



1 RECORDS RETENTION SCHEDULE : Project and Facilities Management Department

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	Project and Facilities Management Department	ELEVATOR PERMITS			Permanently	Department Preference; GC §26202
2	Project and Facilities Management Department	AIR QUALITY MANAGEMENT DISTRICT (AQMD) PERMITS			Permanently	Department Preference; GC §26202
3	Project and Facilities Management Department	HAZMAT TRACKING & DOCUMENTATION			Permanently	Department Preference; Statute of Limitations: CCP §§ 338.1, 340.8
4	Project and Facilities Management Department	FIRE LIFE SAFETY CERTIFICATES / TESTING			Permanently	Department Preference; GC §26202
5	Project and Facilities Management Department	BUILDING MAINTENANCE LOGS FOR ROUTINE MAINTENANCE / Archibus business system			5 years	Department Preference; 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 Preference
CR Custodian of Record

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