



1 RECORDS RETENTION SCHEDULE : Office of Emergency Services (OES)

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 OES	GRANTS - SUCCESSFUL: Applications, Reports, and Financial Information. Includes Reimbursable Claims, such as FEMA	Yes		3 years after date of submission of final financial report or date of final closeout letter, whichever occurs first; however, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken if any litigation, claim, or audit is started before the expiration of the three-year period	2 C.F.R. § 200.334
2 OES	Emergency-Related Plans, Policies, and Procedures	Yes		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