



1 RECORDS RETENTION SCHEDULE : Innovation and Technology Department

2 EFFECTIVE DATE: 10/07/2025

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 FINANCE AND ADMINISTRATION					
2 Innovation and Technology Department	CAPITAL ASSET RECORDS: Includes various records related to capital hardware and software (i.e., correspondence, tag forms and logs, replacement plans, surplus documentation and forms, and annual inventory documentation).	Yes		Removal from County records + 1 year	Department preference; GC §26202
3 Innovation and Technology Department	BUDGET DEVELOPMENT: Includes documents such as spreadsheets, narratives, reports, and correspondence used to develop the department's budget.			5 years	Department preference; GC §26202
4 Innovation and Technology Department	SERVICE RATE CALCULATION: Includes various documents such as spreadsheets, narratives, reports, system records, and correspondence used to calculate service rates charged to customers.			5 years	Department preference; GC §26202
5 Innovation and Technology Department	SOFTWARE LICENSE AUDITS: Applies to internal and external audits and includes internal and external records, communications, and reports.			5 years after audit	Department preference; GC §26202
6 OPERATIONS					
7 Innovation and Technology Department	BACKUP TAPES: E-mail			6 weeks	Used for Disaster Recovery Purposes Only; E-mail that has a material impact on the conduct of the public's business is saved according to the Countywide Records Retention Schedule and are not retained in the ordinary course of business; GC §26201
8 Innovation and Technology Department	BACKUP TAPES: Mainframe databases			8 weeks	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; GC §26201
9 Innovation and Technology Department	BACKUP TAPES: Mainframe non-databases			6 weeks	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; GC §26201
10 Innovation and Technology Department	BACKUP TAPES: Shared files (6 incremental, 1 full per week)			6 weeks	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; GC §26201
11 Innovation and Technology Department	FEDERAL COMMUNICATIONS COMMISSION LICENSES	Yes		Current + prior license	Department preference (valid for 5 and 10 years); GC §26202
12 Innovation and Technology Department	AERIAL IMAGERY: Includes digital imagery produced by aerial flyover and any generated files using this imagery for analysis or visualization.		Yes	When superseded + 2 years	Department preference (Historical Data); GC §26202
13 Innovation and Technology Department	SERVICE DESK DATABASE: Includes system logs and audit trails associated with Service Desk activity.			2 years	Department preference; Data is interrelated; GC §26202
14 Innovation and Technology Department	NETWORK MAPS: Includes related documentation illustrating network diagrams, network connectivity, rack layouts, etc.			When superseded + Prior	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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Rev. 02/2024



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15 Innovation and Technology Department	SYSTEM APPLICATION DEVELOPMENT: Includes documentation and source-code for systems developed by the Innovation and Technology Department.			Application retired + 3 years	GC §26202
16 Innovation and Technology Department	TELECOMMUNICATIONS ADMINISTRATION: Includes documentation pertaining to the design, installation, operation, and maintenance of the County's telephone network, Regional Public Safety Radio System, the microwave transport system, and the wide area network.			When no longer required	Transitory / preliminary drafts; GC §26202 et seq.
17 Innovation and Technology Department	WORK ORDERS/SERVICE REQUESTS: Includes records documenting requests for service, repairs, or maintenance submitted by internal and external departmental customers.			2 years	GC §26201
18 Innovation and Technology Department	INCIDENT REPORTS: Standard Retention: Includes documentation of disruptions to critical information technology and communication systems for power and/or equipment failures or outages and telecommunications interruptions (i.e., failures or disruptions in phone, internet, or networking services that affect business operations).			5 years from the date of the incident resolution	GC §26202
19 Innovation and Technology Department	INCIDENT REPORTS: Extended Retention: Includes documentation of disruptions to critical information technology, security, and communication systems for system intrusions (e.g., unauthorized access attempts, breaches, or suspected compromises of IT systems or data) which may or may not include legal action or regulatory investigations.			7 years or until resolution of all related matters, whichever is later	GC §26202
20 Innovation and Technology Department	SYSTEM LOGS: Consists of logs of activity on systems, email servers, and internet servers to anticipate and prevent problems, particularly illegal activities.			2 years	GC §26202
21 Innovation and Technology Department	SYSTEM EQUIPMENT INVENTORY: Consists of documents maintained by department management that list all computer assets/devices (e.g., desktops, tablets, servers, and network equipment) that connects to a network and their physical locations.			5 years	GC §26202

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