



1 RECORDS RETENTION SCHEDULE : Purchasing Department

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 Purchasing	CAL-CARD: Applications, cardholder agreements, renewals, approving official set-up forms, cancellations, requests for increase, change of information, credit line increases.	Yes	No	7 Years	GC §26202. Department preference to meet municipal government auditing standards.
2 Purchasing	MONITORING: Attestation, Monitoring tool, Certificate of Insurance, Endorsement for additional insured, waiver of subrogation, business license, Three invoices for period being monitored, Vacancy/fire permit, background checks, confidentiality statements, proof of federal tax liability. department surveys, risk scorecards, introduction letter.	No	No	6 Years	GC§26202 et seq.
3 Purchasing	COURIER SECTION: Certified mail sheet, special data run, BRM/Postage Due, Fed X, USP, and Stamps Invoices. Business reply tally worksheets, class summary by station, certified, registered,insured certified mail scan log, courier route & vehicle assignment log by week, courier cell phone assignment log, inland presort daily pick up receipts, overnight courier invoices by month, postage stamp purchase recharges, print services packing slips, and special run log.	Yes	No	4 years	GC§26202 et seq.
4 Purchasing	PRINTING SERVICES:Printing requisitions and job orders.	No	No	7 Years	GC§26202 et seq.
5 Purchasing Department	AUTOMATED MAIL: Daily work orders, Bulk Permit Invoices, Invoices from water and sanitation, meter log entries.	Yes	No	3 Years	GC§26202 et seq.
6 Purchasing Department	WAREHOUSE Courier Service Surplus Property Insurance, 5900 AND Non Fixed Asset Form.	Yes	No	2 Years	GC§26202 et seq.
7 Purchasing Department	PURCHASING ADMIN: Proposals and bids where purchasing is the lead, Purchase Orders/Solicitation documents (RFP/ITB), Resulting contracts, awards, and denial letters directly related to a proposal and bid. Vehicle & Equipment leases	Yes	No	6 years to indefinite.	CCP§337 et seq.; GC§26202 et seq.
8 Purchasing Department	ADMIN/EXECUTIVE: Confidential Personnel files, which include items such as personally identifiable information, HR and Personnel actions and information, Healthcare information, Payroll information, Interview packets such as candidate applications. Staff hours of service by week (mail).	Yes	No	4 years to indefinite.	GC §12946, LC 1198.5, GC 81009
9 Purchasing Department	FISCAL: Budgets(General Fund and ISF Funds), ledgers, invoice/billing, and back-up documents. These can be electronic (e.g., SAP) and hard copies. Reimbursement transfers.	Yes	No	7 years	GC§26202 et seq.

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	CFR Code of Federal Regulations	GC Government Code
CC County Code (San Bernardino)	EC Elections Code	H&S Health and Safety Code
CCP Code of Civil Procedure	EVC Evidence Code	IRC Internal Revenue Code
CCR California Code of Regulations	FC Family Code	IRS Internal Revenue Service

LC Labor Code	USC United States Code
PC Penal Code	VC Vehicle Code
R&T Revenue and Taxation Code	WC Water Code
UFC Uniform Fire Code	W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record