



1 RECORDS RETENTION SCHEDULE : Public Defender

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-Inst). 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 Public Defender	EXPENSE AUTHORIZATION REQUESTS (EAS) - Case-related	Yes, until request is closed out.		Indefinite	Maintained in client file and expense authorization system (EAS)
2 Public Defender	CLIENT CASE MANAGEMENT DATABASE (FACTS)	Yes		Indefinite	Department Preference
3 Public Defender	OUTREACH AND MOBILE SERVICES EVENTS			7 Years	Department Preference
4 Public Defender	TRAVEL AND TRAINING EXPENSE REQUESTS (EAS)	Yes, until training/travel is completed.		Indefinite	Department Preference
5 Public Defender	TRAVEL EXPENSE REQUESTS - Case-related	Yes, while case is active.		Indefinite	Maintained in client file and expense authorization system (EAS)
6 Public Defender	VEHICLE USAGE LOGS			2 Years (paper records converted to electronic records)	Department Preference
7 Public Defender	CLIENT CASE FILE	Yes, while active.		Closure + 99 Years - Paper Files Indefinite - Digital Files	Department Preference to facilitate subsequent legal representation, where Public Defender is appointed.

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