

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
SITTING AS THE GOVERNING BOARD OF THE FOLLOWING:
SAN BERNARDINO COUNTY
BOARD GOVERNED COUNTY SERVICE AREAS
SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT
SUCCESSOR AGENCY TO THE COUNTY OF SAN BERNARDINO
REDEVELOPMENT AGENCY
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE FOLLOWING:
BIG BEAR VALLEY RECREATION AND PARK DISTRICT
BLOOMINGTON RECREATION AND PARK DISTRICT
COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
INLAND COUNTIES EMERGENCY MEDICAL AGENCY
INLAND EMPIRE PUBLIC FACILITIES CORPORATION
SAN BERNARDINO COUNTY FINANCING AUTHORITY
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT
AND RECORD OF ACTION**

October 7, 2025

FROM

LYNNA MONELL, Clerk of the Board of Supervisors

SUBJECT

Resolution and Records Retention Schedules for the County, Various County Departments and Board Governed Districts

RECOMMENDATION(S)

1. Acting as the governing body of San Bernardino County, Board Governed County Service Areas, San Bernardino County Flood Control District, Successor Agency to the County of San Bernardino Redevelopment Agency, Big Bear Valley Recreation and Park District, Bloomington Recreation and Park District, County Industrial Development Authority, In-Home Supportive Services Public Authority, Inland Counties Emergency Medical Agency, Inland Empire Public Facilities Corporation, San Bernardino County Financing Authority, and San Bernardino County Fire Protection District, amend Exhibit A to Resolution No. 2025-11 that adopted the Countywide Resolution and Records Retention Schedule for the management of records on January 14, 2025 (Four votes required).
2. Acting as the governing body of San Bernardino County, adopt Resolutions and Records Retention Schedules for the management of County records for the following (Four votes required):

**Resolution and Records Retention Schedules for the County, Various
County Departments and Board Governed Districts
October 7, 2025**

- a. Arrowhead Regional Medical Center Resolution and Records Retention Schedule
(Resolution No. 2025-210)
- b. Department of Risk Management Resolution and Records Retention Schedule
(Resolution No. 2025-211)
- c. Innovation and Technology Department Resolution and Records Retention Schedule
(Resolution No. 2025-212)

(Presenter: Lynna Monell, Clerk of the Board of Supervisors, 387-3848)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Adoption of Records Retention Schedules (Schedule) is anticipated to result in cost savings to San Bernardino County (County) and Board governed entities by avoiding the storage and management of unnecessary, obsolete records.

BACKGROUND INFORMATION

Government Code sections 26201 to 26202.6 and 26205 to 26205.8 describe the Board of Supervisors and Board of Directors' (Board) responsibilities regarding the retention and destruction of County records, while Government Code section 26206.7 pertains to prescribing procedures for destruction of duplicate records. Similar statutes, such as Public Resource Code section 5786.9(c) and Government Code section 25212.1, apply to records retention for the park districts and Board Governed County Service Areas. The San Bernardino County Flood Control District (SBCFCD) is a special district governed by the records retention and destruction laws set forth in Government Code Section 60200 et seq. Government Code sections 60201 and 60203 describe the Board of Supervisors' responsibilities regarding the retention and destruction of SBCFCD records. County Policy Nos. 10-07 and 10-08 also describe the Board and departments' roles in records management. The Records Management Program shall govern the treatment of County and Board governed entity records through the entirety of the records' life cycle and is designed to apply effective and efficient management methods to the retention, preservation, and disposal of such records. Effective records management ensures that records are kept only as long as they have administrative, fiscal, legal, or historical value.

Each department and Board governed entity is required to ensure that the approved Schedule is implemented on an ongoing basis – this means the proper retention, as well as disposition, of records – and that the retention periods set forth in the Schedule are up-to-date based on legal and other operational requirements. Thus, the Schedule must be reviewed by the department or Board governed entity at least every two years for necessary legal and policy updates. Each department and Board governed entity is also responsible for ensuring that its records are stored in a manner that ensures their physical or electronic safety, their security against unauthorized access, and, if applicable, their confidentiality.

The Clerk of the Board of Supervisors and County Counsel, and in more limited instances, the County Historical Archives, will assist departments and Board governed entities and their respective records management coordinators in complying with and implementing the records retention program.

**Resolution and Records Retention Schedules for the County, Various
County Departments and Board Governed Districts
October 7, 2025**

Changes to an existing Schedule or a newly formed Schedule must be submitted to the Board for review and approval. The Countywide Schedule was revised to add a Health Information Portability and Accountability Act privacy-related documents record series. Approval of Recommendation No. 1 will amend Exhibit A to Resolution No. 2025-11 that adopted the Countywide Schedule on January 14, 2025, Item No. 75. Approval of Recommendation No. 2 will adopt Resolutions and Schedules for Arrowhead Regional Medical Center, Department of Risk Management, and the Innovation and Technology Department.

A properly prepared and implemented Schedule reduces County costs, makes records more accessible for their operations and to the public, and ensures the preservation of records that have long-term value to the County and Board governed entities.

The resolutions attached to the item adopt the Schedule for County records and Board governed entity records, and authorize staff to destroy records in accordance with that Schedule and County policies and procedures.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Bonnie Uphold and Charles Phan, Supervising Deputies County Counsel; Julie Surber, Principal Assistant County Counsel; and Laura Feingold, Chief Assistant County Counsel, 387-5455) on September 18, 2025; and County Finance and Administration (Penelope Chang, Principal Administrative Analyst, 387-4886) on September 18, 2025.

**Resolution and Records Retention Schedules for the County, Various
County Departments and Board Governed Districts
October 7, 2025**

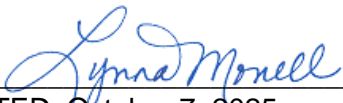
Record of Action of the Board of Directors
San Bernardino County Fire Protection District
San Bernardino County Financing Authority
Inland Empire Public Facilities Corporation
Inland Counties Emergency Medical Agency (ICEMA)
In-Home Supportive Services Public Authority
County Industrial Development Authority (CoIDA)
Bloomington Recreation and Park District
Big Bear Valley Recreation and Park District

Record of Action of the Board of Supervisors
Successor Agency to the County of San Bernardino Redevelopment Agency
Board Governed County Service Areas
San Bernardino County
San Bernardino County Flood Control District

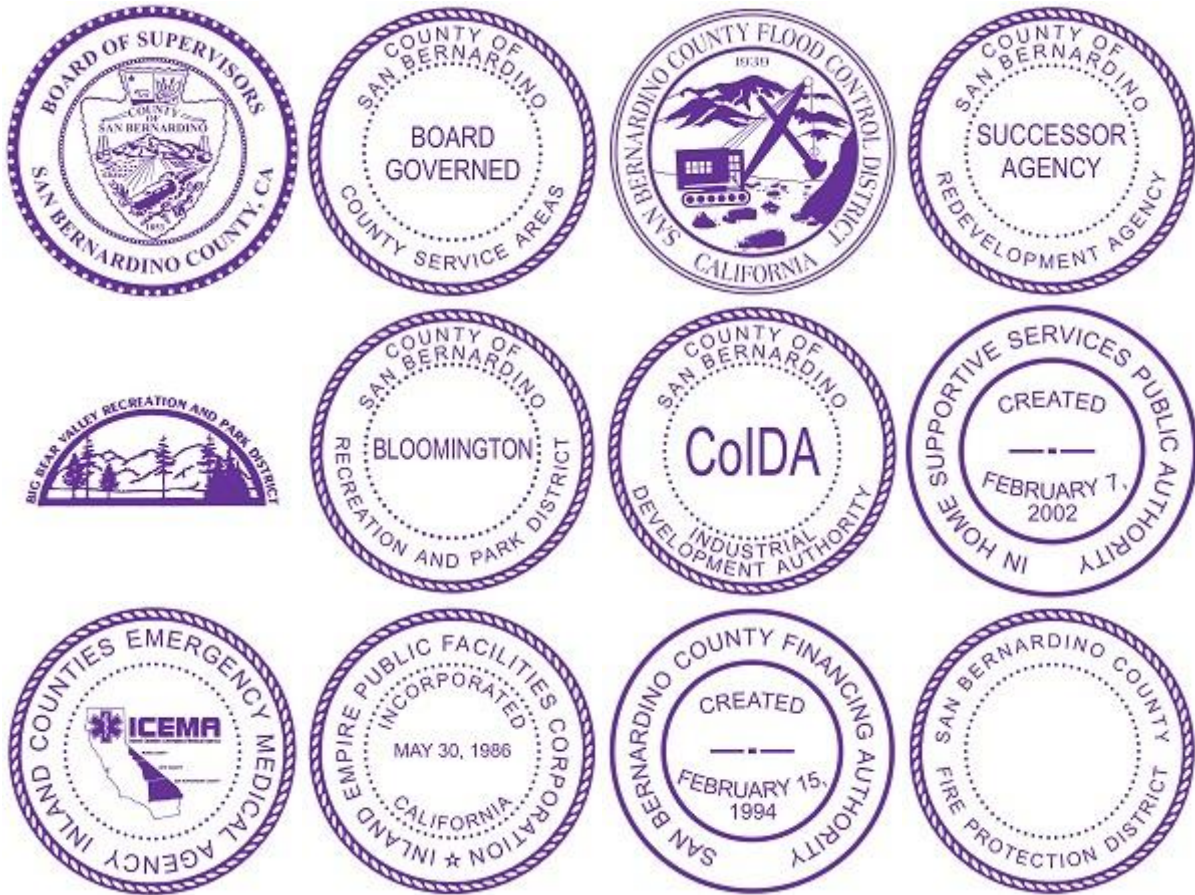
APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY 
DATED: October 7, 2025

**Resolution and Records Retention Schedules for the County, Various
County Departments and Board Governed Districts
October 7, 2025**



cc: File- Clerk of the Board w/attach
MBA 10/9/2025