



**1 RECORDS RETENTION SCHEDULE : Economic Development 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-Instr). 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
1 Economic Development Department	FOREIGN DIRECT INVESTMENT (FDI) - All Foreign Direct Investment documentation/activities	No	No	5 Years	Department Preference; GC §26202
2 Economic Development Department	FILM - Film forms and other information	No	No	5 Years	Department Preference; GC §26202

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  
**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