

**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**

January 14, 2025

**FROM**

LYNNA MONELL, Clerk of the Board of Supervisors

**SUBJECT**

Resolution and Records Retention Schedules for San Bernardino County

**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, adopt the Countywide **Resolution No. 2025-11** and Records Retention Schedule for the management of records (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):
  - a. Department of Aging and Adult Services - Public Guardian **Resolution No. 2025-12** and Records Retention Schedule

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County  
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- b. Department of Agriculture/Weights & Measures **Resolution No. 2025-13** and Records Retention Schedule
- c. Department of Airports **Resolution No. 2025-14** and Records Retention Schedule
- d. Auditor-Controller/Treasurer/Tax Collector **Resolution No. 2025-15** and Records Retention Schedule
- e. Department of Behavioral Health **Resolution No. 2025-16** and Records Retention Schedule
- f. Department of Child Support Services **Resolution No. 2025-17** and Records Retention Schedule
- g. Children and Family Services **Resolution No. 2025-18** and Records Retention Schedule
- h. Children's Network **Resolution No. 2025-19** and Records Retention Schedule
- i. Clerk of the Board of Supervisors **Resolution No. 2025-20** and Records Retention Schedule
- j. Community Development and Housing Department **Resolution No. 2025-21** and Records Retention Schedule
- k. County Counsel **Resolution No. 2025-22** and Records Retention Schedule
- l. Economic Development Department **Resolution No. 2025-23** and Records Retention Schedule
- m. Fleet Management Department **Resolution No. 2025-24** and Records Retention Schedule
- n. Human Services **Resolution No. 2025-25** and Records Retention Schedule
- o. Land Use Services Department **Resolution No. 2025-26** and Records Retention Schedule
- p. County Library **Resolution No. 2025-27** and Records Retention Schedule
- q. Museum **Resolution No. 2025-28** and Records Retention Schedule
- r. Office of Emergency Services **Resolution No. 2025-29** and Records Retention Schedule
- s. Office of Homeless Services **Resolution No. 2025-30** and Records Retention Schedule
- t. Performance, Education, and Resource Centers **Resolution No. 2025-31** and Records Retention Schedule
- u. Preschool Services Department **Resolution No. 2025-32** and Records Retention Schedule
- v. Probation Department **Resolution No. 2025-33** and Records Retention Schedule
- w. Public Defender **Resolution No. 2025-34** and Records Retention Schedule
- x. Department of Public Health **Resolution No. 2025-35** and Records Retention Schedule
- y. Purchasing Department **Resolution No. 2025-36** and Records Retention Schedule
- z. Real Estate Services Department **Resolution No. 2025-37** and Records Retention Schedule
- aa. Regional Parks Department **Resolution No. 2025-38** and Records Retention Schedule
- bb. Registrar of Voters **Resolution No. 2025-39** and Records Retention Schedule
- cc. Sheriff/Coroner/Public Administrator **Resolution No. 2025-40** and Records Retention Schedule
- dd. Transitional Assistance Department **Resolution No. 2025-41** and Records Retention Schedule
- ee. Veterans Affairs **Resolution No. 2025-42** and Records Retention Schedule
- ff. Workforce Development Department **Resolution No. 2025-43** and Records Retention Schedule

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3. Acting as the governing body of Inland Counties Emergency Medical Agency, adopt **Resolution No. 2025-44** and Records Retention Schedule for the management of records (Four votes required).
  4. Acting as the governing body of In-Home Supportive Services Public Authority, adopt **Resolution No. 2025-45** and Records Retention Schedule for the management of records (Four votes required).
  5. Acting as the governing body of the San Bernardino County Fire Protection District, adopt **Resolution No. 2025-46** and Records Retention Schedule for the management of records (Four votes required).
- (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 the County 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. 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 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 County records. Effective records management ensures that records are kept only as long as they have administrative, fiscal, legal, or historical value.

The Countywide Records Retention Schedule (Countywide Schedule) applies to records that are common to all County departments and Board Governed entities. It is used in conjunction with the department-specific Schedules and records identified in the Countywide Schedule that are not typically listed on a Department's Schedule.

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 and County Counsel, and in more limited instances, the County Historical Archives, will assist departments and Board Governed entities and their respective

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records management coordinators in complying with and implementing the records retention program.

Changes to an existing Schedule or a newly formed Schedule must be submitted to the Board for review and approval.

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

The attached resolutions adopt the new records retention schedules for County 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 (Adam Ebright, Daniel Pasek, Daniella Hernandez, Dawn Martin, Jacqueline Carey-Wilson, Jamie Ryan, John Tubbs, Jolena Grider, Kristina Robb, Miles Kowalski, Ramona Verduzco, Richard Luczak, and Suzanne Bryant, Deputies County Counsel; Bonnie Uphold and Jason Searles, Supervising Deputies County Counsel; Jeffrey Moret, Julie Surber, and Scott Runyan, Principal Assistants County Counsel; and Cynthia O'Neill, Chief Assistant County Counsel, 387-5455) on December 17, 2024; Finance (Penelope Chang, Administrative Analyst, 387-4886) on December 19, 2024; and County Finance and Administration (Stephenie Shea, Deputy Executive Officer, 387-5423) on December 23, 2024.

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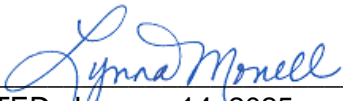
Record of Action of the Board of Directors  
San Bernardino County Fire Protection District  
San Bernardino County Financing Authority  
Inland Empire Public Facilities Corporation  
Inland Counties Emergency Medical Agency (ICEMA)  
In-Home Supportive Services Public Authority  
County Industrial Development 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  
San Bernardino County Flood Control District  
Board Governed County Service Areas  
San Bernardino County

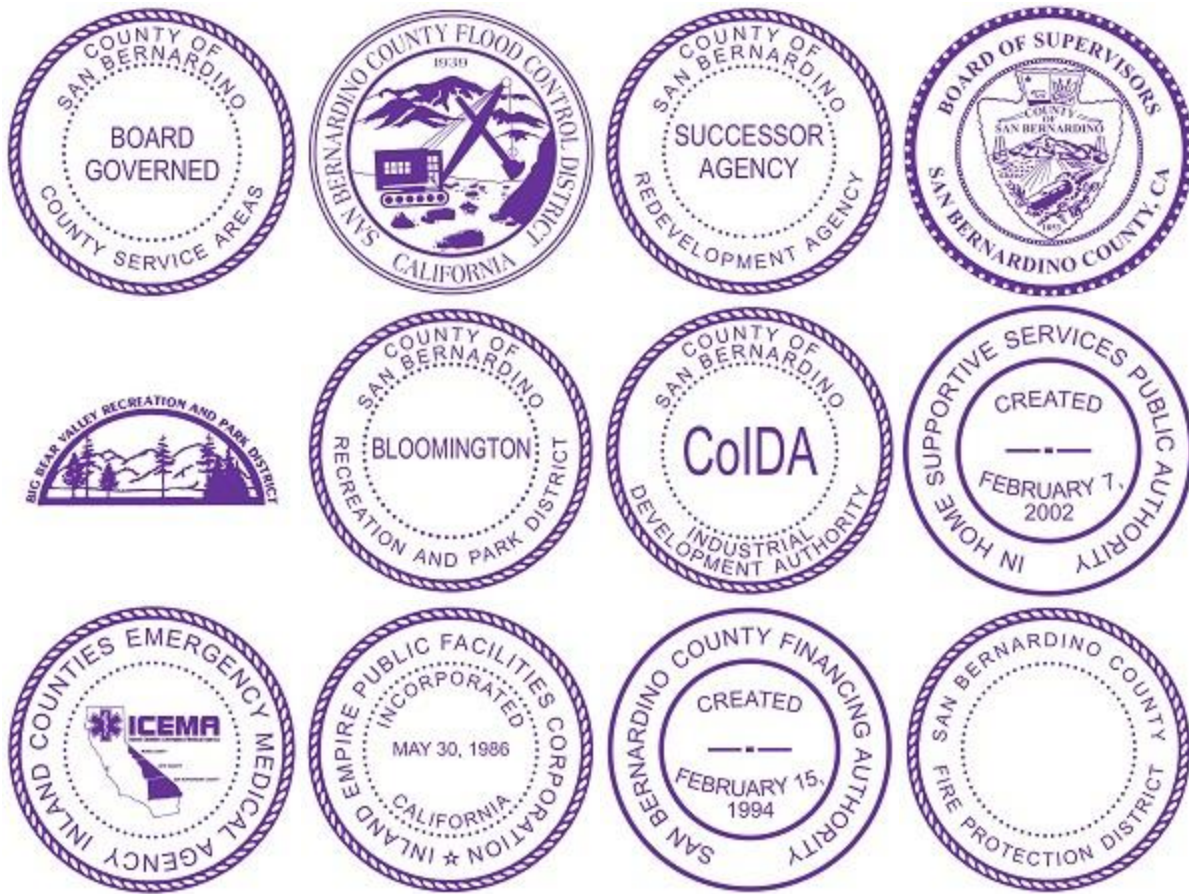
**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: January 14, 2025

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cc: File - Clerk of the Board w/attach  
MBA 01/23/2025