



**1 RECORDS RETENTION SCHEDULE : Inland Counties Emergency Medical Agency (ICEMA)**

**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 ICEMA	<b>Audits</b> Annual financial audits of department and grants			5 years	Originating department maintains receipt with all backup information to maintain an audit trail; GC §§ 26907.2, 24356, Or as specified by grantor.
2 ICEMA	<b>Certification</b> All documentation regarding registry and certification of EMTs, EMT-Ps, MICN, and Training Programs, including certification denial, suspension, probation and revocation matters	Yes, until separation		When no longer required - Minimum 2 Years	GC §26202
3 ICEMA	<b>Committees</b> Agendas and minutes from committees			When no longer required - Minimum 2 Years	GC §26202
4 ICEMA	<b>Contracts and MOUs</b> Executed contracts, MOUs, related BAIs, communication, and compliance	Yes, until completion	Yes	Completion + 10 years	If the contract/agreement is signed by the Board of Directors, the Clerk of the Board is CR. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp.+ 10 years; CCP §§336(a), 337 et. seq.
5 ICEMA	<b>Department Policy</b> Official copy of ICEMA Policy Manual	Yes, until superseded		Minimum of 2 Years	GC §26202
6 ICEMA	<b>Discipline</b> Disciplinary records of EMTs, EMT-Ps, and MICNs. <b>See Certification</b>	Yes, until final resolution		When no longer required - Minimum 2 Years	GC §26202
7 ICEMA	<b>EMS Plan</b> Annual EMS Plan and updates	Yes	Yes	Permanent; Duplicates when no longer required	GC §26202
8 ICEMA	<b>Fiscal Documents</b> Invoices (AP and AR with confirmations), travel documents, deposit records, Cal Card info			5 years	Originating department maintains receipt with all backup information to maintain an audit trail; Published articles 3-6 years; GC §24356
9 ICEMA	<b>Grants</b> All agreements, work plans, approved budgets, fiscal documentation, etc. related to grants.	Yes, before completion		Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions Is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp.+ 10 years; CCP §§336(a), 337 et. seq.
10 ICEMA	<b>Legal</b> All documentation related to legal proceedings, including Office of Administrative Hearings disciplinary matters			Upon Resolution, the retention period for the original record begins again	Photocopies, drafts and notes can be destroyed immediately after resolution of the matter; County Counsel is Custodian of Record, to ensure departments do not destroy their copies prematurely; Statute of Limitations for most contracts is 4 years; construction wrongful death is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 25105.5; no sustained finding of misconduct 5 years, sustained finding of misconduct 15 years PC §832.5(b)
11 ICEMA	<b>Personnel</b> All personnel files including onboarding / hiring documentation and discipline documentation	Yes, before separation		When separated from your department ensure all documents are scanned into the "201 file," then shred	Scan any documents that are missing, then shred the department-level Payroll Clerk's file. Ensure records kept in Department files comply with County policy (all original applications for the successful candidate forwarded to HR, etc.)
12 ICEMA	<b>Policy and Protocol Manual</b> Medical policies and protocols established by ICEMA Medical Director and team	Yes, until superseded		Minimum of 2 Years	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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13 ICEMA	Statement of Economic Interests (FPPC 700 Series Forms)			7 Years	Various departments maintain different filers; GC §81009(e)(g)

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