



1 RECORDS RETENTION SCHEDULE : Office of Homeless Services

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 Office of Homeless Services	GRANTS: Federal/State/Local Grants: Financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees that are required by the agreement or pertinent to program regulations or the grant agreement. (HEAP, HHAP, HUD CoC, HMIS, PLANNING)	Yes		3 Years	Retained until completion or regular 3 year period, whichever is later. If litigation, claim, negotiation, audit or other action starts before the expiration of the 3-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, which ever is later (2 CFR 200.334)
2 Office of Homeless Services	GRANTS - DOCUMENTATION: ESG financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees that are required by the agreement or pertinent to program regulations or the grant agreement.	Yes		5 Years	All records pertaining to each fiscal year of ESG funds must be retained for the greater of 5 years. (24 CFR 576.500 (y)(1))
3 Office of Homeless Services	Procurement Records: Informal/Formal Procurement. Records sufficient to detail the significant history of a procurement. (HEAP, HHAP, HUD CoC, HMIS, PLANNING)	Yes		3 Years	Retained until completion or regular 3-year period, whichever is later. From date of final payment and all pending matters closed. (2 CFR 200.334)

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