



1 RECORDS RETENTION SCHEDULE : Land Use Services 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-Inst). 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
	Land Use Services Department-Wide				
1	Land Use Services DE-ANNEXATION-Materials received from municipal or organization as part of deannexation process.	Yes		Follow Retention for Individual Record	The lead division shall maintain each individual document in accordance with terms of this retention schedule.
2	Land Use Services LAND USE STUDIES-final	Yes		Permanent	The lead division maintains the study permanently; Department preference; GC§ 26202
3	Land Use Services TRUST ACCOUNTS (Deposits made by developers to charge processing time and materials against)	Yes		Completion + 5 years	Department preference; GC §26202
	Building and Safety Division				
4	Building and Safety BUILDING PERMITS	Yes	Yes	Permanent	May be transferred to Archives; Required for the life of the building; statewide guidelines propose permanent; GC §26202, H&S §19850
5	Building and Safety BUILDING PLANS- All plans for buildings including common interest developments (defined in Civil Code section 1351) and single and multiple dwellings 3 or more stories in height unless exempted below.	Yes	Yes	Life of the Structure	May be transferred to Archives; Law requires plans be retained for the life of the building including common interest developments defined in the Civil Code section 1351 and single and multiple dwellings 3 or more stories in height. Exceptions to which are required to be retained for 90 days following completion: (a) Single or multiple dwellings not more than two stories and basement in height; (b) Garages and other structure appurtenant to buildings; (c) Farm or ranch buildings; (d) one story buildings where the span between bearing walls does not exceed 25 feet unless structure is a steel frame or concrete building; H&S §19850; CBC §106.4.2, §106.4.2.1; CC §1351; GC §26202
6	Building and Safety BUILDING PLANS- Exemptions to above: Single or multiple dwelling not more than two storeis and basement height. Garages & other structures appurtenant to these buildings. Farm or ranch buildings. One-story building where the span between bearing walls does not exceed 25 feet unless the building is a steel frame or concrete building. Nonstructural tenant improvements.	Yes	Yes	Completion + 90 days	May be transferred to Archives; Law requires plans be retained for the life of the building including common interest developments defined in the Civil Code section 1351 and single and multiple dwellings 3 or more stories in height. Exceptions to which are required to be retained for 90 days following completion: (a) Single or multiple dwellings not more than two stories and basement in height; (b) Garages and other structure appurtenant to buildings; (c) Farm or ranch buildings; (d) one story buildings where the span between bearing walls does not exceed 25 feet unless structure is a steel frame or concrete building; H&S §19850; CBC §106.4.2, §106.4.2.1; CC §1351; GC §26202
7	Building and Safety CERTIFICATES OF OCCUPANCY	Yes	Yes	Permanent	Department preference: statewide guidelines propose life of building; GC §26202
8	Building and Safety PERMIT FILES	Yes		Permanent	Department preference; GC §26202
	Code Enforcement Division				
9	Code Enforcement CODE ENFORCEMENT CASE FILES-without liens	Yes		Case Closed + 2 years	Department preference; Case is still open until satisfactorily resolved; Clerk of the BOS maintains originals that are presented to BOS; GC §26202
10	Code Enforcement CODE ENFORCEMENT CASE FILES-with liens	Yes		Lien Satisfied + 2 years	Department preference; Case is still open until satisfactorily resolved; Clerk of the BOS maintains originals that are presented to BOS; GC §26202
	Land Development Division				
11	Land Development AS-BUILT CONSTRUCTION PLANS	Yes		Permanent	Department preference; GC §26202
12	Land Development ELEVATION CERTIFICATES	Yes		Permanent	County Ordinance §86.04.010(c)(12)

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	LC	Labor Code	USC	United States Code
CC	County Code (San Bernardino)	EC	Elections Code	H&S	Health and Safety Code	PC	Penal Code	VC	Vehicle Code
CCP	Code of Civil Procedure	EVC	Evidence Code	IRC	Internal Revenue Code	R&T	Revenue and Taxation Code	WC	Water Code
CCR	California Code of Regulations	FC	Family Code	IRS	Internal Revenue Service	UFC	Uniform Fire Code	W&I	Welfare and Institutions Code

Schedule Abbreviations

DP	Department Preference	Page 1 of 2
CR	Custodian of Record	Form RMP 3
		Rev. 02/2024



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13	Land Development LAND DEVELOPMENT CASE FILES/PROJECT FILES- Permanent Uses and Entitlements (drainage study, improvement plans, water quality management plan)	Yes		Permanent	Department preference; GC §26202
14	Land Development LAND DEVELOPMENT CASE FILES/PROJECT FILES- Temporary Uses (drainage study, improvement plans, water quality management plan)	Yes: While Use is in Effect		2 years	GC §26202
15	Land Development TIME EXTENSIONS-extension of improvement agreement and bonds			Release of Bond + 5 years	Department preference; GC §26202
Planning Division					
16	Advance Planning ENVIRONMENTAL DETERMINATIONS-ADVANCE PLANNING: Environmental Impact Reports, (Final EIRs), Negative Declarations, Notice of Determinations, etc.	Yes		Permanent	Department preference; Final EIRs are required to be kept a "reasonable" period of time", 14 CCR §15095(c)
17	Advance Planning ENVIRONMENTAL DETERMINATIONS-ADVANCE PLANNING: Notice of Exemption Only	Yes		2 years	Department Preference; 14 CCR §15062(c)(2) ;GC §26202
18	Advance Planning GENERAL PLAN AND ELEMENTS	Yes	Yes	Permanent	Department Preference; May be transferred to Archives; GC §26202
19	Advance Planning LAND USE STUDIES			Permanent	The lead division maintains the study permanently; Department preference; GC § 26202
20	Advance Planning MAPS, DRAWINGS-APPROVED/HISTORIC (see planning case files)	Yes	Yes	Permanent	May be transferred to Archives; GC §26202
21	Advance Planning MASTER PLANS, OPEN SPACE PLANS, ETC.	Yes	Yes	Permanent	May be transferred to Archives; GC §26202
22	Current Planning APPEALS TO PLANNING COMMISSION OR BOARD OF SUPERVISORS (part of case file)	Yes		Follow Retention for Case File	Clerk of the BOS maintains originals of appeals to BOS; GC §26202
23	Current Planning MAPS AND DRAWINGS (see planning case files)	Yes		Permanent	GC §26202
24	Current Planning PLANNING CASE FILES-All Permanent Uses and Entitlements (Conditional Use Permits (CUP), Subdivision, Surface Mining, Variances, Zone Changes, etc.)	Yes		Permanent	Department preference; GC §26202
25	Current Planning PLANNING CASE FILES/PROJECT FILES- All Temporary Uses (Banners, Special Events, etc.)	Yes: While Use is in Effect		2 years	GC §26202
26	Current Planning PLANNING COMMISSION MEETING RECORDS: Agenda Item Summary Reports, Minutes, Resolutions, etc.	Yes		Permanent; Duplicates when no longer required	GC §26201
27	Current Planning PLANNING COMMISSION AUDIO RECORDINGS/TAPES	Yes		Permanent	County Ordinance §19.0108

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Schedule Abbreviations

USC United States Code	DP Department Preference	Page 2 of 2 Form RMP 3 Rev. 02/2024
VC Vehicle Code	CR Custodian of Record	
WC Water Code		
W&I Welfare and Institutions Code		