



**1 RECORDS RETENTION SCHEDULE : Regional Parks Department**

**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.

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 Regional Parks Department	BUILDING MAINTENANCE - PARKS FACILITIES		Yes	Permanent	Department preference; may be transferred to Archives; GC §26202
2 Regional Parks Department	PARK ATTENDANCE RECORDS			10 Years	Department preference
3 Regional Parks Department	CONCESSIONAIRE PAYMENTS			5 Years	Department preference (meets municipal government auditing standards); GC §26201
4 Regional Parks Department	CONTRACT MAINTENANCE AGREEMENT ADMINISTRATION FILES (PROJECT SCHEDULES, CORRESPONDENCE, CERTIFICATES, ETC.)	Yes, before completion	Yes	Completion + 10 years	Published Audit Standards = 4-7 years; Statute of Limitations: Contracts & Spec's = 4 years, Wrongful Death = Comp + 5 years; CCP §336(a), §337 et seq., GC §26202
5 Regional Parks Department	COUNTY TRAIL SYSTEM – CORRESPONDENCE			2 Years	GC §26202
6 Regional Parks Department	COUNTY TRAIL SYSTEM - HISTORIC	Yes	Yes	Permanent	Department Preference; GC §26202
7 Regional Parks Department	COUNTY TRAIL SYSTEM – ADOPT A TRAIL PROGRAM	Yes	Yes	Permanent	Department Preference; GC §26202
8 Regional Parks Department	EVENTS			2 Years	GC §26202
9 Regional Parks Department	LIFEGUARDS (Certifications, Backgrounds, Drug Tests, Emergency Medical Logs and Reports/Statistical Sheets, Vessel Call Reports)			End of employment + 3 Years	Department Preference; 5 Years is recommended by State Fire Marshal. Statute of Limitations is 4 years; 10 year for Errors & Omissions; CCP §337, §337.1(a), §337.15; GC §26202
10 Regional Parks Department	MASTER PLANS	Yes	Yes	Permanent	Department preference; May be transferred to Archives; GC §26202
11 Regional Parks Department	OPEN SPACE/CONSERVANCY (NON-PROFIT THAT PROVIDES LAND TO THE COUNTY FOR OPEN SPACE PURPOSES)	Yes	Yes	Permanent	Department Preference; Statute for limitations is 4 years; 10 years for errors & omissions; drafts and photocopies may be purged when no longer required; CCP §337.337.1(a), §337.15; GC §26202
12 Regional Parks Department	PARK HISTORY FILES	Yes	Yes	Permanent	Department Preference; GC §26202
13 Regional Parks Department	PLAYGROUND AND EQUIPMENT INSPECTIONS			10 Years	Department Preference for safety inspections; GC §26202
14 Regional Parks Department	PROGRAMS (Fishing, Pools, etc.)			When no longer required - Minimum 2 Years	Department Preference; GC §26202
15 Regional Parks Department	DEPOSITS (all types)			5 Years	Originating department maintains receipt with all backup information to maintain an audit trail; GC §26907.2
16 Regional Parks Department	SUGGESTIONS/COMPLAINT LETTERS			2 Years	GC §26202
17 Regional Parks Department	WATER QUALITY TESTS (LAKES/POOLS)			2 Years	GC §26202

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  
**CR** Custodian of Record  
 Page 1 of 1  
 Form RMP 3  
 Rev. 02/2024