



**1 RECORDS RETENTION SCHEDULE : Community Development and Housing 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 Community Developing and Housing Department	ALL FEDERAL GRANT RECORDS: Financial and programmatic records, supporting documents, statistical records, procurement records, and other records of subgrantees and grantees that are required by the agreement or pertinent to program regulations or the grant agreement (excludes ESG)	Yes		Closeout + 4 Years	Retain for a period of 4 years from the date of the closeout of the agreement or project unless there is litigation, claims, audit, negotiation, or other action involving the records. In such cases, the records must be retained until the completion of the action or resolution of all issues or the end of the regular 4 year period, whichever is longer; 24 CFR §85.42, 24 CFR §570.502(a)(7), 2 CFR §200.334
2 Community Developing and Housing Department	CDBG RECORDS: Citizen Participation Plan, Assessment of Fair Housing, Market Analysis, Consolidated Plan, Action Plan, CAPER, Delegate Agency Agreements, Cooperation Agreements and all supporting documentation	Yes		Completion + 5 Years	The CAPER must be retained for a period of 4 years from the date of submission in which the specific activity is reported for the last time unless there is litigation, claims, audit, negotiations, or other actions involving the records, which started before the expiration of the 4-year period. In such cases, the records must be retained until the completion of the action or resolution of all issues or the end of the regular 4-year period, whichever is longer. Department Preference is 5 years. The Citizen Participation Plan and Consolidated Plan are to be retained for 5 years. (24 CFR §85.42, 24 CFR §570.502(a)(7), 2 CFR §200.334, 24 CFR §91.105(h))
3 Community Developing and Housing Department	BONDS	Yes		Cancelled/ Redemption/ Maturity + 10 years	Statute of Limitations is 10 years; CCP §337.5(a).
4 Community Developing and Housing Department	ESG DOCUMENTATION FOR PROGRAM PARTICIPANTS: financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees that are required by the agreement or pertinent to program regulations or the grant agreement for each fiscal year of ESG funds	Yes		5 Years	All records pertaining to each fiscal year of ESG funds must be retained for 5 years after the expenditure; 24 CFR §576.500(y)(1)
5 Community Developing and Housing Department	ESG DOCUMENTATION FOR EMERGENCY SHELTER: All records pertaining to the renovation or conversion of an emergency shelter where costs charged to ESG exceed 75% of the value of the building before renovation or 75% of the value of the building after conversion	Yes		10 Years	Retain until 10 years after the date that the ESG funds are first obligated for the renovation or conversion; 24 CFR §576.500(y)(2-3)

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  
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