



1 RECORDS RETENTION SCHEDULE : San Bernardino County Fire Protection District (Fire)

2 EFFECTIVE DATE: 1/14/2025

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3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 Fire /Emergency Medical Services	AMBULANCE BILLING SERVICE REPORTS AND REFUNDS (PATIENT CARE REPORTS)			20 years	Department Preference: 10 years is recommended by AHIMA for healthcare providers: California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day healthcare centers, and in-home skilled nursing services, and is actually based upon if the licensee ceases operations; Statute of Limitations for health providers is 3 years: Federal law requires 3 years. statewide guidelines propose 3 years: HIPAA provides privacy regulations for patient's health records:13 CFR 1100.7, CCP §340.5.
2 Fire /Emergency Medical Services	AMBULANCE PERMITS		Yes	Permanent	Retained for historical and administrative value; GC §26202,60201; H&S 13868
3 Fire /Emergency Medical Services	AMBULANCE SERVICES DATABASE		Yes	Indefinite	Data is interrelated; GC §26202. 60201 et seq.; H&S 13868
4 Fire /Admin	CORRESPONDENCE - ESTABLISHING POLICY (documents the formation of policies or decision making process)		Yes	Permanent	County preference, May be transferred to Archives: GC 26202, 60201; H&S 13868
5 Fire /Admin	CORRESPONDENCE - ROUTINE / GENERAL (EG Administrative, Chronological, General Files, Letters, Memoranda, miscellaneous Reports, Public Records Requests, Reading Files, Summons, Working Files, etc.)			2 Years	GC 26202, 60201; H&S 13868
6 Fire /Admin	CORRESPONDENCE - TRANSITORY / PRELIMINARY DRAFTS, not retained in the ordinary course of business, and that do not have a material impact on the conduct of business (e.g. calendars, checklists, logs, computer sign-ups, mailing lists, supply inventories, transmittal letters, thank you cards/letters, meeting room registrations, requests from other cities/counties, speaker slips, undeliverable envelopes, voice mails, e-mails that do not have a material impact on the conduct of business, etc.)			When no longer required	Provided they are not retained in the "regular course of business," and the conduct of business (considered a preliminary draft/transitory record); Ensure e-mails that are records (having a material impact on the conduct of the public's business) are properly saved outside that e-mail system/ GC 2601, 6252
7 Fire /Admin	FIRE INCIDENT REPORTS (Database is Original): ALL			When no longer required	The database is the original and can create reports on demand (Preliminary documents); GC 26202, 60201 et seq.; H&S 13868
8 Fire /Admin	FIRE INCIDENT RMS DATABASE: All			Indefinite	No statute of limitations on Capital Crimes; Arson sentences vary between 3 years to life, depending upon the circumstance; CDF recommends Act + 10years; California Fire Code requires 3 years; PC 451 et seq, 799; GC 104.3.2, 104.3.4; GC 26202, 60201; H&S 13868
9 Fire /Admin	GRANTS - SUCCESSFUL: Applications, Reports, and Financial Information	Yes		After Funding Agency, if Required - minimum 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years. Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; HUD requires 3 years; 21 CFR 1403.36 & 1403.42(b); 24CFR 85.42, 91.105(h), & 570.502(b), 29 CFR 97.42;GC 26202, 60201; Grant issuer requirements under various CFRs; H&S 13868
10 Fire /Admin	GRANTS - UNSUCCESSFUL: All records			2 Years	GC §26202, 60201; H&S 13868

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 EVC Evidence Code
 FC Family Code

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 H&S Health and Safety Code
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 IRS Internal Revenue Service

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 PC Penal Code
 R&T Revenue and Taxation Code
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 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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11 Fire /Admin	HISTORICAL RECORDS: Any record of significant historical value			Permanent	District preference; GC 26202, 60201; H&S 13868
12 Fire /Admin	LAFCO (Local Area Formation Commission)			When No Longer Required - Minimum 10 Years	Department Preference: GC §26202, 60201; H&S 13868
13 Fire /Admin	LOAN PROGRAMS			Loan Pay-off or Forgiveness + 10 Years	Department preference: Uniform Admin. Requirements for Grants to Local Government is 3 years; HUD requires 5 years; statewide guidelines propose 5 years, 24 CFR 85.42 & 91.105(h); & 570, 502(b); 29 CFR 97.42, GC §26202, 60201; H&S 13868
14 Fire /Admin	OES/FEMA/MUTUAL AID REIMBURSEMENTS (Strike Team Incidents)			Payment + 5 Years	Department preference to meet auditing standards; GC §26202, 60201 et. seq.; H&S 13868
15 Fire /Admin	PETTY CASH DETAIL AND BACKUP - ALL SPECIAL DISTRICTS			7 Years	May contain employee reimbursement records, GC 60201; H&S 13868
16 Fire /Admin	PRESS RELEASES			2 Years	GC §26202, 60201; H&S 13868
17 Fire /Admin	PROJECTS AND ISSUES (issues and/or projects will vary over time)			When No Longer Required - Minimum 2 years	GC §26202, 60201; H&S 13868
18 Fire /Admin	PROPOSALS and BIDS: UNSUCCESSFUL - INFRASTRUCTURE			Bid Opening + 5 years	Unaccepted infrastructure bids are required for 5 years: County records are a minimum of 2 years; Special Districts are required to keep public works unaccepted bids for 2 years; GC §26202, 60201, 26202, 60201.1; H&S 13868
19 Fire /Admin	PROPOSAL AND BIDS: UNSUCCESSFUL - NON-INFRASTRUCTURE (Successful proposals are maintained with the agreement, contract, or project file)			Bid Opening + 2 years	County records are a minimum of 2 years, Special Districts are required to keep public works unaccepted bids for 2 years, GC §26202, 60201, 26202, 60201.1; H&S 13868
20 Fire /Admin	PURCHASE ORDERS	Yes: Until Paid		7 Years	May include independent contractor compensation or reimbursement; GC §26202, 60201 (d) (12); H&S 13868
21 Fire /Admin	REPORTS & STUDIES		Yes	Permanent	Department preference: May be transferred to Archives; GC §26202, 60201
22 Fire /Admin	REPORTS & STUDIES (other than Historical)			Minimum of 2 years	GC §26202, 60201; H&S 13868
23 Fire /Admin	SECURITY DATABASE (Active Badges, Activities, and door activation records)	Yes		Indefinite	Database maintained by contract provider; GC §26202, 60201 et. seq.; H&S 13868
24 Fire /Admin	STANDARD OPERATING PROCEDURES / PROCUDRE MANUALS		Yes, until Superseded	Superseded + 3 years	Statute of Limitations for Health providers is 3 years; CCP 340.5, GC 26202, 60201; H&S 13868
25 Fire /Admin	STATISTICAL REPORT/RUN STATISTICS			When No Longer Required	Considered a preliminary draft/ copy (the Fire database is the original); GC §26202, 60201 et. seq.; H&S 13868
26 Fire /Admin	SURVEYS/QUESTIONNAIRES: Summaries			2 years	Source documents are considered Transitory records and can be destroyed when no longer required. GC §26202, 60201; H&S 13868
27 Fire /Admin	TRAINING RECORDS - BUSINESS TRAINING (e.g. computer skills): Attendance Rosters, Department Project Files, Outlines and Material Handouts, Syllabus, Videos (Does not include Ethics Training)			2 years	GC 26202, 60201; H&S 13868
28 Fire /Admin	TRAINING RECORDS - ETHICS TRAINING			5 years	GC 53235.2(b)
29 Fire /Admin	TRAINING RECORDS - SAFETY TRAINING (e.g. lifting training): Attendance Rosters, Department Project Files, Outlines and Materials Handouts, Syllabus, Videos			7 years	Department Preference; California Labor Department maintains their records for 7 years; EEOC/FLSA/ADEA (age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 29 CFR 1627.3(b)(ii), I CCR 3203 et seq, GC 12946, 26202

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30	Fire /Admin AGREEMENTS & CONTRACTS: ADMINISTRATIVE RECORDS (Correspondence, project schedules, certified payrolls, payments, etc.)	Yes: Before completion		Completion + 10 years	Covers E&O Statue of Limitations (insurance certifies are filed with agreement): Published Audit Standards =4-7 years: Statue of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §26202, 60201; H&S 13868. Contractor has retention in 48 CFR 4.703
31	Fire /Admin AGREEMENTS & CONTRACTS: ADMINISTRATIVE RECORDS - WITH grant funding (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Yes: Before completion		Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Some grant funding agencies require audits; Statue of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statue of Limitations; Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq, GC §26202, 60201; H&S 13868
32	Fire /Admin ACCOUNTS PAYABLE / CLAIMS FOR PAYMENT / INVOICES/ ACCOUNTS PAYABLE/ PAYMENT VOUCHERS/REQUESTS FCR WARRANTS	Yes; Until Paid		7 years	ACR does not retain originals for Special Districts; May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3-7 years. Warrants are required for 5 years; Exceeds County Accounting Committee recommendations; GC 26202, 60201(d)(12) 25501.5, 26907
33	Fire /Admin ACCOUNTSRECEIVABLE/BILLING/DEPOSIT DETAIL AND BACKUP (Bank Deposit, Bank Reconciliation, Cash Receipts, Cash Register Tapes, Cash Receipt Books, Copy requests, Fee Slips, Journal Tapes, etc. - all records tracking cash or income to County)			5 years	Originating Department maintains receipt with all backup information for 2 years to maintain an audit trail; Auditor is required to maintain for 5 years; Published articles show 3-6 years; GC 26202, 60201, 24356; H&S 13868
34	Fire /Admin AUDIT REPORTS - INTERNAL AUDITS			7 years	Department Preference: Recommended by Public Company Accounting Oversight Board (PCAOB) for companies regulated by the SEC (traded over the stock exchange) GC §26202, 60201; H&S 13868
35	Fire /Admin AUDIT WORK PAPERS			7 years	Department Preference: Recommended by Public Company Accounting Oversight Board (PCAOB) for companies regulated by the SEC (traded over the stock exchange) GC §26202, 60201; H&S 13868
36	Fire /Admin BANK ACCOUNT AUTHORIZED SIGNERS/SIGNATURE CARDS			7 years	Department Preference: Active year is kept in Accounts Payable, then transferred to Internal Audit on an annual basis; GC §26202, 60201; H&S 13868
37	Fire /Admin FEMA CLAIMS	Yes; Until Paid		Payment + 5 years	Meets FEMA auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 7 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85, 42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42, 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42, 45 CFR 92.42; OMB Circular A-133; GC §34090
38	Fire /Admin JOURNAL VOUCHERS AND TRANSFERS - BACKUP DOCUMENTATION			5 years	Consistent with Controller/ Fund Accounting' retention, who keeps the original Journal Voucher without the backup documentation; meets municipal government auditing standards; GC 26907 et seq
39	Fire /Admin PAYROLL	Yes; Until Paid		7 years	ACR does not retain originals for Special Districts; 8 CCR §11040 (c); GC §26202, 60201(d)(12); H&S 13868

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40	Fire /Admin	TREASURER'S SURPRISE CASH COUNTS/ CASH AUDITS		7 years	Department Preference; Recommended Public Company Accounting Oversight Board (PCAOB) for companies regulated by the SEC (traded over the stock exchange), GC §26202, 60201; H&S 13868
41	Fire /Admin	WARRANTS - PAID, CANCELLED, STALE DATED, or STOP PAYMENT		7 Years	ACR does not retain originals for Special Districts; May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3-7 years. Warrants are required for five years; Exceeds County Accounting Committee recommendations; GC §§26202, 60201(d)(12) 25501.5, 26907; H&S 13868
42	Fire /Admin	BACKGROUND FILES - Successful Candidates		Separation + 5 years	Retained for administrative value; GC §26202, 60201; H&S 13868
43	Fire /Admin	BACKGROUND FILES - Unsuccessful Candidates (Not Hired)		5 years	Department Preference; EEOC/ FLSA/ ADE (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 26202, 60201
44	Fire /Admin	DOCTORS EXCUSES		Separation + 5 years	Retained for administrative value; GC 26202, 60201; H&S 13868
45	Fire /Admin	INTERNAL INVESTIGATIONS No Finding		Separation + 7 years	Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statue of Limitations is 4 years for misconduct; EVC §1045, GC §§12946, 26202, 60201, PC §§80145, 803(c), 832.5, VC §2547; H&S 13868
46	Fire /Admin	PERSONNEL FILES - Job Applications, Loyalty Oaths, Performance Evaluations, Disciplinary Actions, DFEH/EEOC Claims, Personnel Forms, Training records and other than Hazmat training.	Yes: Before Separation	Separation + 7 years	Ensure records kept in Department files comply with County policy; GC 26202, 60201 et. seq.; H&S 13868
47	Fire /Admin	PERSONNEL FILES - PRELIMINARY DRAFTS, TRANSITIONARY RECORDS - Leave or Vacation Requests, Jury Duty, Green Slips, etc.)		When No Longer Required	The employee's timesheet/ time card/ Time and Labor Report is the final record; Short-term leaves, green slips, doctors excuses are preliminary drafts not retained in the ordinary course of business; GC 26202, 60201 et. seq.;H&S 13868
48	Fire /Admin	PERSONNEL FILES - SUPERVISORS FILE OF NOTES - Incorporated info Annual Performance Evaluations	Before Annual Perform Evaluation	1 year	Notes maintained in a separate folder to be incorporated into performance evaluation; GC 26202, 60201 et. seq.; H&S 13868
49	Fire /Admin	RECRUITMENT / EXAMINATION FILES: Includes brochure, advertisements, examination, score sheets, etc.		When No Longer Required - Minimum 3 years	EEOC / FLSA/ ADEA (Age) requires 1-3 years; State Law requires 2-3 years; 29 CFR 1602 et. Seq & 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946,26202
50	Fire / Support Services / Vehicle Services	OIL DISPOSAL - Solvent Disposal, Clarifier Disposal		3 years	22 CCR 66266.130© (5), H&S 25250.18(b)(3), 25250.19(a)(2)(B) et seq
51	Fire / Support Services / Vehicle Services	OPERATION AND MAINTENANCE MANUALS, Information (for equipment, vehicles, or tools)		Disposal Equipment	Department Preference; GC 60201; H&S 13868
52	Fire / Support Services / Vehicle Services	UNDERGROUND STORAGE TANKS - UST - COUNTY OWNED - Monitoring and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records		7 years	Monitoring and Maintenance records are required on site for 3 years, 6 1/2 years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); GC 26202, 60201; H&S 13868
53	Fire / Support Services / Vehicle Services	UNDERGROUND STORAGE TANKS - UST - County Owned - Registration		Permanent	Department preference; 23 CCR 2712(b); GC 26202, 60201; H&S 13868

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54	Fire / Support Services / Vehicle Services	VEHICLE AND EQUIPMENT FOLDERS: includes Maintenance History, Inspections, Smog Certificates, Service Manuals, etc.			Disposal of Vehicle or Equipment + 2 years	Department Preference, If a motor carrier, required for 18 months after vehicle is sold; Covers all statute of limitations, CHP requires life of vehicle; OSHA requires 1 year; 8 CCR 3203(b)(1); 49 CFR 396.3(c); CCP 337 et seq.; GC 60201
55	Fire / Support Services / Vehicle Services	VEHICLE INSPECTION LOGS			2 years	No specific retention period provided, therefore the 2 years minimum applies; GC 60201; H&S 13868
56	Fire / Support Services / Vehicle Services	WORK ORDERS / Maintenance Requests / Service Requests - CMMS DATABASE			Indefinite	Data is interrelated; GC 26202, 60201 et seq; H&S 13868; Vehicle maintenance/repair records are kept for the life of the vehicle according to NFPA 1910 Annex C.5
57	Fire / Support Services / Vehicle Services	WORK ORDERS / Maintenance Requests / Service Requests - NOT Completely entered in CMMS (Department providing service retains originals; department requesting service is considered a copy)			3 years	No impact on FEMA Claims or grant funding; Consistent with Operational Complaints; CCP 338 et seq., 340 et seq., 342; GC 945.6, GC 60201; H&S 13868
58	Fire / Support Services / Vehicle Services	WORK ORDERS / Maintenance Requests / Service Requests Completely entered in CMMS (Department providing service retains originals; department requesting service is considered a copy)			When no longer required	Source Documents / Preliminary documents not retained in the ordinary course of business (SAP is the original record, and qualifies as a "trusted system", GC 60201, GC 6252; H&S 13868
59	Fire/Hazmat	CUPA TO STATE SUMMARY REPORT INFORMATION, CUPA SELF-AUDIT			5 years	GC 26202, 60201 et seq; 27 CCR 15188(a), 15280(a)(2); H&S 13868
60	Fire/Hazmat	DISPOSAL FILES			30 years	Consistent with statute of limitations for employee exposure to hazardous materials, 8 CCR 3204(d)(1)(A)
61	Fire/Hazmat	DISPOSAL RECEIPTS / MANIFESTS - Hazardous Waste			30 years	Consistent with statute of limitations for employee exposure to hazardous materials, 8 CCR 3204(d)(1)(A)
62	Fire/Hazmat	FACILITY FILES: Business Plans, HazMat Permits, UST, Haz Waste Inspector Reports, On-site Tiered Permitting Notification, Enforcement Files			Permanent	Department preference: Reporting is required for 5 years, enforcement actions for 3 years after resolved, GC 26202, 60201; 27 CCR 15188(a); H&S 13868
63	Fire/Hazmat	HOUSEHOLD HAZARDOUS WASTE PROGRAM - Manifests for disposal of all materials			30 years	Department Preference; Consistent with statute of limitations for employee exposure to hazardous materials (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A); 22 CCR 66262.40
64	Fire / Human Resources & Risk Management	PERSONNEL FILES - Hazmat Training & Exposures			Separation + 30 years	Department preference; CUPA must demonstrate minimum education and training requirements; Claims can be made for 30 years for toxic substance exposure; EEOC/FLSA/ADEA (age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years, 29CFR 1627.3(b)(1)(ii), 8 CCR 3204(d)(1) et seq, GC 12946, 26202, 60201; 27 CCR 15260; H&S 13868
65	Fire/Hazmat	TRAINING RECORDS - SAFETY TRAINING (e.g. lifting training): Attendance Rosters, Department Project Files, Outlines and Materials Handouts, Syllabus, Videos			7 years	Department Preference; California Labor Department maintains their records for 7 years; EEOC/FLSA/ADEA (age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 29 CFR 1627.3(b)(ii), 1 CCR 3203 et seq

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66	Fire / Fire Prevention ADDRESS FILES / FIRE PREVENTION FILES - Commercial, Tenant Improvements, Apartments, Condos, Residential (Plan Checks, Hazmat Business Plans, Violations, Flame Retardancy Certificates, Sprinkler Plans, Floor Plan Drawings, etc.)	Yes (all)		Life of the Building	For disaster preparedness; GC 26202, 60201; H&S 13868
67	Fire / Fire Prevention ARSON REGISTRANTS: Adults			100 years	Pursuant to PC457.1 et seq; required to register for life; if released from CYA, records are destroyed after age 25 or sealing pursuant to W&I 781; GC 26202, 60201; H&S 13868
68	Fire / Fire Prevention ARSON REGISTRANTS: Juveniles released from California Youth Authority			Age 25 or Sealing Date + 5 years	Pursuant to PC457.1 et seq; required to register for life; if released from CYA, records are destroyed after age 25 or sealing pursuant to W&I 781; GC 26202, 60201; H&S 13868
69	Fire / Fire Prevention CITATIONS / NOTICE OF VIOLATIONS			3 years	California Fire Code requires 3 years; Allows the removal and purging of these records in the event the address file is too large; CFC 104.3.2, 104.3.4, GC 26202, 60201; H&S 13868
70	Fire / Fire Prevention FIRE CODE PERMITS / SPECIAL EVENT PERMITS (assembly permits, candle permits, fireworks, tent permits, fire hydrant use, open flame, etc.)	Yes: Before event		Expiration + 2 years	GC 26202, 60201; H&S 13868
71	Fire / Fire Prevention FIRE INVESTIGATION REPORTS: Arson, Capital Crimes			Permanent	No statute of limitations on Capital Crimes; Arson sentences vary between 3 years to life; depending upon the circumstances, CDF recommends Act + 10 years; California Fire Code requires 3 years; PC 451 et seq, 799; GC 26202, 6021; H&S 13868; UFC 104.3.2, 104.3
72	Fire / Fire Prevention FIRE INVESTIGATION REPORTS: other than Arson, Capital Crimes			10 years	CDF recommends Act + 10 years; California Fire Code requires 3 years; PC 451 et seq, 799, GC 26202, 60201; UFC 104.3.2, 104.3.4; H&S 13868
73	Fire / Fire Prevention INSPECTIONS: Commercial, Places of Assembly, Schools, Hospitals, Multi-dwelling Units, etc. (by street address) includes various Permits, Fire Safety Inspections Reports, Citations and Notices of Violations			When no longer required - Minimum 3 years	Department Preference; California Fire Code requires 3 years; CFC 103.3.4, 104.3.2.; GC 26202, 60201; H&S 13868
74	Fire / Fire Prevention INVESTIGATIONS: Arson, Homicide, Capital Crimes			Permanent	No statute of limitations on Capital Crimes; Arson sentences vary between 3 years to life; depending upon the circumstances, CDF recommends Act + 10 years; California Fire Code requires 3 years; PC 451 et seq, 799, GC 26202, 6021, UFC 104.3.2, 104.3.; GC 26202, 60201; H&S 13868
75	Fire / Fire Prevention INVESTIGATIONS: Fire (except Juvenile Fire Setters, Arson, Homicide, Capital Crimes)			When no longer required - Minimum 3 years	Department Preference: California Fire Code requires 3 years: CFC 103.3.4, 104.3.2, GC 26202, 60201; H&S 13868
76	Fire / Fire Prevention INVESTIGATIONS: Juvenile Fire Setters			100 years	Department Preference: California Fire Code requires 3 years: CFC 103.3.4, 104.3.2, GC 26202, 60201; H&S 13868
77	Fire / Fire Prevention ISO INSURANCE RATINGS			15 years	Department Preference (rated every 10 years): GC 26202, 60201; H&S 13868
78	Fire / Fire Prevention KNOX BOX KEY LOGS (Security Documentation of Keys)	Yes		Permanent	Department Preference: GC 26202, 60201 et seq.; H&S 13868
79	Fire / Fire Prevention PLAN CHECKS, FLOOR PLAN DRAWINGS, etc.: Hospitals, Schools, Places of Public Assembly	Yes (all)		Permanent	Department Preference: For disaster preparedness: GC 26202, 60201; H&S 13868
80	Fire / Fire Prevention PLAN CHECKS, FLOOR PLAN DRAWINGS, etc.: NOT Hospitals, Schools, Places of Public Assembly	Yes (until finalized)		2 years	Department preferences: GC 26202, 60201; H&S 13868

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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



1 RECORDS RETENTION SCHEDULE : San Bernardino County Fire Protection District (Fire)

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
81	Fire / Fire Prevention	SPECIAL INSPECTION PERMITS(e.g. School bon fires, fireworks, et.)	Yes: Until Expiration		Expiration + 2 years	Department Preference: Statute of Limitations for Health Providers is 3 years; CCO 337 et seq, CCP 304.5; GC 26202, 60201; H&S 13868
82	Fire / Fire Prevention	STATE-LICENSED FACILITY INSPECTIONS (Boarding, Day Care, Group Homes)			5 years	Department Preference; Statute of Limitations for Health Providers is 3 years; CCP 337 et seq; CCP 340.5, GC 26202, 60201; H&S 13868
83	Fire / Fire Prevention	ANNUAL REPORTS / Fire Incident Statistics		Yes	Permanent	Retained for historical and administrative value; GC 26202, 60201; H&S 13868
84	Fire / Fire Prevention	PLANS, PROCEDURES & REFERENCES; County Emergency Plan, Communications, Emergency Operations, Multi-Hazard, Oils Spill Contingency, Schools, etc.		Yes	When superseded - Minimum 2 years	GC §26202, 60201; H&S 13868
85	Fire / Support Services / Vehicle Services	APPARATUS & EQUIPMENT RECORDS & TESTING			3 years	Statue of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; Statewide guidelines propose 2 years; 8 Cal Code Reg §3203(b)(1), CCP §340.50, GC §26202, 60201; H&S 13868
86	Fire / Fire Prevention	BURN PERMITS			Expiration + 2 years	CFD recommends 1 year without citation, 3 years with citation for burn permits, GC §26202; 60201; H&S 13868
87	Fire / Support Services / Vehicle Services	DAILIES/ SAFETY CHECKS/ Pre-Starts/ Commercial Vehicle Inspections			3 years	Statue of Limitations for Health Providers is 3 years; If a motor carrier, required for 3 and 14 months; 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); CCP §340.5, GC §26202, 60201; H&S 13868
88	Fire / Support Services / Vehicle Services	FUEL USAGE, STORAGE, RECORDS	Yes: Until Paid		5 years	Shared with CDF; Consistent with Cash receipts (maintained for auditing purposes); GC §26202, 60201; H&S 13868
89	Fire / Support Services / Vehicle Services	MANUALS - Operation and Maintenance for various equipment			Life of Equipment	Administrative value; GC §60201; H&S 13868
90	Fire/ Fire Stations	STATIONS DIARIES/ STATION LOG BOOKS			Permanent	Retained for historical and administrative value; GC §26202, 60201; H&S 13868
91	Fire / Training & Safety	DEPARTMENT-LEVEL TRAINING FILE / CERTIFICATE AND EDUCATION FILES / C.E. FILES (includes Certificates)			Separation + 10 years	Department Preference (HR is OFR); State & Federal laws require 2-3 years; 29 CFR 1602.31 & 16.273(b)(ii). 8 CCR 3204(d)(1) et seq, GC 12946, 26202, 60201; H&S 13868
92	Fire / Support Services / Vehicle Services	DMV PULL NOTICES			When superseded	District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for al supplementary Personnel records; GC §60201; H&S 13868
93	Fire/ EMS	HIPAA POLICIES AND PROCEDURES (Health Insurance Portability and Accountability Act)			Superseded + 6 years	24 CFR 164.530(j)
94	Fire/ Training & Safety	NARCOTICS LOGS / DEA (Drug Enforcement Agency)			3 years	Department Preference - required for 2 years after inventory or transaction; Suppliers of Hemodialysis drugs and devices are required to keep their records 3 years; 16 CCR 1790; 21 CFR §1304.04, 1310.04
95	Fire/ Training & Safety	RED CARD FILES: Index of What Employees are Qualified to Perform Different Activities	Yes		Permanent	Department preference; GC §§26202, 60201; H&S 13868

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1 RECORDS RETENTION SCHEDULE : San Bernardino County Fire Protection District (Fire)

2 EFFECTIVE DATE: 1/14/2025

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96 Fire / Training & Safety	REGIONAL TRAINING PROGRAMS - COURSE RECORDS (Confined Space, EMS, Fire, Hazmat, Rescue, Safety, etc.); Sign-in Sheet, Outlines, Syllabus, etc.			7 years	Internal training is maintained in FireHouse database; visiting attendees are not. Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (age) requires 3 years for promotion, demotion, transfer, selection, or discharge: State law requires 2-3 years: 29 CFR 1627.3(b)(ii), 8 CCR 3204(d)(1) et seq.; GC 12946, 26202, 60201; H&S 13868
97 Fire / Training & Safety	TRAINING MATERIALS, STANDARDS AND ADMINISTRATION (produced by IFSTA)			Superseded + 2 years	IFSTA maintains originals; Conforms with HazMat exposure requirements; Statewide guidelines propose 2 years; 8 CCR 3204(d)(1), et seq

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