

**RESOLUTION NO. 2025-11**

**A RESOLUTION OF THE BOARD OF SUPERVISORS ACTING AS THE GOVERNING BODY FOR SAN BERNARDINO COUNTY, BOARD GOVERNED COUNTY SERVICE AREAS, SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT AND SUCCESSOR AGENCY TO THE COUNTY OF SAN BERNARDINO REDEVELOPMENT AGENCY, AND AS THE BOARD OF DIRECTORS FOR THE 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 ADOPTING A COUNTYWIDE RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN RECORDS FOR ALL BOARD OF SUPERVISORS/BOARD OF DIRECTORS GOVERNED ENTITIES**

On Tuesday, January 14, 2025, on motion of Supervisor/Director Hagman, duly seconded by Supervisor/Director Baca, Jr. and carried, the following resolution is adopted by the Board Of Supervisors acting as the Governing Body for San Bernardino County, Board Governed County Service Areas, San Bernardino County Flood Control District and Successor Agency to the County of San Bernardino Redevelopment Agency, and as the Board of Directors for the 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 (collectively referred to as County Entities) of San Bernardino County, State of California.

**WHEREAS**, the maintenance of records and a Countywide Records Retention Schedule results in the effective and efficient operation of the government of San Bernardino County; and

**WHEREAS**, a Countywide Records Retention Schedule identifies the legal and policy requirements for the retention of various County Entities' records and thereby indicates when a record may be destroyed; and

**WHEREAS**, the County Entities shall review its legal and policy requirements specified within the Countywide Records Retention Schedule every two years and to the extent necessary submit a new or revised Countywide Records Retention Schedule for review and approval by the Board of Supervisors/Board of Directors; and

**WHEREAS**, Section 26202 et seq. of the Government Code of the State of California provides a procedure whereby any County Entities' record which has served its purpose and is no longer required may be destroyed;

**NOW, THEREFORE, THE BOARD OF SUPERVISORS/BOARD OF DIRECTORS OF COUNTY ENTITIES DOES RESOLVE AS FOLLOWS:**

**Section 1.** The records of the County Entities of San Bernardino County, as set forth in the Countywide Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 26202 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the review and consent of the managing staff for County Entities, without further action by the Board of Supervisors/Board of Directors.

**Section 2.** The term “records” as used herein are any, and all, information, in any tangible or electronic form, that has been produced or received by the County for the purpose of conducting County business.

**Section 3.** Upon adoption by the Board of Supervisors/Board of Directors, this resolution shall supersede any previous resolution pertaining to the adoption of a Countywide Records Retention Schedule, destruction or disposition of the records of the County Entities.

**Section 4.** The Clerk of the Board of Supervisors/Secretary of the Board of Directors shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**Section 5.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the Board of Supervisors/Board of Directors of County Entities in San Bernardino County, State of California, by the following vote:

**AYES:**SUPERVISORS/DIRECTORS: Col. Paul Cook (Ret.), Jesse Armendarez,  
Dawn Rowe, Curt Hagman, Joe Baca, Jr.

**NOES:** SUPERVISORS/DIRECTORS: None.

**ABSENT:** SUPERVISORS/DIRECTORS: None.

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STATE OF CALIFORNIA            )  
  )        ss.  
SAN BERNARDINO COUNTY        )

I, **LYNNA MONELL**, Clerk of the Board of Supervisors/Secretary of the Board of Directors of County Entities in San Bernardino County, State of California, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Supervisors/Board of Directors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of January 14, 2025. #75 MBA

LYNNA MONELL  
Clerk/Secretary

By \_\_\_\_\_  
Deputy