



1 RECORDS RETENTION SCHEDULE : Fleet Management 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-Inst). 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 Fleet Management Department	INDEPENDENT PARTS ISSUES (For employee purchases for small parts)	Yes: Until Paid		5 years	Consistent with County Accounting Committee recommendations; Published articles show 3 - 7 years; GC §§26202, 25501.5, 26907
2 Fleet Management Department	MAINTENANCE & PARTS BOOKS			When No Longer Required	GC §26202, 60201 et seq.
3 Fleet Management Department	MOTOR POOLS - LOGS - ASSIGNMENTS, CHECK-IN, CHECK-OUT			2 years	GC §26202, 60201 et seq.
4 Fleet Management Department	MOTOR POOLS - OWNERS MANUALS			Superseded / Ceased Using Vehicle	GC §26202, 60201 et seq.
5 Fleet Management Department	MSDS (Material Safety Data Sheets) Masters OR List of Chemicals Used			30 years	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
6 Fleet Management Department	NPDES MONITORING REPORTS (Car Wash, etc.)			When No Longer Required - Minimum 3 years	Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
7 Fleet Management Department	NPDES PERMITS (Car Wash, etc.)	Yes: Until Expiration		Expiration + 3 years	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
8 Fleet Management Department	UNDERGROUND STORAGE TANKS - USTs (owned by the County) - UST Monitoring and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records			7 years	Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
9 Fleet Management Department	UNDERGROUND STORAGE TANKS - USTs (owned by the County) - UST Permits			Expiration + 7 years	Department preference; permits are good for 5 years; 23 CCR 271(c), H&S §25285(a)
10 Fleet Management Department	UNDERGROUND STORAGE TANKS - USTs (owned by the County) – Repairs, Lining, Upgrades			Life of the Tank	23 CCR 2712(b), H&S §25284.2(i)
11 Fleet Management Department	VEHICLE & EQUIPMENT HISTORY DATABASE	Yes		Indefinite	Data is interrelated; qualifies as a "trusted system" (the database is the original record); GC §26202, 60201 et seq. et seq.
12 Fleet Management Department	VEHICLE & EQUIPMENT WARRANTIES			Expiration of Warranty	GC §26202, 60201 et seq.
13 Fleet Management Department	WORK SCHEDULES / Assignment Sheets			5 years	NPDES Permits require work schedules be retained for 5 years; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 26202, 60201 et seq.

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	CFR	Code of Federal Regulations	GC	Government Code
CC	County Code (San Bernardino)	EC	Elections Code	H&S	Health and Safety Code
CCP	Code of Civil Procedure	EVC	Evidence Code	IRC	Internal Revenue Code
CCR	California Code of Regulations	FC	Family 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	Page 1 of 1
CR	Custodian of Record	Form RMP 3
		Rev. 02/2024