



1 RECORDS RETENTION SCHEDULE : San Bernardino County Financing Authority

2 EFFECTIVE DATE: 5/20/25

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.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 See County Administrative Office Records Retention Schedule	See County Administrative Office Records Retention Schedule (CAO RSS)	See CAO RRS	See CAO RRS	See CAO RRS	See CAO RRS which is incorporated herein as the RRS for San Bernardino County Financing Authority (SBCFA). All references to "CAO" in the CAO RRS shall include SBCFA.

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	CFR	Code of Federal Regulations	GC	Government Code	LC	Labor Code	USC	United States Code
CC	County Code (San Bernardino)	EC	Elections Code	H&S	Health and Safety Code	PC	Penal Code	VC	Vehicle Code
CCP	Code of Civil Procedure	EVC	Evidence Code	IRC	Internal Revenue Code	R&T	Revenue and Taxation Code	WC	Water Code
CCR	California Code of Regulations	FC	Family Code	IRS	Internal Revenue Service	UFC	Uniform Fire Code	W&I	Welfare and Institutions Code

Schedule Abbreviations

DP	Department Preference	Page 1 of 1
CR	Custodian of Record	Form RMP 3
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