



1 RECORDS RETENTION SCHEDULE : County Administrative Office (CAO)

2 EFFECTIVE DATE: 5/20/25

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3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
ADMINISTRATION (GENERAL)					
1 2 CAO / Administration	COUNTY STANDARD PRACTICES		Yes	Permanent	Department preference; May be transferred to Archives; GC § 26202
3 CAO / Administration	COUNTY POLICY - All working files and backup documentation, including correspondence of request to update County Policy Manual		Yes	Permanent	Department preference; May be transferred to Archives; GC § 26202
4 CAO / Administration	BUSINESS PLANS / STRATEGIC PLAN / 5 YEAR PLAN			When No Longer Required; Minimum of 2 years	GC § 26202
5 CAO / Administration	COUNTY INTERNAL SERVICE (ISF) RATES AND DEPARTMENT RECHARGES: All working files and documents related to the development of the County's ISF rates and department recharges			5 years	GC § 26202
6 CAO / Administration	COUNTY FEES - All related working files and documents related to fee book publication, hardcopies and e-files			Permanent	GC § 911.2 and CCP § 338(e) - Statute of limitations for challenges to a fee without a request for refund are subject to three years, but subject to continuous accrual if a refund is not sought. A new three year period starts each time the fee is paid.
7 CAO / Administration	LEVINE ACT CAMPAIGN CONTRIBUTION FORMS			Decision of the Board + 6 years	GC § 91000 et seq. The longest statute of limitations for violation of GC § 83408 is 5 years from the date of violation for an administrative fine.
8 CAO / Administration	LEVINE ACT FINAL REPORT			Decision of the Board + 6 years	GC § 91000 et seq. The longest statute of limitations for violation of GC § 83408 is 5 years from the date of violation for an administrative fine.
9 CAO / Administration	BOARD DISCRETIONARY FUNDING REQUESTS FORMS - Includes backup documentation			Minimum of 2 years	GC § 26202
10 CAO / Administration	SUBJECT / ISSUES / PROJECT FILES / SPECIAL PROJECTS / DEPARTMENT FILES (Other than Historical)			When No Longer Required, Minimum 2 years	GC § 26202
11 CAO / Administration	SUBJECT / ISSUES / PROJECT FILES / SPECIAL PROJECTS / DEPARTMENT FILES (Historical)		Yes	Permanent	Department preference; May be transferred to Archives; GC § 26202
BUDGET					
12 CAO / Budget	RECOMMENDED BUDGETS / RECOMMENDED CHANGES TO THE BUDGET / RECAPS / WORKSHEETS / PERFORMANCE MEASURES			5 years	The Board Agenda Item and Appropriation are the final documents, and are maintained by the Clerk of the Board and Controller, respectively; Drafts and transitory records not retained in the ordinary course of business; GC § 26202 et seq.
CAPITAL IMPROVEMENT					
14 CAO / Capital Improvement	ANALYSIS OF PROPOSED PROJECTS (AD HOC ANALYSIS)			Minimum 2 years or longer if required under any retention period for any grant funding for CIP	Preliminary documents; GC § 26202 et seq.
15 CAO / Capital Improvement	COUNTY AUTOMATED FACILITIES MANAGEMENT (CAFM) INVENTORIES - Inventories of Facilities and Equipment, including owned and leased.	Yes		Indefinite	Data is interrelated; GC § 26202 et seq., § 24051

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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

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17 CAO / Capital Improvement	CIP REQUEST FORMS - inclusive of all related documents including CIP Request Memo, PFMD Funding Ready Package, and other related documents.			Minimum 10 years or longer if required under any retention period for any grant funding for CIP	Department Preference; GC § 26202 et seq.
18 CAO / Capital Improvement	ACQUISITION REQUEST FORM			Minimum 10 years or longer if required under any retention period for any grant funding for CIP	Department Preference; GC § 26202 et seq.
19 CAO / Capital Improvement	LEASE REQUEST FORM			Minimum 20 years or longer if required under any retention period for any grant funding for CIP	Department Preference; GC § 26202 et seq.
20 CAO / Capital Improvement	TENANT IMPROVEMENT FORM			Minimum 5 years or longer if required under any retention period for any grant funding for CIP	Department Preference; GC § 26202 et seq.
21	DEBT MANAGEMENT				
22 CAO / Debt Management	BANK / TRUSTEE STATEMENTS FOR LONG TERM DEBT	Yes: Until Maturity		Cancellation, Redemption or Maturity + 10 years	Department Preference; meets municipal government auditing standards and IRS regulations; GC § 26202 et seq.
23 CAO / Debt Management	BOND REBATE REPORTS	Yes: Until Maturity		Cancellation, Redemption or Maturity + 10 years	Statute of Limitations for bonds, mortgages, notes is 6 years; Bonds issued by local governments are 10 years; Law requires at least 5 years; CCP §§ 336a, 337.5(a); GC §§ 29940, 26907.1, 53921
24 CAO / Debt Management	COMMERCIAL PAPER / INVESTMENT AGREEMENTS / LETTERS OF CREDIT / STANDBY BONDS	Yes: Until Maturity		Cancellation, Redemption or Maturity + 10 years	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§ 336a, 337.5(a); GC §§ 29940, 26907.1, 53921
25 CAO / Debt Management	DEBT PROCEEDS	Yes: Until Maturity		Life of Bond Issue + 10 years	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§ 336a, 337.5(a); GC §§ 29940, 26907.1, 53921
26 CAO / Debt Management	ALL DEBT RELATED ITEMS - Includes payment documents, continuing disclosures	Yes: Until Maturity		Cancellation, Redemption or Maturity + 10 years	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§ 336a, 337.5(a); GC §§ 29940, 26907.1, 53921
27 CAO / Debt Management	BONDS (General Obligation) – County and Board Governed Entities	Yes: Until Maturity		Cancellation, Redemption or Maturity + 10 years	Keep Original Record; statute of limitation for bonds issued by local government is 10 years; paid or canceled bonds may be destroyed after 5 years; CCP §§ 336a, 337.5(a); GC §§ 29940, 26907.1, 53921
28	LEGISLATIVE				

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29 CAO / Legislative Affairs	LEGISLATIVE RELATED RECORDS (other than FINAL) - Includes legislative letters, memo, emails, and analyses			When No Longer Required, Minimum 2 years	GC § 26202
30 CAO / Legislative Affairs	FINAL LEGISLATIVE RELATED RECORDS - Includes legislative letters, memo, emails, and analyses		Yes	Permanent	Historical purpose; May be transferred to Archives; GC § 26202
31 CAO / Legislative Affairs	LEGISLATIVE PLATFORM		Yes	Permanent	Historical purpose; May be transferred to Archives; GC § 26202
32 CAO / Legislative Affairs	STATE AND FEDERAL FUNDING REQUESTS - Includes backup documentation		Yes	Permanent	Historical purpose; May be transferred to Archives; GC § 26202
33 PUBLIC INFORMATION					
34 CAO / Public Information	NEWSPAPER CLIPPINGS		Yes	When No Longer Required; Minimum 2 years	Department preference; May be transferred to Archives; GC § 26202
35 CAO / Public Information	PRESS RELEASES		Yes	When No Longer Required; Minimum 2 years	Department preference; May be transferred to Archives; GC § 26202
36 CAO / Public Information	PUBLIC INFORMATION MATERIALS			Minimum 2 years	GC § 26202
37 CAO / Public Information	SPEECHES		Yes	When No Longer Required; Minimum 2 years	Department preference; May be transferred to Archives; GC § 26202
38 INDIGENT DEFENSE					
39 CAO / Indigent Defense	SAN BERNARDINO COUNTY SUPERIOR COURT CLAIMS FORM		Yes	Permanent	Department preference; GC §26202; Penal Code §1054.9

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