



*Dennis Acuna, P. E., T. E.*  
*Director of Transportation*

# COUNTY OF RIVERSIDE

## TRANSPORTATION AND LAND MANAGEMENT AGENCY

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## Transportation Department RivCo Survey Online Records

It is my pleasure to announce that we have a new SharePoint site that contains scanned documents dating back to the inception of the County to Current. We will continue to add to the SharePoint site as more records become available.

**Please Note:** This SharePoint site has been created to allow the public immediate access to many records while our long-term effort of indexing files in Laserfiche continues. The SharePoint site will allow access to view and retrieve a “known record”, but it is not a searchable database.

### How to Gain Access to the RivCo Survey Online Records SharePoint Site:

1. Create a Microsoft email account at either “your-account-name” [@Outlook.com](#) or “your account-name” [@Live.com](#)  
Examples:  
johndoe[@Outlook.com](#)  
janedoe[@Live.com](#)
2. Send an email to [YWang@RIVCO.ORG](mailto:YWang@RIVCO.ORG) and [JCanup@RIVCO.ORG](mailto:JCanup@RIVCO.ORG)  
Subject Line: SharePoint access request  
Please provide your name and company information in the email  
Please include the required [@Outlook.com](#) or [@Live.com](#) email address, or we will not be able to process your request.
3. Either type of account ([@Outlook.com](#) or [@Live.com](#)) is **free** and can be created [HERE](#)
4. Next you will receive an email in your [@Outlook.com](#) or [@Live.com](#) account associated with this request, containing an invitation to join the SharePoint Site.
5. Click on the link provided and sign in using the Microsoft ([@Outlook.com](#) or [@Live.com](#)) email account referenced above and your password.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dave McMillan'.

Dave McMillan, PLS, MS  
County Surveyor

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