



1 RECORDS RETENTION SCHEDULE: Department of Aging and Adult Services - Public Guardian

2 EFFECTIVE DATE: 1/14/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

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3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 Human Services / Aging & Adult Services	ADULT PROTECTIVE SERVICES (APS) / ELDER ABUSE INVESTIGATIONS	Yes		Inactive + 6 years	Department Preference; No limitations on commencement of action (Crimes related to PC §§ 261, 264.1, 286, 287, 288, 289, and 799); GC §26202; WIC 10851, 15610.63
2 Human Services / Aging & Adult Services	CONTRACTS & AGREEMENTS (Contracted Services provided by private physicians, organizations, corporations, etc.)	Yes		Completion + 10 years	Audit Standards=7 years; Statute of Limit. For contracts=4 years, 10 years for Errors & Omissions; Wrongful Death=comp. + 5 years; Statewide guidelines propose completion + 5 years; CP §§336(a), 337 et seq., 343; GC §26202
3 Human Services / Aging & Adult Services	CONTRACTS & AGREEMENTS: Unsuccessful bids			Bid Opening + 2 years	Not infrastructure bids, which are retained bid opening + 5 years; GC §26202
4 Human Services / Aging & Adult Services	FAMILY CAREGIVER SUPPORT (FCSP) CASE FILES	Yes		After Funding Agency Audit, if required - Minimum Close + 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 2 CFR 200.334-200.338; 24 CFR 85.42, 91.105(h), & 570.502(a); 29 CFR 97.42, CFR 1470.36(i)(11), CFR 1470.42(b); GC §26202; Grant issuer has requirements under various CFRs
5 Human Services / Aging & Adult Services	IN-HOME SUPPORTIVE SERVICES: CASES	Yes		Fiscal Closure + 1 year	CDSS Manual of Policies and Procedures requires public assistance records be retained for 3 years from the date the State submits the last expenditure report to the Federal DHHS (fiscal closure); GC §26202
6 Human Services / Aging & Adult Services	MULTIPURPOSE SENIOR SERVICES PROGRAM (MSSP)	Yes		After Funding Agency Audit, if required - Minimum 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 2 CFR 200.334-200.338; 24 CFR 85.42, 91.105(h), & 570.502(a); 29 CFR 97.42, CFR 1470.36(i)(11), CFR 1470.429(b); GC §26202; Grant issuer has requirements under various CFRs
7 Human Services / Aging & Adult Services	NUTRITION SERVICES	Yes		After Funding Agency Audit, if required - Minimum 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 2 CFR 200.334-200.338; 24 CFR 85.42, 91.105(h), & 570.502(a); 29 CFR 97.42, CFR 1470.36(i)(11), CFR 1470.42(b); GC §26202; Grant issuer has requirements
8 Human Services / Aging & Adult Services	PATIENT OR CLIENT FILES - ADULTS - Dental, Health, Medical, Mental Health programs - includes discontinued programs	Yes		Last Visit + 7 years	Department Preference; 10 years is recommended by AHIMA; Various laws restrict access to records; H&S requires 7 years and is actually based upon "if the licensee ceases operations;" H&S §123145, 9 CCR 784.28(a), 22 CCR 70751(c)
9 Human Services / Aging & Adult Services	PROGRAM FILES (ALL): Including Administrative Files, such as Accounts Payable, Accounts Receivable, and Payroll that are back-up documentation to program files that require an audit.	Yes		After Funding Agency Audit, if required - Minimum 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 2 CFR 200.334-200.338; 24 CFR 85.42, 91.105(h), & 570.502(a); 29 CFR 97.42, CFR 1470.36(i)(11), CFR 1470.42(b); GC §26202; Grant issuer has requirements under various CFRs

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
 CC County Code (San Bernardino)
 CCP Code of Civil Procedure
 CCR California Code of Regulations

CFR Code of Federal Regulations
 EC Elections Code
 EVC Evidence Code
 FC Family Code

GC Government Code
 H&S Health and Safety Code
 IRC Internal Revenue Code
 IRS Internal Revenue Service

LC Labor Code
 PC Penal Code
 R&T Revenue and Taxation Code
 UFC Uniform Fire Code

USC United States Code
 VC Vehicle Code
 WC Water Code
 W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
 CR Custodian of Record



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10 Human Services / Aging & Adult Services	SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)	Yes		After Funding Agency Audit, if required - Minimum 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 2 CFR 200.334-200.338; 24 CFR 85.42, 91.105(h), & 570.502(a); 29 CFR 97.42, CFR 1470.36(i)(11), CFR 1470.429(b); Grant issuer has requirements under various CFRs
11 Human Services / Public Guardian	BANK RECONCILIATIONS (ALL CLIENTS)	Yes		7 years	Department Preference; Consistent with Auditing Standards and County standards. GC §26202
12 Human Services / Public Guardian	CLIENT REFERRALS - CLOSED (Not Accepted)			No Activity + 10 years	GC §26202
13 Human Services / Public Guardian	COMPUTRUST PANORAMIC DATABASE	Yes		Indefinite	Data is interrelated. GC §26202
14 Human Services / Public Guardian	PUBLIC GUARDIAN FINANCIAL FILE (Client Financial File)	Yes		Income Tax Paid + 7 years	Department Preference; Statute of Limitations is 4 years; meets auditing standards; CCP §§337. 337.1(a), 337.15, 343. GC §26202
15 Human Services / Public Guardian	PUBLIC GUARDIAN LEGAL FILE (Client Master File)	Yes: Until Discharge		Court Discharge + 10 years	Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §26202
16 Human Services / Aging & Adult Services	Video recordings not related to case records.			1 Year	GC §26202.6: Notes: • If video is evidence in a filed claim or pending litigation or case, such recordings should be preserved until the pending litigation is resolved and if related to a case file, the same period for case record files. • Video or audio recordings of meetings that fall under the *Brown Act are to be kept for at least 30 days after the meeting, or until the minutes are approved, whichever comes later. After this, the recordings can be destroyed. *The Brown Act covers meetings of the legislative body of a local agency e.g. the Board of Supervisors.
17 Human Services / Aging & Adult Services	Telephone or radio communications may be destroyed after 100 days			100 days	GC §26202.6: If telephone or radio communication is evidence in a filed claim or pending litigation or case, such recordings should be preserved until the pending litigation is resolved and if related to a case file, it should be preserved for the same period as case record files.

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