Records: The agency or department responsible for the county's official record.

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.

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

FY = Fiscal year end

GC = California Government Code



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: TLMA - Code Enforcement (TLMA-CODE)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #: **DRRS_TLMA-CODE_2026_REV03**

Section: All

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule was developed in compliance with countywide standards and policies and conforms with accepted records and information management practices.

Department Head: *Brian Contino*

Brian Contino, Director

Date: 7-20-26

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
TLMA-CODE150	Case Files - settled	Case files for investigations that are settled without litigation. Records series may include accounting records, correspondence, investigative reports, Form 11, findings of fact (FOF), declaration of officer, map, assessor roll, geographic information services (GIS), Lot Book report, site plan, photographs, notices (notice of violation, administrative citations, notice of summary abatement of nuisance; affidavit of postings, proof of service, and certified return receipts, Notice of Non-compliance, NOH (notice to correct County ordinance violations and abate public nuisance), tax status documents, invoices, warrants, orders, seizure warrants, and Notice of Intent to Abate.	Code Enforcement	CL + 7	GC 26202; Best Practice	Shred / Delete
TLMA-CODE200	Citations - Administrative	Citations issued for infractions found under Riverside Ordinance 725.	Code Enforcement	CL + 2	GC 26202	Shred / Delete
TLMA-CODE250	Citations - Parking	Copies of parking citations issued by the department.	Code Enforcement	CY + 2	GC 26202; Best Practice	Shred / Delete
TLMA-CODE300	Logs	Formal logs used to track calendar events or incoming and outgoing paperwork. Records series may include hearings logs, check logs, etc.	Code Enforcement	FY + 3	GC 26202; Best Practice	Shred / Delete
TLMA-CODE400	Surveys	Surveys issued for the purpose of collecting additional information from property owners subject to foreclosure.	Code Enforcement	CL + 2	GC 26202; Best Practice	Shred / Delete