



1 RECORDS RETENTION SCHEDULE : Department of Child Support Services (CSS)

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 Human Services/CSS	CHILD SUPPORT ENFORCEMENT CASE DATABASE (CSE)	Yes		Permanent	Data is interrelated; GC §26202; CSE is the federal and state required automated system for conducting day to day child support activities FC§ 17308, 17390 & 17391
2 Human Services/CSS	LEGAL OPINIONS/POINTS & AUTHORITIES	Yes		Permanent	Department Preference; Statewide guidelines propose superseded + 2 years; GC §26202
3 Human Services/CSS	PUBLIC OUTREACH MATERIALS			When Superseded/No Longer Used - Minimum 2 years	GC §26202
4 Human Services/CSS	REPORTS			When No Longer Required	Copies (the database is the original record); GC §26201
5 Human Services/CSS	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.
6 Human Services/CSS	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.

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