



1 RECORDS RETENTION SCHEDULE : Department of Risk Management

2 EFFECTIVE DATE: 10/07/2025

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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 Department of Risk Management	ACCIDENT AND INCIDENT REPORTS Serious/Severe (Head injuries, unconscious, hospitalization, severe orthopedic injuries)	Yes: Before Separation		5 years	Department preference (may be useful in subsequent claims); Ensure records kept in department files comply with County policy; GC §26202 et seq.
2 Department of Risk Management	CERTIFICATES OF INSURANCE/CONTRACT AND AGREEMENT REVIEW	Yes: Before Expiration		Termination of Contract + 10 Years	Covers E&O Statute of Limitations (insurance certifications are filed with agreement); Statute of Limitations: Contracts & Spec's = 4 years; CCP §§336(a), 337 et.deq, GC §26202
3 Department of Risk Management	LIABILITY CLAIMS (filed against the County)	Yes: Until Disposition		Final Disposition + 10 years	Department preference; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §337 et seq.; GC §§ 945.4, 25105.5: PC §832.5
4 Department of Risk Management	LIABILITY CLAIMS (initiated by the County)	Yes: Until Disposition		Final Disposition + 10 years	Department preference; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §337 et seq.; GC §§ 945.4, 25105.5: PC §832.5
5 Department of Risk Management	OSHA Database	Yes		Permanent - Minimum 5 years	Department preference; California Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq, LC §6429c
6 Department of Risk Management	Cal/OSHA 300 and 300A injury and illness logs			Copies - when no longer required	The database is the original, Department preference; GC §26202;
7 Department of Risk Management	Safety Inspections (Internal)			When no longer required + 5 years	Department preference; Statue of Limitations for Health Providers is 3 years; OSHA requires 1 year, State requires 2 years; 8 CCR §3203(b)(1), CP §340.5, GC §26202; Department IIPP
8 Department of Risk Management	Safety Policies	Yes		Permanent	Department preference; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq, LC §6429c
9 Department of Risk Management	Safety Training/Historical Course Files: Attendance Rosters, Department Project Files, Outlines and Material Handouts, Videos			7 years	Department preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA(Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq, LC §6429(c), GC §§12946, 26202
10 Department of Risk Management	Special Event Liability Insurance (Purchased through CSAC)	Yes: Before Expiration		2 years	GC §26202
11 Department of Risk Management	Training Administartion Database	Yes		Indefinite	Data is interrelated; GC §26202
12 Department of Risk Management	Workers Compensation: Annual Reports			10 years	GC §26202
13 Department of Risk Management	Workers Compensation: Claims with Alleged Toxic Substance Exposure			Final Disposition + 30 years	Claims can be made for 30 years for toxic substance exposure; Claims are required for 5 years from date of injury or 1 year from the last payment, whichever is longer 8 CCR § 15400.2; OSHA requires 3 years for date of occurrence; Self-insurers are required for 5 years from last payment; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection or discharge; 29 CFR1627.3(b)(ii), 8 CCR §§1012, 3204(d)(1) et seq., 14300.33, 14300.44 and 1500.2, GC §§12946, 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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14 Department of Risk Management	Workers Compensation: Claims without Toxic Substance Exposure			Final Disposition + 10 years	Department preference; Claims are required for 5 years from date of injury or 1 year from 1st payment, whichever is longer, OSHA requires 3 years for date of occurrence; Self-insurers are required for 5 years from last payment; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selections, or discharge; 29 CFR 1627.3(b)(ii), 8 CCR §§1012, 14300.33, 14300.44 and 15400.2, GC §§12946, 26202
15 Department of Risk Management	Workers Compensation: Future Lifetime Medical Awards			Death of Employee	Department preference; Statute of Limitations for all contracts is 4 years; CCP §337 et seq.
16 Department of Risk Management	Workers Compensation: Monthly Reports			2 years	GC §26202
17 Department of Risk Management	Worker Compensation: All Claims	Yes		Injury date + 5 years minimum	8 CCR § 15400.2 - All claims files must be maintained at least until the latest of the following dates:
18 Department of Risk Management	Employee Exposure Records (Associated with employee exposure to toxic substances or harmful physical agents)			Separation + 30 years	CCR Title 8 §3204 (d)(1)(b)
19 Department of Risk Management	Cal/OSHA inspections and citations			When no longer required + 5 years	Department preference; OSHA citations remain on the employers "record" for 5 years and can affect future inspections or citations.
20 Department of Risk Management	Environmental Survey reports for asbestos, lead, mold, etc.	Yes		Permanent	Department preference; 40 CFR, Part 763 3 years after the life of the building for asbestos; CCR, Title 17, 36000 (b)- 3 years required for Lead.
21 Department of Risk Management	Exposure Monitoring Data			Permanent	CCR Title 8 §3204 (b)(2) & (d)(1)(b)
22 Department of Risk Management	Respirator Fit Test Records			Until next fit test is administered. Minimum 1 year	CCR Title 8 §5144(m)(2)(B); Fit tests are required annually at a minimum.
23 Department of Risk Management	IH Equipment Records: purchase, repair, and calibration			Receipt + 2 years	Department preference; best practice
24 Department of Risk Management	Hazardous Waste Shipping records for shipper			Permanent	Code of Federal Regulations, Title 49 § 172.201(e), 174.24, 176.24, 177.817(f) requires 3 years from the date the waste was accepted by the initial transporter.
25 Department of Risk Management	Hazardous Waste Documents: waste characterization surveys, laboratory results, and waste manifests	Yes		Permanent	California Code of Regulations, Title 22, sections 66262.11 and §66262.40(a)
26 Department of Risk Management	Hazardous waste training records	Yes		Separation + 10 years	CCR Title 22 §66264.16 (e)
27 Department of Risk Management	Employee training records, excluding hazardous waste training records	Yes		Separation + 3 years	CCR Title 8

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