

AGENDA

General Policy Committee Meeting

November 9, 2022

9:00 AM

Location

San Bernardino County Transportation Authority
First Floor Lobby Board Room
1170 W. 3rd Street, San Bernardino, CA 92410

VIDEO CONFERENCING WILL BE AVAILABLE AT THE FOLLOWING LOCATION:

City Council Chambers
1111 Bailey Ave.
Needles, CA 92363

General Policy Committee Membership

Chair – Vice President

Supervisor Dawn Rowe
County of San Bernardino

President

Mayor Pro Tem Art Bishop
Town of Apple Valley

Past President

Supervisor Curt Hagman
County of San Bernardino

West Valley Representatives

Mayor Ray Marquez
City of Chino Hills, *TC Chair*

Mayor Acquanetta Warren
City of Fontana

Mayor Pro Tem Alan Wapner
City of Ontario

Mt./Desert Representatives

Vice Mayor Edward Paget
City of Needles

Mayor Debra Jones
City of Victorville

East Valley Representatives

Mayor Frank Navarro
City of Colton

Mayor Larry McCallon
City of Highland

Mayor Darcy McNaboe
City of Grand Terrace

Supervisor Joe Baca, Jr.
County of San Bernardino

San Bernardino County Transportation Authority
San Bernardino Council of Governments

AGENDA

General Policy Committee Meeting

November 9, 2022

9:00 AM

Location

SBCTA

**First Floor Lobby Board Room
1170 W. 3rd Street, San Bernardino, CA 92410**

VIDEO CONFERENCING WILL BE AVAILABLE AT THE FOLLING LOCATION:

City Council Chambers
1111 Bailey Ave.
Needles, CA 92363

Items listed on the agenda are intended to give notice to members of the public of a general description of matters to be discussed or acted upon. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional "*Meeting Procedures*" and agenda explanations are attached to the end of this agenda.

CALL TO ORDER

(Meeting Chaired by Dawn Rowe)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications - Alexandria Ojeda

Possible Conflict of Interest Issues

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

1. Information Relative to Possible Conflict of Interest

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

This item is prepared monthly for review by Board and Committee members.

CONSENT CALENDAR

Items listed on the Consent Calendar are expected to be routine and non-controversial. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Members.

2. October 2022 Procurement Report

Pg. 10

Receive the October 2022 Procurement Report.

Presenter: Beatriz Valdez

This item is not scheduled for review by any other policy committee or technical advisory committee.

DISCUSSION ITEMS

Discussion - Administrative Matters

3. 2023 General Policy Committee Meeting Schedule

Pg. 23

Approve the 2023 General Policy Committee meeting schedule.

Presenter: Ashley Izard

This item is not scheduled for review by any other policy committee or technical advisory committee.

4. Revise Policy No. 10105 - Records Management and Retention Policy

Pg. 37

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority (SBCTA):

A. Adopt Resolution No. 23-025 revising Policy No. 10105 – Records Management Policy, approving revised Policy Appendix A – Records Retention Schedules, and retracting Appendix B – Disposition of Records Form; and

Acting as the San Bernardino Associated Governments (SBCOG):

B. Approve applicability of Policy No. 10105 and Appendix A to SBCOG.

Presenter: Beatriz Valdez

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel has reviewed this item and the draft revised schedules.

Discussion - Council of Governments

5. Funding Memorandum of Understanding with San Bernardino County for Development of Smart County Master Plan

Pg. 89

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority (SBCTA):

A. Approve Memorandum of Understanding No. 23-1002896 between SBCTA and San Bernardino County for the development of a Smart County Master Plan in a receivable amount not-to-exceed \$1,000,000.

Agenda item 5 (cont.)

Acting as the San Bernardino Associated Governments, known as the San Bernardino Council of Governments (SBCOG):

B. Approve an amendment increasing the SBCOG Fiscal Year 2022/2023 budget by \$100,000 to cover expenses expected to be incurred in connection with the Smart County Master Plan during the remainder of the Fiscal Year and to be paid by funds received from San Bernardino County.

Acting as both SBCTA and SBCOG:

C. Approve an extension of the term of the Emerging Technology Ad Hoc Committee through December 31, 2023.

Presenter: Monique Reza-Arellano

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel and Risk Manager have reviewed this item and the draft Memorandum of Understanding.

Public Comment

Brief Comments from the General Public

Comments from Board Members

Brief Comments from Board Members

ADJOURNMENT

Additional Information

Attendance
Acronym List
Mission Statement

The next General Policy Committee meeting is scheduled for December 14, 2022.

Meeting Procedures and Rules of Conduct

Meeting Procedures - The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility - The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk can be reached by phone at (909) 884-8276 or via email at clerkoftheboard@gosbcta.com and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at www.gosbcta.com/board/meetings-agendas/ at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed online at that web address. Agendas are also posted at 1170 W. 3rd Street, 1st Floor, San Bernardino at least 72 hours in advance of the meeting.

Agenda Actions – Items listed on both the “Consent Calendar” and “Discussion” contain recommended actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors or unanimous vote of members present as provided in the Ralph M. Brown Act Government Code Sec. 54954.2(b).

Closed Session Agenda Items – Consideration of closed session items excludes members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a “Request to Speak” form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. Members of the public requesting information be distributed to the Board of Directors must provide 40 copies of such information in advance of the meeting, except for noticed public hearings. Information provided as public testimony is not read into the record by the Clerk.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board’s authority. Matters raised under “Public Comment” may not be acted upon at that meeting. “Public Testimony on any Item” still applies.

Disruptive or Prohibited Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive or prohibited conduct includes without limitation addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, bringing into the meeting any type of object that could be used as a weapon, including without limitation sticks affixed to signs, or otherwise preventing the Board from conducting its meeting in an orderly manner. Your cooperation is appreciated!

**General Practices for Conducting Meetings
of
Board of Directors and Policy Committees**

Attendance.

- The Chair of the Board or a Policy Committee (Chair) has the option of taking attendance by Roll Call or Self-Introductions. If attendance is taken by Roll Call, the Clerk of the Board will call out by jurisdiction or supervisorial district. The Member or Alternate will respond by stating his/her name. If attendance is by Self-Introduction, the Member or Alternate will state his/her name and jurisdiction or supervisorial district.
- A Member/Alternate, who arrives after attendance is taken, shall announce his/her name prior to voting on any item.
- A Member/Alternate, who wishes to leave the meeting after attendance is taken but before remaining items are voted on, shall announce his/her name and that he/she is leaving the meeting.

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.
- The “aye” votes in favor of the motion shall be made collectively. Any Member who wishes to oppose or abstain from voting on the motion, shall individually and orally state the Member’s “nay” vote or abstention. Members present who do not individually and orally state their “nay” vote or abstention shall be deemed, and reported to the public, to have voted “aye” on the motion.

The Vote as specified in the SANBAG Bylaws.

- Each Member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he or she would like to amend his or her motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is voted upon first, and if it fails, then the original motion is considered.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a Member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

*Adopted By SANBAG Board of Directors January 2008
Revised March 2014
Revised May 4, 2016*

Minute Action

AGENDA ITEM: 1

Date: *November 9, 2022*

Subject:

Information Relative to Possible Conflict of Interest

Recommendation:

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

Background:

In accordance with California Government Code 84308, members of the Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Principals & Agents	Subcontractors
5	23-1002896	San Bernardino County	

Financial Impact:

This item has no direct impact on the Budget.

Reviewed By:

This item is prepared monthly for review by Board and Committee members.

Responsible Staff:

Carrie Schindler, Deputy Executive Director

Approved
General Policy Committee
Date: November 9, 2022

Witnessed By:

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

Minute Action

AGENDA ITEM: 2

Date: *November 9, 2022*

Subject:

October 2022 Procurement Report

Recommendation:

Receive the October 2022 Procurement Report.

Background:

The Board of Directors adopted the Procurement and Special Risk Assessment Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on October 6, 2021. The Board of Directors authorized the Executive Director, or his designee, to approve: a) contracts and purchase orders up to \$100,000; b) Contract Task Orders (CTO) up to \$500,000 and for CTOs originally \$500,000 or more, increasing the CTO amount up to \$250,000; c) amendments with a zero dollar value; d) amendments to exercise the option term if the option term was approved by the Board of Directors in the original contract; e) amendments that cumulatively do-not-exceed 50% of the original contract or purchase order value or \$100,000, whichever is less; f) amendments that do-not-exceed contingency amounts authorized by the Board of Directors; and g) release Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation for Bids (IFB) for proposed contracts from which funding has been approved and the solicitation has been listed in the Annual Budget, and are estimated not-to-exceed \$1,000,000.

The Board of Directors further authorized General Counsel to award and execute legal services contracts up to \$100,000 with outside counsel as needed, and authorized Department Directors to approve and execute Contingency Amendments that do-not-exceed contingency amounts authorized by the Board of Directors.

Lastly, the Board of Directors authorized CityCom Real Estate Services, Inc. (CityCom) to issue contracts and purchase orders.

Below is a summary of the actions taken by SBCTA authorized staff:

- One (1) new contract was executed in the amount of \$87,550.00.
- No contract amendments.
- Nine (9) contract CTOs were executed for a total cost of \$607,939.04.
- No Contingency Amendments.
- One (1) purchase order was executed in the amount of \$9,139.20.
- No purchase order amendments.
- No RFPs.

Below is a summary of the actions taken by CityCom:

- One (1) contract was executed in the amount of \$8,670.00.
- No purchase orders.

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

General Policy Committee Agenda Item

November 9, 2022

Page 2

A list of all Contracts and Purchase Orders that were executed by the Executive Director, Department Director, General Counsel, and/or CityCom during the month of October 2022 are presented herein as Attachment A, all RFPs and IFBs are presented in Attachment B, and all CityCom's contracts and purchase orders are presented in Attachment C.

Financial Impact:

This item is consistent with the Fiscal Year 2022/2023 Budget. Presentation of the monthly procurement report demonstrates compliance with the Procurement and Special Risk Assessment Policy.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Beatriz Valdez, Director of Special Projects/Strategic Initiatives

Approved
General Policy Committee
Date: November 9, 2022

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Attachment A

October Contract Actions

New Contracts Executed:

Contract No.	Description of Services	Vendor Name	Contract Amount
22-1002803	Sole Source Contract for a Classification, Compensation and Benefits Study.	Gallagher Benefit Services, Inc.	\$87,550.00

Attachment A

October Amendment Actions

Contract Amendments Executed:

Contract No. & Amendment No.	Reason for Amendment (Include a Description of the Amendment)	Vendor Name	Contract History	Contract Amount
None			Original	\$0.00
			Prior Amendments(CTOs)	\$0.00
			Current Amendment	\$0.00
			Total Contract Amount	\$0.00

Attachment: October 2022 Procurement Report Attachment A (9082 : October 2022 Procurement Report)

Attachment A

October Contract Task Order Actions

Contract Task Order (CTO) Executed:

Contract No. & CTO No.	Vendor Name	Description of Services	Contract Amount	CTO History	CTO Amount
19-1002000 CTO No. 29	Costin Public Outreach Group, Inc.	Public outreach for Tunnel to Ontario International Airport project for environmental phase.	\$6,000,000.00 (available \$730,201.78)	Original	\$99,250.00
				Prior Amendments	\$0.00
				Current Amendment	\$0.00
				Total CTO Amount	\$99,250.00
19-1002189 CTO No. 8A.2	Dudek	On call bench-Staff augmentation for San Bernardino County Sub-Regional REAP Grant Funding Implementation.	\$5,540,390.00 (available \$2,127,728.88) Shared with Alta Planning Design Inc. (19-1002103), Michael Baker International (19-1002185), Fehr & Peers (19-1002186), Cambridge Systematics Inc. (19-1002187), and HDR Engineering Inc. (19-1002188)	Original	\$170,000.00
				Prior Amendments	\$25,000.00
				Current Amendment	\$104,409.00
				Total CTO Amount	\$299,409.00
20-1002377 CTO No. 2.2	Vandermost Consultant Services, Inc.	Additional drainage excavation work for SR-210 Mixed-Dlow Lane Project.	\$3,000,000.00 (available \$2,273,715.84)	Original	\$125,019.00
				Prior Amendments	-\$12,949.13
				Current Amendment	\$41,965.00
				Total CTO Amount	\$154,034.87

Attachment: October 2022 Procurement Report Attachment A (9082 : October 2022 Procurement Report)

Attachment A

October Contract Task Order Actions

Contract Task Order (CTO) Executed (Continued):

Contract No. & CTO No.	Vendor Name	Description of Services	Contract Amount	CTO History	CTO Amount
19-1002186 CTO No. 9.2	Fehr & Peers	On call bench- For additional sites inventory for the Regional Early Action Planning Program.	\$5,540,390.00 (available \$2,023,319.88) Shared with Alta Planning Design Inc. (19-1002103), Michael Baker International (19-1002185), Dudek (19-1002189), Cambridge Systematics Inc. (19-1002187), and HDR Engineering Inc. (19-1002188)	Original	\$542,900.00
				Prior Amendments	\$10,000.00
				Current Amendment	\$10,000.00
				Total CTO Amount	\$562,900.00
18-1001907 CTO No. 13	Epic Land Solutions, Inc.	On call bench- For right-of-way services for I-10 Mount Vernon Avenue Improvements Project.	\$6,000,000.00 (available \$4,144,355.09) Shared with Overland Pacific & Cutler LLC. (18-1001909), Bender Rosenthal, Inc. (18-1001823), and Property Specialist (18-1001906)	Original	\$219,293.31
				Prior Amendments	\$0.00
				Current Amendment	\$0.00
				Total CTO Amount	\$219,293.31

Attachment: October 2022 Procurement Report Attachment A (9082 : October 2022 Procurement Report)

Attachment A

October Contract Task Order Actions

Contract Task Order (CTO) Executed (Continued):

Contract No. & CTO No.	Vendor Name	Description of Services	Contract Amount	CTO History	CTO Amount
20-1002320 CTO No. 6	Crowe, LLP	On call bench-Pre-award audit for U.S. 395 Widening Phase II PS&E design services contract.	\$600,000.00 (available \$512,428.75) shared with Conrad LLP (20-1002378)	Original	\$19,500.00
				Prior Amendments	\$0.00
				Current Amendment	\$0.00
				Total CTO Amount	\$19,500.00
20-1002377 CTO No. 10	Vandermost Consultant Services, Inc.	Environmental services for the I-215 University Parkway Project.	\$3,000,000.00 (available \$2,231,750.84)	Original	\$18,698.54
				Prior Amendments	\$0.00
				Current Amendment	\$0.00
				Total CTO Amount	\$18,698.54
19-1002007 CTO No. 3.1	Bender Rosenthal, Inc.	On call bench-Right-of-way services to add Segment 2 for the West Valley Connector Project.	\$5,500,000.00 (available \$1,055,150.91) Shared with Epic Land Solutions, Inc. (18-1001924), Overland Pacific & Cutler LLC (19-1002008), and Paragon Partners Consultants, Inc. (19-1002009)	Original	\$550,307.25
				Prior Amendments	\$0.00
				Current Amendment	\$65,283.19
				Total CTO Amount	\$615,590.44
19-1002000 CTO No. 27	Costin Public Outreach Group, Inc.	Public outreach for SBCOG Cucamonga Canyon Project.	\$6,000,000.00 (available \$759,741.78)	Original	\$29,540.00
				Prior Amendments	\$0.00
				Current Amendment	\$0.00
				Total CTO Amount	\$29,540.00

Attachment: October 2022 Procurement Report Attachment A (9082 : October 2022 Procurement Report)

Attachment A

October Contingency Released Actions

Contingency Released Executed:

Contract No. & Contingency No.	Reason for Contingency Amendment (Include a Description of the Contingency Amendment)	Vendor Name	Contract History	Contract Amount
None			Original	\$0.00
			Prior Amendments	\$0.00
			Prior Contingencies	\$0.00
			Current Contingency	\$0.00
			Amended Contract Amount	\$0.00

Attachment: October 2022 Procurement Report Attachment A (9082 : October 2022 Procurement Report)

Attachment A

October Purchase Order Actions

Purchase Orders Executed:

PO No.	PO Posting Date	Vendor Name	Description of Services	PO Dollar Amount
4002313	10/18/2022	AT & T Mobility	Freeway Service Patrols GPS units and SIMS cards.	\$9,139.20

Attachment: October 2022 Procurement Report Attachment A (9082 : October 2022 Procurement Report)

Attachment A

October Purchase Order Amendment Actions

Purchase Order Amendments Executed:

Purchase Order No. & Amendment No.	Description of Services and Reason for Amendment	Vendor Name	Purchase Order History	Purchase Order Amount
None			Original	\$0.00
			Prior Amendments	\$0.00
			Current Amendment	\$0.00
			Amended PO Amount	\$0.00

Attachment: October 2022 Procurement Report Attachment A (9082 : October 2022 Procurement Report)

Attachment B

October RFP's, RFQ's and IFB's

Release of RFP's, RFQ's and IFB's

Release Date	RFP/RFQ/IFB No.	Anticipated Dollar Amount	Anticipated Award Date	Description of Overall Program and Program Budget
None				

Attachment: October 2022 Procurement Report Attachment B (9082 : October 2022 Procurement Report)

Attachment C

October CityCom's Issued Contracts

New Contracts Executed:

Contract No.	Description of Services	Vendor Name	Contract Amount
SB Depot 47785	Labor and materials for whole building surge protector (GE shunt trip breaker with voltage drop monitoring).	Creative Lighting & Electric	\$8,670.00

Attachment: October 2022 Procurement Report Attachment C (9082 : October 2022 Procurement Report)

Attachment C

October CityCom's Issued Purchase Orders

New Purchase Orders Executed:

PO No.	Vendor Name	Description of Services	PO Dollar Amount
None			

Attachment: October 2022 Procurement Report Attachment C (9082 : October 2022 Procurement Report)

Minute Action

AGENDA ITEM: 3

Date: *November 9, 2022*

Subject:

2023 General Policy Committee Meeting Schedule

Recommendation:

Approve the 2023 General Policy Committee meeting schedule.

Background:

The General Policy Committee (GPC) has established a regular meeting schedule on the second Wednesday of each month, beginning at 9:00 a.m., at the San Bernardino County Transportation Authority (SBCTA) offices. Although a monthly schedule is adopted, it is acknowledged that when there are not sufficient business items to require a meeting, the meeting will be canceled. It has also been the practice to modify the meeting date and time when the meeting has been rescheduled due to conflicts with other meetings or holiday schedules. SBCTA staff, however, has been directed to make every effort to minimize deviation from the regular schedule to ensure continuity of meetings and participation.

A proposed 2023 meeting schedule is identified below for approval. Committee members and staff are urged to calendar these meetings for the coming year. Advance confirmation of meetings or cancellation notices are part of SBCTA's standard procedure for meeting preparation. The proposed meeting schedule conforms to the second Wednesday of each month following the SBCTA Board of Directors meeting.

The proposed 2023 GPC meeting dates are as follows:

January 11, 2023
 February 8, 2023
 March 8, 2023
 April 12, 2023
 May 10, 2023
 June 14, 2023
 July 12, 2023 (**DARK**)
 August 9, 2023
 September 13, 2023
 October 11, 2023
 November 8, 2023
 December 13, 2023

Financial Impact:

Approval of the meeting schedule has no direct impact on the Fiscal Year 2022/2023 Budget.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Ashley Izard, Deputy Clerk of the Board

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

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Approved
General Policy Committee
Date: November 9, 2022

Witnessed By:

SBCTA / SBCOG 2023 Master Calendar

~ January 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day Holiday	2 New Year's Day Holiday (Observed)	3	4 Board	5 City/County Manager's TAC SCAG Regional Council	6	7 Orthodox Christmas
8	9	10	11 General Policy Committee Legislative Policy Committee	12 Transit Committee Metro Valley Study Session I-10/I-15 Joint Sub-Committee	13	14 Orthodox New Year
15	16 Martin Luther King Day Holiday	17	18 LAFCO Hearing League of CA Cities New Mayors & Council Members Academy (NorCal)	19 League of CA Cities New Mayors & Council Members Academy (NorCal)	20 Mt/Desert Policy Committee League of CA Cities New Mayors & Council Members Academy (NorCal)	21
22	23	24	25	26	27	28
29	31	31				

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ February 2023 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Board League of CA Cities New Mayors & Council Members Academy (SoCal)	2 City/County Manager's TAC SCAG Regional Council League of CA Cities New Mayors & Council Members Academy (SoCal)	3 League of CA Cities New Mayors & Council Members Academy (SoCal)	4
			5	6	7	8 General Policy Committee Legislative Policy Committee
12 NACo Legislative Conference	13 NACo Legislative Conference	14 NACo Legislative Conference	15 LAFCO Hearing	16	17 Mt/Desert Policy Committee	18
19	20 Presidents' Day Holiday	21	22	23	24	25
26	27	28				

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ March 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Board	2 City/County Manager's TAC SCAG Regional Council	3	4
			5	6	7	8 General Policy Committee Legislative Policy Committee
12 Daylight Savings Time Begins	13	14	15 LAFCO Hearing	16	17 Mt/Desert Policy Committee	18
19	20	21	22 Ramadan	23 Ramadan	24 Ramadan	25 Ramadan
26 Ramadan	27 Ramadan	28 Ramadan	29 Ramadan	30 Ramadan	31 Cesar Chavez Day Ramadan	

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ April 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Ramadan
2 Ramadan	3 Ramadan	4 Ramadan	5 Board Passover Ramadan	6 City/County Manager's TAC SCAG Regional Council Passover Ramadan	7 Good Friday Passover Ramadan	8 Passover Ramadan
9 Easter Passover Ramadan	10 Passover Ramadan	11 Passover Ramadan	12 General Policy Committee Legislative Policy Committee Passover Ramadan	13 Transit Committee Metro Valley Study Session I-10/I-15 Joint Sub-Committee Passover	14	15
16	17	18 Laylat al-Qadr	19 LAFCO Hearing	20	21 Mt/Desert Policy Committee	22
23	24	25	26	27	28	29
30						

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ May 2023 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Board	4 *City/County Manager's TAC (CANCELLED) SCAG Regional Council SCAG General Assembly (Tentative)	5 SCAG General Assembly (Tentative)	6
7	8	9	10 General Policy Committee Legislative Policy Committee	11 Transit Committee Metro Valley Study Session I-10/I-15 Joint Sub-Committee	12	13
14	15	16	17 City/County Conference LAFCO Hearing	18 City/County Conference	19 **Mt/Desert Policy Committee City/County Conference	20
21	22	23	24	25 Shavuot	26 Shavuot	27 Shavuot
28	29 Memorial Day Holiday	30	31	NOTES: *City/County Manager's TAC cancelled due to conflict with SCAG General Assembly **Mountain/Desert Policy Committee will be cancelled or held in Lake Arrowhead if needed		

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ June 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
NOTES: *This date falls on the 3 rd Thursday of the month				1 City/County Manager's TAC SCAG Regional Council	2 US Conference of Mayors	3 US Conference of Mayors
4 US Conference of Mayors	5 US Conference of Mayors	6	7 Board	8	9	10
11	12	13	14 General Policy Committee Legislative Policy Committee	15 *Transit Committee *Metro Valley Study Session *I-10/I-15 Joint Sub-Committee	16 Mt/Desert Policy Committee	17
18	19 Juneteenth Holiday	20	21 LAFCO Hearing	22	23	24
25	26	27	28 Eid al-Adha	29 Eid al-Adha	30	

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ July 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
NOTES: *No policy committee meetings						1
2	3	4 Independence Day Holiday	5 Board	6 *City/County Manager's TAC (DARK) SCAG Regional Council	7	8
9	10	11	12 *General Policy Committee (DARK) *Legislative Policy Committee (DARK)	13 *Transit Committee (DARK) *Metro Valley Study Session (DARK) *I-10/I-15 Joint Sub-Committee (DARK)	14	15
16	17	18	19 LAFCO Hearing Muharram	20	21 *Mt/Desert Policy Committee (DARK) NACo Annual Meeting	22 NACo Annual Meeting
23 NACo Annual Meeting	24 NACo Annual Meeting	25	26	27	28	29
30	31					

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
General Policy Committee starts at 9:00 a.m.
Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ August 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 *Board (DARK)	3 City/County Manager's TAC SCAG Regional Council (dark)	4	5
6	7	8	9 General Policy Committee Legislative Policy Committee	10 Transit Committee Metro Valley Study Session I-10/I-15 Joint Sub-Committee	11	12
13	14	15	16 LAFCO Hearing	17	18 Mt/Desert Policy Committee	19
20	21	22	23	24	25	26
27	28	29	30	31	NOTES: *No Board Meeting	

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ September 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: *City/County Manager TAC conflicts with Janmashtami holiday **Mountain/Desert Policy Committee moved to 2 nd Friday due to conflict with Rosh Hashanah					1	2
3	4 Labor Day Holiday	5	6 Board	7 *City/County Manager's TAC SCAG Regional Council Janmashtami	8 **Mt/Desert Policy Committee	9
10	11	12	13 General Policy Committee Legislative Policy Committee	14 Transit Committee Metro Valley Study Session I-10/I-15 Joint Sub-Committee	15 Rosh Hashanah	16 Rosh Hashanah
17 Rosh Hashanah	18	19	20 LAFCO Hearing League of CA Cities Annual Conference	21 League of CA Cities Annual Conference	22 League of CA Cities Annual Conference	23
24 Yom Kippur	25 Yom Kippur	26	27	28 Prophet Muhammad's Birthday	29 Mobility 21 Summit	30

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
General Policy Committee starts at 9:00 a.m.
Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ October 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Board	5 City/County Manager's TAC SCAG Regional Council	6 Shemini Atzeret	7 Shemini Atzeret Simchat Torah
8 Simchat Torah	9 Columbus Day Holiday Sukkot	10 Sukkot	11 General Policy Committee Legislative Policy Committee Sukkot	12 Transit Committee Metro Valley Study Session I-10/I-15 Joint Sub-Committee Sukkot	13 Sukkot	14 Sukkot
15 Navratri Sukkot	16 Sukkot	17	18 LAFCO Hearing	19	20 Mt/Desert Policy Committee	21
22	23	24	25	26	27	28
29	30	31 Halloween				

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ November 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Board	2 City/County Manager's TAC SCAG Regional Council	3	4
			5 Daylight Savings Time Ends	6	7	8 General Policy Committee Legislative Policy Committee
12 Diwali	13 CSAC Annual Meeting	14 CSAC Annual Meeting	15 LAFCO Hearing CSAC Annual Meeting	16 CSAC Annual Meeting	17 Mt/Desert Policy Committee CSAC Annual Meeting	18
19	20	21	22	23 Thanksgiving Day Holiday	24 Thanksgiving Day After	25
26	27	28	29	30		

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

SBCTA / SBCOG 2023 Master Calendar

~ December 2023 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Board	7 City/County Manager's TAC SCAG Regional Council Hanukkah	8 Hanukkah	9 Hanukkah
10 Hanukkah	11 Hanukkah	12 Hanukkah	13 General Policy Committee Legislative Policy Committee Hanukkah	14 Transit Committee Metro Valley Study Session I-10/I-15 Joint Sub-Committee Hanukkah	15 Mt/Desert Policy Committee Hanukkah	16
17	18	19	20 LAFCO Hearing	21	22	23
24 Christmas Eve Holiday	25 Christmas Day Holiday	26 Kwanzaa	27 Kwanzaa	28 Kwanzaa	29 Kwanzaa	30 Kwanzaa
31 New Years Eve Holiday Kwanzaa						

Attachment: 2023 Master Meeting Calendar (8993 : 2023 General Policy Committee Meeting Schedule)

Board of Directors meetings start at 10:00 a.m.
 General Policy Committee starts at 9:00 a.m.
 Mountain/Desert Committee starts at 9:30 a.m.

Legislative Policy Committee starts at 9:30 a.m.
 Transit Committee starts at 9:00 a.m.

Metro Valley Study Session starts at 9:30 a.m.
 I-10/I-15 Joint Sub-Committee starts at 9:45 a.m.

Minute Action

AGENDA ITEM: 4

Date: *November 9, 2022*

Subject:

Revise Policy No. 10105 - Records Management and Retention Policy

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority (SBCTA):

A. Adopt Resolution No. 23-025 revising Policy No. 10105 – Records Management Policy, approving revised Policy Appendix A – Records Retention Schedules, and retracting Appendix B – Disposition of Records Form; and

Acting as the San Bernardino Associated Governments (SBCOG):

B. Approve applicability of Policy No. 10105 and Appendix A to SBCOG.

Background:

In July 2018, the San Bernardino County Transportation Authority (SBCTA) and San Bernardino Associated Governments (SBCOG) Board of Directors (Board) adopted Records Management and Retention Policy No. 10105 (Policy). The objective of this Policy is to: comply with federal, state and contractual requirements; ensure records are kept only as long as they have some operational, legal, financial or historical value; establish legal documentation of the agencies' normal course of business for the management, retention and destruction of the agencies' records; and evidence of the agencies' accountability to the public as trustees of public records. In January 2020, staff provided an update to the Board regarding progress towards implementation, and the Board adopted revisions to the retention schedules, specifically formatting them in a way that was more intuitive.

Key elements of the Policy are the Records Retention Schedules created for the agencies' departments, and for agency-wide use. The Records Retention Schedules include categories of records and their retention periods, during which the records must be kept before final destruction. The retention periods are either expressly specified under federal or state funding requirements, federal or state law, or determined to be in the best interests of the agencies. Records falling under more than one category are to be kept for the longer period.

Due to the complexity of this project, the Director of Special Projects and Strategic Initiatives was appointed to work with the Clerk of the Board (Records Administrator) on the implementation of the Record Management and Retention Policy. Staff has worked diligently to create systems and processes for compliance; prepare Records Management Procedures; inventory paper records located at our offsite storage facility and onsite; inventory electronic records; and establish record coordinators and the functions needed to fulfill disposition of records. While taking inventory of each department's records, it has become clear that some of the retention periods need to be refined based on federal and state funding requirements, federal and state law, and as determined to be in the best interests of the agencies. Record categories have been added and removed where needed, and inconsistent retention periods corrected.

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

General Policy Committee Agenda Item

November 9, 2022

Page 2

The proposed revisions are included in Appendix A of the attached Records Management and Retention Policy.

Appendix B – Disposition of Records Form, was included in the adopted Policy. This form was meant to assist the Records Administrator in managing and tracking the destruction of records in compliance with the Policy. The Policy provides the Records Administrator, with the approval of the Executive Director, the ability to modify this form from time to time. Staff is requesting to retract this form and, instead, utilize different electronic forms of disposition included in the Record Management Procedures.

Staff and General Counsel recommend the SBCTA Board approve Resolution No. 23-025 revising the Records Management Policy and the Records Retention Schedules, and retracting the Disposition of Records Form that was formerly adopted; and the SBCOG Board approve applicability of the Policy and Appendix A to SBCOG.

The Revised Retention Schedules (Policy No. 10105, Appendix A) are attached. Approval of these revised schedules will facilitate continued progress toward full implementation of the policy. The Clerk of the Board, as the Records Administrator, will review the Policy and Retention Schedules at least every five (5) years to determine if any changes are necessitated by changes in the law or agencies' needs. Such revisions will be brought back to the Board for review and approval.

Financial Impact:

This item has no financial impact on the Fiscal Year 2022/2023 Budget.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel has reviewed this item and the draft revised schedules.

Responsible Staff:

Beatriz Valdez, Director of Special Projects/Strategic Initiatives

Approved
General Policy Committee
Date: November 9, 2022

Witnessed By:

RESOLUTION NO. 23-025

**RESOLUTION OF THE SAN BERNARDINO COUNTY TRANSPORTATION
AUTHORITY ADOPTING A REVISED RECORDS MANAGEMENT POLICY
AND RECORDS RETENTION SCHEDULES**

WHEREAS, on July 11, 2018, the San Bernardino County Transportation Authority (SBCTA) adopted Resolution No. 19-002 adopting a Records Management and Retention Policy (Policy No. 10105) and associated Records Retention Schedules in order to establish an orderly and routine method of record management, retention and destruction; and

WHEREAS, on January 8, 2020, SBCTA approved revisions to the Records Retention Schedules (Policy 10105, Appendix A) refining some of the established retention periods based on federal and state funding requirements, federal and state law, and in the best interest of SBCTA; and

WHEREAS, during the initial implementation of the records management program it was discovered that certain SBCTA records were excluded from the adopted Records Retention Schedules, and that other record series needed modification to either the retention period and/or the record description; and

WHEREAS, it has been determined that revisions to Policy 10105 are needed to: 1) eliminate Appendix B – Disposition of Records Form; 2) modify duties of certain staff in the management and destruction of SBCTA records; and 3) provide for the elimination of paper documents authenticated under a trusted system; and

WHEREAS, the SBCTA Board desires to revise the established policies for the lawful, orderly and efficient management, retention and destruction of SBCTA records.

NOW, THEREFORE, BE IT RESOLVED, by the San Bernardino County Transportation Authority, as follows:

Section 1. Revisions to SBCTA Policy No. 10105, Records Management and Retention Policy, as shown in Exhibit A hereto, are hereby adopted.

Section 2. Revisions to SBCTA's Records Retention Schedules dated January 8, 2020 (Policy 10105, Appendix A), as shown in Exhibit B hereto, are hereby adopted.

Section 3. Effective Date. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the San Bernardino County Transportation Authority held on December 7, 2022.

Art Bishop, Board President
San Bernardino County Transportation Authority

ATTEST:

Marleana Roman, Clerk of the Board
San Bernardino County Transportation Authority

Attachment: Reso No. 23-025 [Revision 2] (7992 : Revise Policy No. 10105 - Records Management and Retention Policy)

San Bernardino County Transportation Authority	Policy	10105
Adopted by the Board of Directors	July 11, 2018	Revised 01/08/2012/07/22
Records Management and Retention		Revision No. 42

Important Notice: A hardcopy of this document may not be the document currently in effect. The current version is always the version on the SBCTA Intranet.

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[Purpose](#) | [References](#) | [Definitions](#) | [Policy](#) | [Revision History](#) |

I. PURPOSE

The purpose of this policy is to establish standards for management, retention, control and destruction of all Records in the custody and control of ~~SBCTA or SBCOG~~, [San Bernardino County Transportation Authority \(SBCTA\) or San Bernardino Associated Governments \(SANBAG\), operating as San Bernardino Council of Governments /SBCOG](#).

II. REFERENCES

~~[Policy 10105 Appendix B, Disposition of Records Form](#)~~
[Policy 10105 Appendix A, Record Retention Schedules](#)
[Policy 10027, California Public Records Act – Request and Fees Policy](#)
[Form 36 – Records Disposition Form](#)

California Government Code Sec. 6200, 6250 et seq., 12236, 34090; Public Utilities Code Sec. 130203

III. DEFINITIONS

Agency(ies) means SBCTA [and/or](#) [SANBAG/SBCOG](#) as the context requires.

Agency Staff means an employee of SBCTA.

Confidential Record means a Record containing information that is not subject to public disclosure due to attorney-client privilege, attorney work product, trade secrets, Health Insurance Portability and Accountability Act (HIPAA), or other legal privileges, doctrines or exclusions.

~~**Disposition of Records Form** means the form attached to this Policy as Appendix B, as modified from time to time with the Executive Director's approval.~~

Electronic Communications or (EC) means emails, text messages, and voice mails.

EC Management Procedure means a procedure established by the Executive Director providing for the means and methods by which Agency Electronic Communications are managed, retained, archived, and deleted.

Financial Value means the usefulness of Records for financial, accounting, budgetary, audit, and treasury functions of the Agency.

Historical Value means the usefulness of Records for historical research concerning the origin of the Agency or for information about persons, places, events, or things of importance to the Agency.

Legal Value means the usefulness of Records for documentation of Agency authorizations, and compliance with laws, contracts, litigation holds, etc.

Measure I or MI means the one-half of one percent (½%) retail transactions and use tax statutorily dedicated to transportation planning, design, construction, operation and maintenance only, in

San Bernardino County as authorized by the San Bernardino County voters' passage of Ordinance 89-01 in 1989 and reauthorized by the San Bernardino County voters' passage of Ordinance 04-01 in 2004.

Non-Records means material, documents or data not usually included within the definition of records, such as: copies of documents or data prepared by other entities; unofficial copies of documents kept only for convenience or reference; working papers or drafts; copies of legislation; appointment logs; prior versions of studies or reports never finalized; duplicates or copies of records retained by another Agency Department; and stocks of publications.

Operational Value means the usefulness of Records for administration or operation of the Agency, or an Agency program or project.

Permanent Records means ~~the period for retaining~~ Records that ~~is mandated by law, contract, or other written requirement, or is determined to be in the best interests of the Agency, to be~~ retained in perpetuity according to the Record Retention Schedule.

Record means a document containing data or information of any kind and in any form (physical or electronic) generated or received by ~~SBCTA~~the Agency, containing information necessary for the operation of ~~SBCTA's~~Agency business. A Record typically holds operational, legal, financial, or historical value.

Records Administrator means the Clerk of the Board or their designee.

Records Disposition Form means the electronic form utilized to document the disposition of records as modified from time to time with the Executive Director's approval.

Records Management Procedure means a procedure established by the Records Administrator with the approval of the Executive Director, providing the means and methods for Agency compliance with this Policy.

Records Retention Schedule means a list of records that: is produced or maintained by the Agency and the actions taken with regard to those records; serves as the Agency's legal authority to receive, create, retain, and dispose of official public records; documents which records have historic or research value and which records should be destroyed because they no longer have any operational, legal, financial, or historical value; and establishes the Agency's normal course of doing business with respect to Records.

Retention Period means the period of time specified in the Records Retention Schedule during which Records must be kept before final destruction, and which retention period is required by contract or law, or is determined to be in the best interests of the Agency.

IV. POLICY

All Records shall be managed, retained, controlled and destroyed according to this Policy, unless otherwise authorized by the ~~SBCTA~~Board. This Policy is intended to ensure that Records are kept only as long as they have some operational, legal, financial or historical value. This Policy applies to SBCTA and to ~~San Bernardino Associated Governments (SBCOG)~~SANBAG/SBCOG Records.

Due to the time and resources required to create systems and processes for full compliance with this Policy, this Policy will be phased in and become fully enforceable July 1, 2019.

A. Responsibilities

1. Records Administrator.
 - a. The Clerk of the ~~SBCTA~~ Board is designated as the Records Administrator for the Agencies, and is responsible for supervising and coordinating the retention and destruction of Records in accordance with this Policy, associated Records Retention Schedules, and applicable records retention procedures. The Records Administrator is also responsible for documenting actions taken to maintain, store, archive or destroy Records, and for retaining such documentation.

b. ~~The Records Administrator shall be the custodian of Records that are: (1) original contracts; (2) original real property title records; (3) Board and Board Committee agendas, agenda packets, and minutes; (4) Board resolutions and ordinances; and (5) Permanent Agency Records. The Records Administrator shall keep all such Records~~The Records Administrator shall keep all Records in their possession in a secure location and manner.

c. The Records Administrator should periodically review this Policy and the Records Retention Schedules to ensure the Policy and Records Retention Schedules accurately and completely reflect the Agencies' Records retention and destruction needs. Record Retention Schedules are considered current for five years unless amended sooner due to a significant change in Agency Record keeping practices. A change of mission, added functions, new programs, etc. may trigger an amendment to an existing schedule.

2. Department Directors.

Department Directors are responsible for ~~organizing and managing~~supervising the organization and management of Department Records until the time they are turned over to the Records Administrator for storage, archiving, or destruction. Department Directors shall ensure that Agency consultants, contractors and/or vendors under their direction, maintain Agency Records in accordance with this Policy.

3. Records Coordinator.

Designated Department representative that is responsible for understanding and coordinating records management for their Department; works with the Department Director to ensure compliance with this Policy and related records management and retention procedures.

4. Records Technician.

Staff that assist the Agency with the implementation of the records retention policy; responsible for sorting, organizing, receiving, storing, transferring, retrieving, and destroying paper and electronic records when necessary in compliance with established procedures.

5. Agency Staff.

Agency Staff shall manage Agency Records in their custody and control in accordance with this Policy.

B. Records Retention

Records should be retained for the longer of the period required by federal or state law, regulation or contracts, or the Records Retention Schedules. If a Record falls within more than one category in the Records Retention Schedules, the longer retention period shall apply.

C. Electronic Communications (EC)

1. EC Management Procedure.

Electronic Communications, that are determined to be Records, will be managed, retained, archived and deleted in accordance with the EC Management Procedure and this Policy.

2. EC Deemed Records.

Not all Electronic Communications and attachments are Records that need to be retained. If the substance of the Electronic Communication or its attachments fall within a category of Records in a Records Retention Schedule and this Policy, the Electronic Communication or its attachments will be deemed to be Records, and retained for the periods provided in the Records Retention Schedule and this Policy.

3. Electronic Communications on non-Agency electronic equipment.

Staff should not store or transmit Agency-related Electronic Communications on personal or other non-Agency computers, tablets, phones or electronic devices, except as necessary or appropriate for legitimate business purposes as authorized by staff's Department Director. Any such Electronic Communications will be subject to this Policy and the relevant Records Retention Schedule.

D. Trusted System

A trusted system certifies that an electronic version of a record is an authentic copy of the original document or information and is non-alterable. Staff may choose to eliminate paper records provided that the electronic version has been authenticated by SBCTA's Trusted System and verified by the Records Technician.

E. Duplicate Copies

Copies of Agency Records maintained by Agency Staff that are duplicates of original Agency Records do not need to be retained if Agency ~~staff~~Staff determines the copies are no longer useful or necessary ~~for SBCTA or SBCOG purposes.~~

~~E.~~F. Reference Materials

Copies of documents and data prepared by other agencies or entities that are maintained by Agency Staff for reference in conducting ~~SBCTA or SBCOG~~Agency business are not Records and shall be retained only so long as the Agency Staff deems them useful or necessary ~~for SBCTA or SBCOG purposes.~~

~~F.~~G. Video and Audio Recordings

The Executive Director or designee may destroy recordings of routine video monitoring in accordance with the Records Retention Schedules. Routine video monitoring means video recording by a video or electronic imaging system designed to record the regular and ongoing operations of the Agency, including building and facilities security recording systems.

~~G.~~H. Confidential Records

Not all Records listed in the Records Retention Schedules are disclosable under the California Public Records Act (PRA), discovery statutes, subpoenas, or other laws, but remain subject to legal determination as to their disclosability.

~~H.~~I. Destruction of Records

Upon the expiration of the Retention period for Records in the Records Retention Schedules, the ~~Executive~~Department Director ~~or designee~~ shall review the Records to determine if one of the ~~Disposition~~Destruction Exceptions listed below applies. ~~If no Disposition~~If Destruction Exceptions apply, the Director shall document the exception, indicate how much longer the record should be retained and request the Deputy Executive Director to review and approve the extension. If no Destruction Exception applies, the ~~Executive~~Department Director ~~or designee~~ shall comply with the Records Management Procedure to ensure that Records are disposed of in accordance with this Policy and in one of the following ways:

1. Recycle non-confidential paper Records;
2. Shred confidential Records;
3. Permanently erase or destroy electronically stored Records

~~I.~~J. Destruction Exceptions

1. If at the end of a retention period, and upon recommendation from the Department Director, the Deputy Executive Director or designee ~~determines~~makes the final determination that the Records have operational, legal, financial or historical value beyond the retention period, and therefore the Records shall be retained for an additional period designated in accordance with a Records Management Procedure.
2. Records that are subject of Suspension of Records Destruction shall be retained until such time as the Suspension of Records ~~Dispension~~Destruction no longer applies.

~~J.~~K. Suspension of Records Destruction

In the event of a subpoena, a public records act request, commencement of an audit or investigation, notice of pending legal action, litigation hold or any other justifiable contingency, further disposal of relevant

Records shall be suspended until the [Executive Department](#) Director or designee and General Counsel determine otherwise.

KL. Policy Changes

This Policy, the Records Retention Schedules and any changes to this Policy and Records Retention Schedules shall be adopted by ~~SBCTA~~ Board Resolution, ~~provided. However,~~ the ~~SBCTA or SBCOG Boards~~ Board may approve by minute action individual exceptions or categories of exceptions to ~~this Policy or the~~ Records Retention ~~Schedules- Schedule.~~

IV. REVISION HISTORY

Revision No.	Revisions	Adopted
0	New Policy. Adopted by the Board of Directors	07/11/18
1	Revised Retention Schedules, Appendix A approved by Board of Directors	01/08/20
<u>2</u>	<u>Revisions to Policy, Appendix A - Retention Schedules, retract Appendix B – Disposition of Records Form, and added Form 36.</u>	<u>12/7/22</u>

San Bernardino County Transportation Authority	Policy	10105
Adopted by the Board of Directors	July 11, 2018	Revised
		12/07/22
Records Management and Retention		Revision No.
		2

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Purpose References Definitions Policy Revision History

I. PURPOSE

The purpose of this policy is to establish standards for management, retention, control and destruction of all Records in the custody and control of San Bernardino County Transportation Authority (SBCTA) or San Bernardino Associated Governments (SANBAG), operating as San Bernardino Council of Governments /SBCOG).

II. REFERENCES

[Policy 10105 Appendix A, Record Retention Schedules](#)
[Policy 10027, California Public Records Act – Request and Fees Policy](#)
 Form 36 – Records Disposition Form
 California Government Code Sec. 6200, 6250 et seq., 12236, 34090; Public Utilities Code Sec. 130203

III. DEFINITIONS

Agency(ies) means SBCTA and/or SANBAG/SBCOG as the context requires.

Agency Staff means an employee of SBCTA.

Confidential Record means a Record containing information that is not subject to public disclosure due to attorney-client privilege, attorney work product, trade secrets, Health Insurance Portability and Accountability Act (HIPAA), or other legal privileges, doctrines or exclusions.

Electronic Communications or (EC) means emails, text messages, and voice mails.

EC Management Procedure means a procedure established by the Executive Director providing for the means and methods by which Agency Electronic Communications are managed, retained, archived, and deleted.

Financial Value means the usefulness of Records for financial, accounting, budgetary, audit, and treasury functions of the Agency.

Historical Value means the usefulness of Records for historical research concerning the origin of the Agency or for information about persons, places, events, or things of importance to the Agency.

Legal Value means the usefulness of Records for documentation of Agency authorizations, and compliance with laws, contracts, litigation holds, etc.

Measure I or MI means the one-half of one percent (½%) retail transactions and use tax statutorily dedicated to transportation planning, design, construction, operation and maintenance only, in San Bernardino County as authorized by the San Bernardino County voters' passage of Ordinance 89-01 in 1989 and reauthorized by the San Bernardino County voters' passage of Ordinance 04-01 in 2004.

Non-Records means material, documents or data not usually included within the definition of records, such as: copies of documents or data prepared by other entities; unofficial copies of documents kept only for

convenience or reference; working papers or drafts; copies of legislation; appointment logs; prior versions of studies or reports never finalized; duplicates or copies of records retained by another Agency Department; and stocks of publications.

Operational Value means the usefulness of Records for administration or operation of the Agency, or an Agency program or project.

Permanent Records means Records that are retained in perpetuity according to the Record Retention Schedule.

Record means a document containing data or information of any kind and in any form (physical or electronic) generated or received by the Agency, containing information necessary for the operation of Agency business. A Record typically holds operational, legal, financial, or historical value.

Records Administrator means the Clerk of the Board or their designee.

Records Disposition Form means the electronic form utilized to document the disposition of records as modified from time to time with the Executive Director's approval.

Records Management Procedure means a procedure established by the Records Administrator with the approval of the Executive Director, providing the means and methods for Agency compliance with this Policy.

Records Retention Schedule means a list of records that: is produced or maintained by the Agency and the actions taken with regard to those records; serves as the Agency's legal authority to receive, create, retain, and dispose of official public records; documents which records have historic or research value and which records should be destroyed because they no longer have any operational, legal, financial, or historical value; and establishes the Agency's normal course of doing business with respect to Records.

Retention Period means the period of time specified in the Records Retention Schedule during which Records must be kept before final destruction, and which retention period is required by contract or law, or is determined to be in the best interests of the Agency.

IV. POLICY

All Records shall be managed, retained, controlled and destroyed according to this Policy, unless otherwise authorized by the Board. This Policy is intended to ensure that Records are kept only as long as they have some operational, legal, financial or historical value. This Policy applies to SBCTA and to SANBAG/SBCOG Records.

Due to the time and resources required to create systems and processes for full compliance with this Policy, this Policy will be phased in and become fully enforceable July 1, 2019.

A. Responsibilities

1. Records Administrator.
 - a. The Clerk of the Board is designated as the Records Administrator for the Agencies, and is responsible for supervising and coordinating the retention and destruction of Records in accordance with this Policy, associated Records Retention Schedules, and applicable records retention procedures. The Records Administrator is also responsible for documenting actions taken to maintain, store, archive or destroy Records, and for retaining such documentation.
 - b. The Records Administrator shall keep all Records in their possession in a secure location and manner.

- c. The Records Administrator should periodically review this Policy and the Records Retention Schedules to ensure the Policy and Records Retention Schedules accurately and completely reflect the Agencies' Records retention and destruction needs. Record Retention Schedules are considered current for five years unless amended sooner due to a significant change in Agency Record keeping practices. A change of mission, added functions, new programs, etc. may trigger an amendment to an existing schedule.
2. Department Directors.
Department Directors are responsible for supervising the organization and management of Department Records until the time they are turned over to the Records Administrator for storage, archiving, or destruction. Department Directors shall ensure that Agency consultants, contractors and/or vendors under their direction maintain Agency Records in accordance with this Policy.
 3. Records Coordinator.
Designated Department representative that is responsible for understanding and coordinating records management for their Department; works with the Department Director to ensure compliance with this Policy and related records management and retention procedures.
 4. Records Technician.
Staff that assist the Agency with the implementation of the records retention policy; responsible for sorting, organizing, receiving, storing, transferring, retrieving, and destroying paper and electronic records when necessary in compliance with established procedures.
 5. Agency Staff.
Agency Staff shall manage Agency Records in their custody and control in accordance with this Policy.

B. Records Retention

Records should be retained for the longer of the period required by federal or state law, regulation or contracts, or the Records Retention Schedules. If a Record falls within more than one category in the Records Retention Schedules, the longer retention period shall apply.

C. Electronic Communications (EC)

1. EC Management Procedure.
Electronic Communications, that are determined to be Records, will be managed, retained, archived and deleted in accordance with the EC Management Procedure and this Policy.
2. EC Deemed Records.
Not all Electronic Communications and attachments are Records that need to be retained. If the substance of the Electronic Communication or its attachments fall within a category of Records in a Records Retention Schedule and this Policy, the Electronic Communication or its attachments will be deemed to be Records, and retained for the periods provided in the Records Retention Schedule and this Policy.
3. Electronic Communications on non-Agency electronic equipment.
Staff should not store or transmit Agency-related Electronic Communications on personal or other non-Agency computers, tablets, phones or electronic devices, except as necessary or appropriate for legitimate business purposes as authorized by staff's Department Director. Any such Electronic Communications will be subject to this Policy and the relevant Records Retention Schedule.

D. Trusted System

A trusted system certifies that an electronic version of a record is an authentic copy of the original document or information and is non-alterable. Staff may choose to eliminate paper records provided that the electronic version has been authenticated by SBCTA's Trusted System and verified by the Records Technician.

E. Duplicate Copies

Copies of Agency Records maintained by Agency Staff that are duplicates of original Agency Records do not need to be retained if Agency Staff determines the copies are no longer useful or necessary.

F. Reference Materials

Copies of documents and data prepared by other agencies or entities that are maintained by Agency Staff for reference in conducting Agency business are not Records and shall be retained only so long as the Agency Staff deems them useful or necessary.

G. Video and Audio Recordings

The Executive Director or designee may destroy recordings of routine video monitoring in accordance with the Records Retention Schedules. Routine video monitoring means video recording by a video or electronic imaging system designed to record the regular and ongoing operations of the Agency, including building and facilities security recording systems.

H. Confidential Records

Not all Records listed in the Records Retention Schedules are disclosable under the California Public Records Act (PRA), discovery statutes, subpoenas, or other laws, but remain subject to legal determination as to their disclosability.

I. Destruction of Records

Upon the expiration of the Retention period for Records in the Records Retention Schedules, the Department Director shall review the Records to determine if one of the Destruction Exceptions listed below applies. If Destruction Exceptions apply, the Director shall document the exception, indicate how much longer the record should be retained and request the Deputy Executive Director to review and approve the extension. If no Destruction Exception applies, the Department Director shall comply with the Records Management Procedure to ensure that Records are disposed of in accordance with this Policy and in one of the following ways:

1. Recycle non-confidential paper Records;
2. Shred confidential Records;
3. Permanently erase or destroy electronically stored Records

J. Destruction Exceptions

1. If at the end of a retention period and upon recommendation from the Department Director, the Deputy Executive Director or designee makes the final determination that the Records have operational, legal, financial or historical value beyond the retention period, and therefore the Records shall be retained for an additional period designated in accordance with a Records Management Procedure.
2. Records that are subject of Suspension of Records Destruction shall be retained until such time as the Suspension of Records Destruction no longer applies.

K. Suspension of Records Destruction

In the event of a subpoena, a public records act request, commencement of an audit or investigation, notice of pending legal action, litigation hold or any other justifiable contingency, further disposal of relevant Records shall be suspended until the Department Director or designee and General Counsel determine otherwise.

L. Policy Changes

This Policy, the Records Retention Schedules and any changes to this Policy and Records Retention Schedules shall be adopted by Board Resolution. However, the Board may approve by minute action individual exceptions or categories of exceptions to the Records Retention Schedule.

IV. REVISION HISTORY

Revision No.	Revisions	Adopted
0	New Policy. Adopted by the Board of Directors	07/11/18
1	Revised Retention Schedules, Appendix A approved by Board of Directors	01/08/20
2	Revisions to Policy, Appendix A - Retention Schedules, retract Appendix B – Disposition of Records Form, and added Form 36.	12/7/22

RECORDS RETENTION SCHEDULE

RETENTION CODES		RECORD MEDIUM	VALUE
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CY = Current Year	FDA = Final Disposition of Asset	CD = Compact Disc	F = Financial
FP = Final Payment	LOB = Life of Bond/Debt	E = Electronic	H = Historical
MI = Measure I	NR = Not Required	P = Paper	L = Legal
T = Termination	UC = Upon Completion		OP = Operational
S = Superseded	CA = Contract Acceptance		

DATE: 01/08/2020
12/07/2022

REVISION NO. 4-2

RECORD CATEGORY NAME & DESCRIPTION	RETENTION PERIOD		RECORD MEDIUM	VALUE	ORIGINAL or COPY	OFFICE OF RECORDS
	Minimum	Maximum				
AGENCYWIDE						
AGENCY DOCUMENTS AND FILINGS						
AGENCY CONTACT DATABASE INFORMATION Database Documents containing agency contact information (i.e. name, phone number, address, e-mail, etc.).	Destroy when no longer needed for agency function		E	OP	O	Clerk of the Board
AGENCY FORMATION Records related to establishment of, rules governing, and operation of the agencies (e.g. SB1305, SANBAG Bylaws, SBCTA Administrative Code, etc.).	UC + 10 yrs	UC + 10 yrs	E, P	H, L	O, C	General Counsel
AGENCY HISTORICAL CONTENT Archive of agency milestone achievements. Contents will include but not be limited to: articles related to SBCTA/SBCOG, photos, logos, recognitions, etc.	Permanent	Permanent	P	H	O	Clerk of the Board
AGENCY INSURANCE RECORDS Records related to insurance coverage affecting agency liability. Includes policies, amendments, certificates, riders, and proof of payment.	Permanent	Permanent	E, P	L	O, C	Risk-Management Clerk of the Board
LEGAL ADVERTISEMENTS Includes public notices, and legal publications (not project related).	CY + 4 yrs	CY + 4 yrs	E, P	L	O	Responsible Department
LOBBYIST REPORTS (QUARTERLY) Reports to the State regarding paid lobbyist.	7 yrs	7 yrs	E, P	L	O, C	Legislative & Public Affairs
PUBLIC OFFICIAL APPOINTMENTS FORM (FORM 806) Form used to report additional compensation paid to Board members.	CY + 2 yrs	CY + 2 yrs	E, P	L	O, C	Clerk of the Board
PUBLIC RECORD REQUESTS Records relating to Public Records Requests received by SBCTA or SANBAG.	UC + 4 yrs	UC + 4 yrs	E, P	L	O	Clerk of the Board
MEASURE+ SALES TAX MEASURES CAMPAIGN INFORMATION Records related to the passage of any sales tax measure (e.g. polling, campaign material, expenditure plan development, etc.)	Destroy when no longer needed for agency function		E, P	H	O, C	Clerk of the Board
SANBAG JPA AND BYLAWS JPA and Bylaws adopted by Board. Records related to the establishment of, rules governing, and operation of SANBAG.	Permanent	Permanent	E, P	H	O	Clerk of the Board
STATEMENT OF ECONOMIC INTERESTS Economic Interest Form 700 detailing economic holdings of employees and Board members.	7 yrs	7 yrs	P	L	O	Clerk of the Board

Attachment: Records_Retention_Entire_Schedule - Reflects Changes [Revision 2] (7992 : Revise Policy No. 10105 - Records Management and

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	Minimum	Maximum				
AGENCY DOCUMENTS AND FILINGS CONTINUED						
STATEMENT OF FACTS FILINGS Roster of public agency filing with Secretary of State.	Permanent	Permanent	P	H	O	Clerk of the Board
AGENCY PROGRAMS AND PLANS						
ADA (AMERICANS WITH DISABILITIES ACT) DOCUMENTATION Records related to compliance with the requirements of ADA.	CY + 3 yrs	CY + 3 yrs	E, P	OP	O, C	Management Services
AIR QUALITY AND ENVIRONMENTAL PROGRAMS Records related to activities to improve air quality such as AB 2766, MSRC, alternative fuel, traveler services, etc.	CL + 5 yrs	CL + 5 yrs	E, P	OP	O, C	Air Quality
CALL BOX Records related to call box program (e.g. voice/data logs, maintenance logs, work orders, knockdown/recovery worksheets, call center statistics, encroachment permits, etc.).	CY + 5 yrs	CY + 5 yrs	E, P	L, OP	O, C	Air Quality
COUNCIL OF GOVERNMENT PROGRAMS Studies, plans, reports, etc.	UC + 5 yrs	UC + 5 yrs	E, P	OP	O, C	COG
COUNTYWIDE PLANNING REPORTS Countywide, subarea, corridor, and special reports and studies (e.g. greenhouse gas, VMT, habitat, grade separations, subarea transportation, Air Quality Management Plan, etc.).	UC + 10 yrs	Destroy when no longer needed for agency function	E, P	H, OP	O, C	Planning
COUNTYWIDE TRANSPORTATION AND LONG RANGE TRANSIT PLANS Plans for all modes. Includes data, documentation and communications, and transit studies.	UC + 10 yrs	Destroy when no longer needed for agency function	E, P	H, OP	O, C	Planning
COUNTYWIDE VISION PLAN AND CITY/COUNTY EVENTS Records related to countywide vision plan developed and adopted by SBCTA Board and County Board of Supervisors.	UC + 2 yrs	UC + 2 yrs	E, P	OP	O	COG - Legislative and Public Affairs
DEVELOPMENT MITIGATION NEXUS STUDY Includes plan data, documentation and communications (Congestion management program).	UC + 5 yrs	Destroy when no longer needed for agency function	E, P	OP	O, C	Planning

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AGENCY PROGRAMS AND PLANS CONTINUED

EMERGENCY PREPAREDNESS Records related to business continuity (plans, analysis, training, exercises, risk assessments, etc.), fire, life, emergency operations plan.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Risk Management
FEDERAL AND STATE AND REGIONAL TRANSPORTATION IMPROVEMENT PLAN PROGRAM (FTIP/STIP) FTIP/STIP submittals to SCAG/CTC, back-up, jurisdiction mark-up, etc.	CY + 10 yrs	CY + 10 yrs	E, P	OP	O, C	Fund Admin
FREEWAY SERVICE PATROL Records related to Freeway Service Patrol program (e.g. motorist response logs, motorist liability releases, motorist comments, quarterly stats, driver files, etc.).	CY + 5 yrs	CY + 5 yrs	E, P	L, OP	O, C	Air Quality
GEOGRAPHIC INFORMATION SYSTEM FILES GIS data and Growth Forecasts created and maintained by SBCTA.	CY + 10 yrs	Destroy when no longer needed for agency function	E	OP	O	Planning
INFORMATION TECHNOLOGY REPORTS AND MEDIA Documents related to systems, software, and network reports and media files.	CL + 5 yrs	CL + 5 yrs	E, P	OP	O, C	Management Services
INLAND EMPIRE (IE) 511 Records related to IE511 program (e.g. system comments, quarterly stats, etc.).	CY + 5 yrs	CY + 5 yrs	E, P	L, OP	O, C	Transit Air Quality
LEGISLATIVE POSITIONS Records relating to SBCTA's legislative actions or positions.	CY + 4 yrs	CY + 4 yrs	E, P	OP	O, C	Legislative & Public Affairs
MATERIAL SAFETY DATA SHEETS MSDS sheet required by OSHA that details dangers & proper handling of dangerous substances.	CY + 30 yrs	CY + 30 yrs	E, P	L	O, C	Management Services- Risk Management
METROLINK AND TRANSIT OPERATORS Ridership, and revenue data, Short Range Plan, and 5311 grant applications for rural operators.	Destroy when no longer needed for Agency function CY + 5 yrs	Destroy when no longer needed for Agency function	E, P	F, H, OP	C	Transit
MI ADMINISTRATION Includes allocations, arterial loans, population by fiscal year, strategic plan, maintenance of effort, working documents, submittals, correspondence, 10-year delivery plan etc.	MI + 5 yrs or UC + 5 yrs whichever is longer	MI + 5 yrs or UC + 5 yrs whichever is longer	E, P	OP	O, C	Fund Admin/ Planning

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AGENCY PROGRAMS AND PLANS CONTINUED

MI ADMINISTRATION ALLOCATIONS, SUPPORT DOCUMENTS FOR ADVANCE AGREEMENTS CIP correspondence, CIP working files, Project Advance agreement support files, and allocations support files.	CL + 4 yrs	CL + 4 yrs	E, P	OP	O, C	Fund Admin
PARK AND RIDE LOTS Copies of leases, communications, etc. regarding park and ride lots.	UC + 2 5 yrs	UC + 2 5 yrs	E, P	OP	O, C	Transit
HERO/PAGE PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAMS Records related to the Hero PACE Program formation and administration (e.g. executed improvement bonds, S.B. County Auditor/Controller Property Tax Division Agency Apportionment Reports, and Special Assessment Extracts).	LOB + 4 yrs	LOB + 4 yrs	E, P	F, L	O, C	COG- Finance
RECORDS DESTRUCTION DISPOSITION Disposition/Destruction certification.	Permanent	Permanent	E, P	L	O, C	Clerk of the Board
RECORDS RETENTION PROGRAM Schedule, reports, and other documents related to the implementation of the program.	CY + 4 yrs	CY + 4 yrs	E, P	OP	O, C	Clerk of the Board
REGIONAL TRANSPORTATION PLAN (RTP) RTP submittals to SCAG, back-up, jurisdiction mark-up, Regional Housing Needs Assessment, etc.	CY + 10 yrs	CY + 10 yrs	E, P	OP	O, C	Planning
RIDESHARE Records related to ride share program (e.g. vehicle ridership surveys, trip reduction plans (SCAQMD), commute data, incentive applications, CMAQ fund requests or reimbursements, etc.).	CY + 7 yrs	CY + 7 yrs	E, P	OP	O, C	Transit
SAFETY RELATED AND INJURY PREVENTION Documents related to safety committee, safety inspection, audits, compliance letters, incident reports.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Risk Management
SAN BERNARDINO REGIONAL ENERGY PARTNERSHIP Status reports, brochures/flyers, correspondence w/cities and utilities, invoices.	CY + 2 3 yrs	CY + 2 3 yrs	E, P	OP	O, C	COG- Air Quality
TITLE VI PROGRAM RECORDS Records documenting analysis reports, notice of Title VI, memos, postings, complaints, etc.	CY + 4 5 yrs	CY + 4 5 yrs	E, P	L, OP	O, C	Management Services
TRIP REDUCTION PLANS (SCAQMD) Records documenting SBCTA's effort to reduce number of employee-vehicle trips.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Transit
TOLL OPERATIONS Documents that support the operations of the toll system.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Project Delive

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AGENCY PROGRAMS AND PLANS CONTINUED						
TOLL SERVICES DATA *Document description and retention dates to be determined after Toll System is in operation.	TBD	TBD	E	OP	O, C	Project Delive
TRANSIT - TDA Includes LTF, STA, SGR, Article 3, workbooks, triennial performance reviews, purchase order PO logs, unmet needs, etc.	CY + 4 yrs	CY UC + 4 yrs	E, P	OP	O, C	Responsible Department
TRANSPORTATION MODELING Includes modeling data, analysis, requests, billing, and other documents related to San Bernardino Transportation Analysis Model.	CY + 10 yrs	Destroy when no longer needed for agency function	E, P	OP	O, C	Planning
VANPOOL Records related to vanpool program (e.g. applications, commute data, leasing vendor documents, NTD reports, etc.).	CY + 7 yrs	CY + 7 yrs	E, P	OP	O, C	Transit
AGREEMENTS						
AGREEMENTS - COPIES Department copies of agreements/contracts and/or memoranda of understanding between SBCTA/SANBAG and third parties.	NR	CL+ 2 yrs	E, P	OP	C	Responsible Department
AGREEMENTS - NON PROJECT RELATED Agreements/contracts and/or memoranda of understanding between SBCTA/SANBAG and third parties, including amendments, contingency releases, and contract task orders.	Permanent CL + 4 yrs	Permanent CL + 4 yrs unless required longer by the external party	E, P P = 5 years E = Permanent	F, L	O	Clerk of the Board-Procurement
AGREEMENTS WITH COPYRIGHTS Agreements containing copyrights and infringement rights.	Permanent	Permanent	E, P	OP	O	Clerk of the Board
FUNDING AGREEMENTS TO LOCAL JURISDICTIONS FOR CAPITAL PROJECTS All project related contracts, CoOp/MOUs, and amendments partially or fully funding a local jurisdiction's capital project.	CL + 11 yrs	CL + 11 yrs unless funding source requires longer retention	E, P	OP	O	Clerk of the Board-Procurement

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AGREEMENTS CONTINUED

PROJECT AGREEMENTS FOR CAPITAL PROJECTS OWNED, LEASED, OPERATED, OR MAINTAINED BY SBCTA Environmental, design, right of way, construction management, construction, plant establishment, cooperative or Memorandum of Understanding, and vehicle or technology related agreements.	FDA + 5 yrs	FDA + 5 yrs unless funding source requires a longer retention	E, P	OP	O	Clerk of the Board- Procurement
PROJECT AGREEMENTS FOR CAPITAL PROJECTS OWNED, OPERATED AND MAINTAINED BY THIRD PARTIES AND PROJECT AGREEMENTS FOR SBCTA OWNED FACILITIES THAT ARE NOT LISTED IN THE SERIES ABOVE (XXX-XXX). All agreements including, but not limited to, purchase and sales agreements and cooperative agreements.	CA + 11 yrs	CA + 11 yrs unless funding source requires a longer retention	E, P	OP	O	Procurement
SBCTA REAL PROPERTY LEASES AND LICENSES All agreements related to leasing or licensing SBCTA real property.	CL + 11 yrs	FDA + 5 yrs (for agreements requiring pollution liability policy)	E, P	OP	O	Procurement
CLOSING DOCUMENTS FOR SBCTA OWNED PROPERTY SBCTA closing documents related to real property deeds and permanent easements. MOVED UNDER PROPERTY MANAGEMENT	Permanent	Permanent	P	H	O	Clerk of the Board
DEEDS SBCTA real property deeds and permanent easements MOVED UNDER PROPERTY MANAGEMENT	Permanent	Permanent	P	H	O	Clerk of the Board

BOARD, POLICY AND TECHNICAL ADVISORY COMMITTEE MEETINGS

AD HOC COMMITTEE MEETINGS Agendas and support material related to Ad Hoc Committee meetings.	UC + 2 yrs	UC + 2 yrs	E, P	OP	O	Responsible Department
ADVISORY COMMITTEE MEETINGS Agendas and minutes of Agency Brown Act advisory committee meetings (i.e. CMTAC, ITOC, PASTACC, etc.).	Permanent	Permanent	E, P	H	O	Clerk of the Board
BOARD AND POLICY COMMITTEE MEETING AUDIO/VIDEO Audio and video recordings of Board, Policy Committee and sub-committee meetings.	CY + 3 yrs	CY + 3 yrs	AV	H	O	Clerk of the Board

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BOARD, POLICY AND TECHNICAL ADVISORY COMMITTEE MEETINGS CONTINUED						
BOARD AND POLICY COMMITTEE MEETINGS - COPIES Copies of records related to Brown Act Board, Policy Committee and sub-committee meetings, including agendas, agenda packets, minutes, and meeting documents, etc.	NR	CY + 2 yrs	E, P	OP	C	Responsible Department
BOARD AND POLICY COMMITTEE MEETINGS Records related to Brown Act Board, Policy Committee and sub-committee meetings. Includes agendas, agenda packets, posting affidavits, minutes, and meeting documents.	Permanent	Permanent	E, P	H	O	Clerk of the Board
BOARD BOX ITEMS Informational items distributed by staff to Board members (e.g. Executive Director Update).	CY + 4 yrs	CY + 4 yrs	E, P	OP	O, C	Legislative & Public Affairs
BOARD RESOLUTIONS, ORDINANCES AND MINUTE ACTIONS Formal legal actions by the Board of Directors.	Permanent	Permanent	E, P	H	O	Clerk of the Board
POLICIES AND PROCEDURES Board approved policies and Executive Director approved procedures.	Permanent S + 1 yr	Permanent S + 1 yr	E, P	L, OP	O	Administrative Management Services
TECHNICAL ADVISORY COMMITTEE MEETINGS Agendas and support material related to technical advisory committee meetings established by Staff (non-Brown Act meetings) (e.g. PDTF, TTAC, STAC, etc.).	CY + 5	CY + 5	E, P	OP	O, C	Responsible Department
BUDGET DOCUMENTS						
BUDGET - ADOPTED Board approved annual budget book and 4th quarter budget to actual report. and Board approved amendments.	Permanent	Permanent	E, P	L, F	O	Finance Clerk of the Board
BUDGET WORKING PAPERS Records related to budget preparation, Gann limit, budget transactions, and administration/monitoring of department task budget.	CY + 2 yrs	CY + 7 yrs	E, P	OP	O, C	Responsible Department

Attachment: Records_Retention_Entire_Schedule - Reflects Changes [Revision 2] (7992 : Revise Policy No. 10105 - Records Management and

RECORDS RETENTION SCHEDULE

<u>RETENTION CODES</u>		<u>RECORD MEDIUM</u>		<u>VALUE</u>	
AU = Audit	CL = Closed/Completed	AV = Audio/Video Tape	C = Confidential		
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T = Termination	UC = Upon Completion		OP = Operational		
S = Superseded	CA = Contract Acceptance				

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RECORD CATEGORY NAME & DESCRIPTION	RETENTION PERIOD		RECORD MEDIUM	VALUE	ORIGINAL or COPY	OFFICE OF RECORDS
	Minimum	Maximum				
CLAIMS/LITIGATION						
CLAIMS Records relating to claims filed against SBCTA and/or SANBAG (i.e. investigation, rejection letters, etc.) and subrogation claims.	CL + 2 yrs	CL + 2 yrs	E, P	L	O, C	Risk Management
CONFIDENTIAL LEGAL OPINIONS, ADVICE AND ATTORNEY WORK PRODUCT	Permanent	Permanent	E, P	C, L	O	General Counsel
INVESTIGATIONS (EXCLUDING PERSONNEL RELATED) Memos and research.	UC + 2 yrs	UC + 2 yrs	E, P	C, L	O, C	General Counsel
LITIGATION Lawsuits by or against SBCTA or SANBAG. Includes correspondence, pleadings, discovery, research, etc.	CL + 2 yrs	CL + 2 yrs	E, P	L	O, C	General Counsel
RISK MANAGEMENT REPORTS Summaries of claims and/or litigation, and loss run report, etc.	CY + 4 yrs	CY + 410 yrs	E, P	L, OP	O, C	Risk Management
SUBPOENAS Records related to subpoenas involving SBCTA or SANBAG business. Includes correspondence, responsive records, declaration of custodian of records, etc.	CY + 2 yrs	CY + 2 yrs	E, P	L	O, C	General Counsel
THIRD-PARTY INCIDENT/ACCIDENTS REPORTS Documents related to incidents or potential incidents (not employee related).	CL + 3 yrs	CL + 3 yrs	E, P	OP	O, C	Management Services Risk Management
GENERAL CORRESPONDENCE (not tied to another category)						
ELECTRONIC COMMUNICATIONS Includes e-mails, text, and voicemail messages.	Electronic Comm. Mgmt. Procedure	Electronic Comm. Mgmt. Procedure	E	OP	O, C	Responsible Department
GENERAL CORRESPONDENCE Department general correspondence and other general administrative documents. May be organized by date, subject, or correspondent.	CY + 2 yrs	CY + 2 yrs	E, P	OP	O, C	Responsible Department

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	Minimum	Maximum				
GENERAL DEPARTMENT FILES						
COMMITTEE MEETINGS Agendas, notes and records of various non-SBCTA committee meetings (e.g. CalCOG, League of Calif. Cities, IEEP, Alliance for Education, etc.).	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department
DEPARTMENT EXPENDITURES Copies of purchase orders, request for payments, credit card statements, reimbursement requests, and back-up documents, etc.	NR	CY + 2 yrs	E, P	OP	C	Responsible Department
DEPARTMENT PROCEDURES Records documenting approved procedures for performing activities pertaining to individual departments.	While in Effect		E, P	OP	O, C	Responsible Department
GENERAL ADMINISTRATIVE FORMS Forms used to request services and track completion.	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department
GENERAL DEPARTMENT LOGS Records used in tracking activities and events.	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department
GENERAL DEPARTMENT SCHEDULES Records documenting the planned and actual achievement of departmental goals.	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department
INFORMAL MEETINGS Agendas, notes and records of informal or unofficial committee meetings.	NR	UC + 2 yrs	E, P	OP	O, C	Responsible Department
WORKING FILES Department working files, supervisor file.	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department

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	Minimum	Maximum				
GRANTS						
GRANTS (AWARDED) Includes guidelines, applications, comments, and support letters and other communications.	Retention Period is determined based on project close out consistent with the PROJECT FILES category or CL + 4 yrs for non-project related grants unless grant requires a longer retention period	For final grant applications and backup data, destroy when no longer needed for agency function	E, P	OP	O, C	Responsible Department
GRANTS (NOT AWARDED) Includes guidelines, applications, comments, and support letters and other communications.	CY + 5 yrs	CY + 5 yrs For final grant applications and backup data, destroy when no longer needed for agency function	E, P	OP	O, C	Responsible Department

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	Minimum	Maximum				
PROCUREMENT						
CANCELLED PROCUREMENTS Records related to procurements not resulting in a contract award.	CY + 4 yrs	CY + 4 yrs	E, P	L	O, C	Procurement
DEPARTMENT PROCUREMENT FILE Department copies of documents used for departmental procurement, tracking, and administration of services and goods (i.e. requisitions, purchase orders, and invoices).	NR	CL + 2 yrs	E, P	OP	C	Responsible Department
UNSUCCESSFUL PROPOSALS/BIDS Proposals/bids not resulting in a contract award.	CY + 4 yrs	CY + 4 yrs	E, P	L	O, C	Procurement
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM Annual certifications, and other documents not related to projects.	CY + 5 yrs	CY + 5 yrs	E, P	L	O, C	Procurement
VENDOR NON-AGENCY INSURANCE RECORDS Copies of insurance documents submitted by customers, vendors, consultants and contractors (i.e. certificates, policies, additional insured endorsements, cured letters, waivers, etc.).	Permanent	Permanent	E, P	L	O, C	Risk- Management Clerk of the Board
ON-CALL PROCUREMENTS Records relating to the procurement of on-call services or benches. Includes solicitation materials, proposals, evaluation information, protests, contract negotiation and intent to award, etc.	Non-Project Related - Contract CL + 4 yrs	Project Related - Contract CL + 20 yrs	E, P	F, L	O, C	Procurement
PROCUREMENTS Records relating to the procurement of goods, services or construction. Includes solicitation materials (i.e. RFP/RFQ/IFB), successful proposals/bids, evaluation information, bid protests, contract negotiation and letter of intent to award, etc.	Retention Period is determined based on project close out consistent with the PROJECT FILES category - or - contract CL + 4 yrs for non-project related procurements		E, P	F, L	O, C	Procurement

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	Minimum	Maximum				
PROJECT FILES - (note that litigation affects the retention period)						
<p>RETENTION PERIOD IS DRIVEN BY FUND SOURCES IN PROJECT. Longest retention period governs retention period for project files.</p> <p>IF THE PROJECT USES:</p>						<p>Records related to: Grant application, reports, etc. Responsible Department</p> <p>Procurement Invoices, AP/AR, Audits, etc. Procurement Department</p> <p>Project Implementation Financial Department</p> <p>Responsible Department</p>
Debt Financing (e.g. TIFIA, HERO, etc.)	CL + 5 yrs	CL + 5 yrs	E, P	OP	O, C	Responsible Department
<p>INFORMATION TECHNOLOGY PROJECTS Documents related to the implementation of information technology systems (e.g. Vanpool, FSP, GIS, Project Management, Scheduling and Controls, Financial system, etc.).</p>	S + 1 yr	S + 1 yr (unless required longer by funding source)	E, P	OP	O, C	Responsible Department
Other State and Federal	FP + 3 yrs (final payment of funds to SBCTA from State and Federal)	FP + 3 yrs (final payment of funds to SBCTA from State and Federal)	E, P	OP	O, C	Responsible Department
<p>PROJECT FILES FOR CAPITAL PROJECTS OWNED, LEASED, OPERATED, OR MAINTAINED BY SBCTA Documents related to the development and construction of capital projects.</p>	FDA + 5 yrs	FDA + 5 yrs (unless required longer by the funding source)	E, P	OP	O, C	Responsible Department
<p>PROJECT FILES FOR CAPITAL PROJECTS OWNED, MAINTAINED, OPERATED BY THIRD PARTIES. Documents related to the development and construction of capital projects.</p>	CA + 11 yrs	CA + 11 yrs (unless required longer by the funding source)	E, P	OP	O, C	Responsible Department

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	Minimum	Maximum				

PROJECT FILES CONTINUED

Proposition 1B Security Funds	Notice of Grant Completion + 35 yrs	Notice of Grant Completion + 35 yrs	E, P	OP	O, C	Responsible Department
Proposition 1B SLPP, PTMISEA	FP + 3 yrs (final payment of funds to SBCTA from State)	FP + 3 yrs (final payment of funds to SBCTA from State)	E, P	OP	O, C	Responsible Department
Proposition 1B TLSP, TGIF, CMIA and Transportation Development Act (TDA)	Final Closeout + 4 yrs	Final Closeout + 4 yrs	E, P	OP	O, C	Responsible Department
All other funding sources SERIES DELETED	MI + 5 yrs or UC + 5 yrs whichever is longer - CL + 4 years	MI + 5 yrs or UC + 5 yrs whichever is longer - CL + 4 years	E, P	OP	O, C	Responsible Department

PROPERTY MANAGEMENT

AS-BUILT & CONFORMED DRAWINGS - OWNED, LEASED, OPERATED, AND/OR MAINTAINED. Drawings indicating actual construction and to reflect completed project(s) on SBCTA owned property All documents that define or document the final configuration of any project such as safety and security certification, final systems acceptance testing records, shop drawings, environmental reports, etc.	Permanent FDA + 5 yrs	Permanent	E, P	H, L, OP	O, C	Responsible Department / Clerk of the Board
CLOSING DOCUMENTS FOR REAL PROPERTY SBCTA closing documents related to real property deeds and permanent easements (including pre-acquisition environmental reports and maps).	Permanent S + 1 yr	Permanent FDA + 5 yrs	E, P	H	O	Clerk of the Board Responsible Department
DEEDS SBCTA real property deeds and permanent easements including corresponding legal description and plats maps.	Permanent	Permanent	P	H	O	Clerk of the Board
PERSONAL PROPERTY MANAGEMENT Records related to the maintenance, inspection, and use of moveable agency property (e.g. equipment, electric vehicle stations, and vehicles).	FDA + 2 yrs	FDA + 2 yrs	E, P	OP	O, C	Administrative Management Services
PRESERVED SECURITY VIDEO Recordings saved on external drives from security system at SBCTA facilities.	CY + 3 yrs	CY + 3 yrs	E	OP	O	Responsible Department

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	Minimum	Maximum				
PROPERTY MANAGEMENT CONTINUED						
PROPERTY MANAGEMENT - SF DEPOT Records pertaining to SBCTA's management of the SF Depot (e.g. copies of agreement and leases, maintenance, inspection, testing, improvements, etc.).	UC + 5 yrs	UC + 5 yrs	E, P	OP	O, C	Administrative Management Services
REAL PROPERTY MANAGEMENT Records related to the management and maintenance of SBCTA real property (e.g. maintenance of way, inspection records, emergency repairs/improvements, possessory interest , etc.).	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Responsible Department
SECURITY Records related to protecting employees, equipment, buildings and information that should not be disclosed for security reasons. Includes security card list, alarm codes, ID/Badge and photos, and password and pin lists, etc.	CY + 2 yrs	CY + 2 yrs	E, P	C, OP	O, C	Administrative Management Services
SANTA FE DEPOT SECURITY VIDEO Recordings from security cameras at SBCTA facilities. the Santa Fe Depot (building and parking lots).	90 days Based on space available in system	90 days	AV	L, OP	O	Administrative Responsible Department
SENSITIVE SECURITY INFORMATION Records containing sensitive security data.	Retention Period is determined based on project close out consistent with the PROJECT FILES category or 10 yrs whichever is longer	Destroy when no longer needed for agency function	E, P	C, H	O, C	Responsible Department

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	Minimum	Maximum				
PUBLIC OUTREACH						
JOINT WORKSHOPS Records related to workshops held with other COGs (e.g. presentations, handouts, etc.)	CY + 2 yrs	CY + 2 yrs	E, P	OP	O, C	Responsible Department
MARKETING ACTIVITY Records related to marketing of SBCTA programs and projects.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Legislative & Public Affairs
PUBLIC AFFAIRS/COMMUNITY RELATIONS Records related to public affairs and community relations. Including media advisories, newsletters, photo release, press release, and model release forms, etc.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Legislative & Public Affairs
SOCIAL MEDIA Content and comments (Facebook, Instagram, Twitter, LinkedIn, etc).	CY + 4 yrs	CY + 4 yrs	E, P	OP	O, C	Legislative & Public Affairs
SPECIAL EVENTS Records related to SBCTA's participation in a special event (i.e. talking points, PPT's, etc.)	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Responsible Department
TECHNICAL ADVISORY COMMITTEE MEETINGS						
TECHNICAL ADVISORY COMMITTEE MEETINGS Agendas and support material related to technical advisory committee meetings established by Staff (non-Brown Act meetings) (e.g. PDTF, TTAC, STAC, etc.)	CY+5	CY+5	E, P	OP	O, C	Responsible Department
DELETED - MOVED TO COMMITTEE SECTION						

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	Minimum	Maximum				
FINANCIAL RECORDS						
FINANCIAL TRANSACTION RELATED RECORDS						

RETENTION PERIOD IS DRIVEN BY PROJECT SERIES AND THEN AS LISTED IN THIS CATEGORY. ~~FUND SOURCES IN PROJECT (see project files), PROGRAM OR ACTIVITY, FUND, or REVENUE CODE.~~ Longest retention period governs retention period for project files (except for paper records).

Records related to:
Accounting Journals/Ledgers - Records used to transfer charges between accounts and for summarizing account information.
Accounts Payable - Records related to payment of financial obligations. Includes vouchers, invoices, travel reimbursement, business expenses, and credit card statements.
Accounts Receivable - Accounts Receivable records.
~~Banking~~ - ~~Records related to banking activities including reconciliation, cancelled checks, receipts, deposits, wire transfers, and statements.~~
~~Bond/debt Issuance~~ - ~~Official transcripts produced by bond counsel for all debt and lease issues; records of debt proceeds expenditures and investment of debt proceeds; Final Arbitrage Reports for each debt issue; private use analysis and trustee reports.~~
Cash Receipts - Records documenting the receipt of cash.
~~Investments~~ - ~~Records related to investments in accordance with investment policy.~~
Purchase Orders - Authorizations for purchase of goods or services.

~~IF THE PROJECT USES: FUNDING SOURCE OF TRANSACTION:~~

Finance

Debt Financing (e.g. TIFIA, Bonds, Commercial Paper, HERO-etc.)	CL LOB + 5 yrs	CL LOB + 5 yrs	E, P	OP	O, C	Finance
FINANCIAL TRANSACTION RECORDS PRIOR TO FY 2020-2021 Paper Documents in this series from Agency inception to FY 2020-2021.	AU + 20 yrs	AU + 20 yrs	P	OP	O, C	Finance
FINANCIAL TRANSACTION RECORDS AFTER FY 2020-2021 Paper Documents in this series after FY 2020-2021	AU + 1 yr	AU + 1 yr	P	OP	O, C	Finance
Grant Funded	CL + 4 yrs	CL + 4 yrs unless grantor requires a longer retention period	E	OP	O, C	Finance
Measure I	MI + 5 yrs or UC/CY + 5 yrs - whichever is longer	MI + 5 yrs or UC/CY + 5 yrs - whichever is longer	E, P	OP	O, C	Finance
Multi-funded	AU + 20 yrs	AU + 20 yrs	E	OP	O, C	Finance

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FINANCIAL TRANSACTION RELATED RECORDS CONTINUED						
Other Funding Sources	AU + 7 yrs	AU + 7 yrs	E	OP	O, C	Finance
Other State and Federal	FP + 3 yrs (final payment of funds to SBCTA from State and Federal) CY + 7 years	FP + 3 yrs (final payment of funds to SBCTA from State and Federal) CY + 7 years	E, P	OP	O, C	Finance
Proposition 1B Security Funds	Notice of Grant Completion + 35 yrs	Notice of Grant Completion + 35 yrs	E, P	OP	O, C	Finance
Proposition 1B TLSP, TCIF, CMIA and Transportation Development Act (TDA) NON SEGRETATED FINANCE DOCUMENTS	Final Closeout + 4 yrs CY + 5 years	Final Closeout + 4 yrs CY + 5 years	E	OP	O, C	Finance
Proposition 1B SLPP, PTMISEA SERIES DELETED	FP + 3 yrs (final payment of funds to SBCTA from State) CY + 5 years	FP + 3 yrs (final payment of funds to SBCTA from State) CY + 5 years	E, P	OP	O, C	Finance
ASSET INVENTORY Records related to cost, purchase date, and location of agency assets the inventory of assets.	CY AU + 7 5-yrs	CY AU + 7 5-yrs	E, P	F	O, C	Finance
FINANCIAL AUDIT SUPPORT DOCUMENTS Formal documents detailing the findings and recommendations Supporting documents and associated working papers.	AU + 7 yrs	AU + 7 yrs	E, P	F, L	O, C	Finance
AUDIT WORKING PAPERS Collection of documents accumulated during an audit that support the conclusions of the audit report.	AU + 7 yrs	AU + 7 yrs	E, P	F	O, C	Finance

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FINANCIAL RECORDS CONTINUED

BAD DEBTS/UNCOLLECTIBLE ACCOUNTS Records related to the monitoring, collecting, and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts.	AU + 5	AU + 5 or longer if grant/loan requires a longer period	E, P	F	O, C	Finance
BANKING AND INVESTMENTS Records related to banking activities including such as reconciliation, cancelled checks, receipts, deposits, wire transfers, and statements, and records related to investments.	AU + 7 yrs	AU + 7 yrs	E, P	F	O, C	Finance
BOND/DEBT ISSUANCE Official transcripts produced by bond counsel for all debt and lease issues; records of debt proceeds expenditures and investment of debt proceeds; Final Arbitrage Reports for each debt instrument; private use analysis, bond indenture, covenant filings, and trustee statements, bank statements, SWAP statements, account reconciliation, and journal vouchers related to debt.	LOB + 5 yrs	LOB + 5 yrs	E, P	F	O, C	Finance
CAPITAL ASSETS INCLUDING VEHICLES Records related to cost, purchase date, and location of agency capital assets, and those documenting the purchase and disposition of those assets.	FDA + 5 yrs	FDA + 5 yrs	E, P	F	O, C	Finance
FEDERAL TAX RECORDS AND IRS FORM 1099 Employee tax forms and vendor tax forms given to the employee, vendor, and/or federal government.	AU + 57 yrs	AU + 57 yrs	E, P	F, L	C	Finance
FINANCIAL STATEMENTS AND AUDITS (OTHER THAN ACFR AND PROJECT AUDITS) Financial statements, audit reports, and background information submitted to government agencies, stakeholders, etc.	AU + 7 yrs	AU + 7 yrs	E, P	F	O, C	Finance
FINANCIAL STATEMENTS (ANNUAL ACFR) Financial statements, reports, and background information submitted to government agencies, stakeholders, etc.	Permanent	Permanent	E, P	F	O, C	Finance
INDIRECT COST ALLOCATION PLAN Records related to the preparation of the ICAP and any actual allocations of indirect costs.	CY + 7 yrs	CY + 7 yrs	E, P	F	O, C	Finance
INTERNAL CONTROL ASSESSMENTS Records related to the preparation of the internal control assessment and associated corrective action plans.	CY + 7 yrs	CY + 7 yrs	E, P	F	O, C	Finance

Attachment: Records_Retention_Entire_Schedule - Reflects Changes [Revision 2] (7992 : Revise Policy No. 10105 - Records Management and

RECORDS RETENTION SCHEDULE

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DATE: 01/08/2020
12/07/2022

REVISION NO. 4-2

RECORD CATEGORY NAME & DESCRIPTION	RETENTION PERIOD		RECORD MEDIUM	VALUE	ORIGINAL or COPY	OFFICE OF RECORDS
	Minimum	Maximum				

FINANCIAL RECORDS CONTINUED

IRS FORM W-9 Vendor Request for Taxpayer Identification Number and Certification forms.	CY + 5 yrs Deactivated + 3 yrs	CY + 5 yrs Deactivated + 3 yrs	E, P	F, L	O	Finance
MANDATED REIMBURSABLE CLAIMS (SB90) Records associated with claims to state for reimbursement of costs.	CL + 3 yrs	CL + 3 yrs	E, P	F	O, C	Finance
TIFIA LOAN/CREDIT Credit statements and lending files related to TIFIA loans.	CL + 5 yrs	CL + 5 yrs	E, P	F	O, C	Finance
TIFIA REPORTING Documents require to comply with TIFIA loan such as monthly, quarterly and annual reports.	CL + 5 yrs	CL + 5 yrs	E, P	F	O, C	Finance
VEHICLE ACQUISITION/DISPOSITION Documenting the purchase and disposition of agency-owned vehicle(s).	FD + 5 yrs	FD + 5 yrs	E, P	F	O, C	Finance

BENEFITS AND PAYROLL

BENEFITS CONTRIBUTIONS/DISTRIBUTIONS Records detailing actual monies contributed and disbursed.	Last Date of Entry + 3 yrs	Last Date of Entry + 3 yrs	E, P	F, L	O, C	Finance
EMPLOYEE BENEFITS PLANS AND POLICIES Records related to agency-sponsored benefit plans. Includes insurance, pension, disability, medical, and survivor program; vesting; vacation; educational assistance; savings plans; flexible spending claims; and correspondence explaining benefits plans.	CY + 6-7 yrs	CY + 6-7 yrs	E, P	F, L	O, C	Finance
EMPLOYEE COMPENSATION & STATE REPORTS (GCC) Reports to the State of California. Treasurer.	CY + 6 7 yrs	CY + 6 7 yrs	E, P	F, L	O, C	Finance
EMPLOYEE DIRECT DEPOSIT/MANUAL CHECKS Records documenting employees' electing to have their paycheck deposited directly in to their bank account and manually prepared payroll checks.	T + 3 yrs	T + 3 yrs	E, P	F, L	O, C	Finance
SERIES DELETED						
EMPLOYEE PAYROLL & BENEFIT CONTRIBUTIONS/DISTRIBUTIONS Records related to the payment of salaries and wages, including additions to and deductions from and actual monies contributed and disbursed.	Permanent Last Day of Entry + 3 yrs	Permanent Last Day of Entry + 3 yrs	E, P	F, L	O, C	Finance

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REVISION NO. ~~1-2~~

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BENEFITS AND PAYROLL CONTINUED						
EMPLOYEE PAYROLL FILE Records include, but are not limited to, hiring memo (insurance, pension, vesting, leaves, savings plans, correspondence explaining benefits plans); W-4 and DE4; direct deposit form, new hire enrollment forms, cell phone and auto allowance stipends, and memos/forms documenting employee payroll and payroll changes to the County.	T + 4 yrs	T + 4 yrs	E, P	F, L	O, C	Finance
GARNISHMENT Records documenting court-ordered withholding from an employee's pay for a third party.	AU + 7 yrs	AU + 7 yrs	E, P	F, L	O, C	Finance
I-9 FORMS - EMPLOYMENT ELIGIBILITY VERIFICATION Employment eligibility verification records.	T + 3 4 yrs	T + 3 4 yrs	E, P	F, L	O, C	Finance
IRS FORM W-2 Annual records of employee earnings given to the employee and to the government.	AU + 5 yrs	AU + 5 yrs	E, P	F, L	G	Finance
IRS FORM W-4 Records modifying the number of deductions an employee is claiming.	AU + 5 yrs	AU + 5 yrs	E, P	F, L	O	Finance
IRS FORM 5500 - PENSION PLAN REPORT Records related to pension plans, pension valuations, actuarial reports, benefits statements, performance evaluation reports, etc.	CY + 6 7 yrs	CY + 6 7 yrs	E, P	F, L	O, C	Finance
PENSION SUMMARY INFORMATION Records related to cumulative years of service, total pension contributions, accrued benefits, pension plans vendor payment records, etc.	CY + 6 7 yrs	CY + 6 7 yrs	E, P	F, L	O, C	Finance
TIMESHEETS Employee timesheets and leave usage records.	MI + 5 yrs CY + 7 yrs	MI + 5 yrs CY + 7 yrs	E	F, L	O, C	Finance
TIMESHEETS (NON-MEASURE I) Employee timesheets and leave usage records.	MI + 5 yrs CY + 7 yrs	MI + 5 yrs CY + 7 yrs	E	F, L	O, C	Finance

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REVISION NO. 4-2

RECORD CATEGORY NAME & DESCRIPTION	RETENTION PERIOD		RECORD MEDIUM	VALUE	ORIGINAL or COPY	OFFICE OF RECORDS
	Minimum	Maximum				

HUMAN RESOURCES						
CLASSIFICATION & COMPENSATION STUDIES, Records related to classification and compensation studies.	CY + 5 yrs	CY + 5 yrs	E, P	F, OP	O, C	Management Services
EMPLOYEE ACCIDENT/INJURY Records related to on-the-job injury/illness, including OSHA reports (Form 300A, 301).	CY + 5 yrs	CY + 5 yrs	E, P	C, L	O, C	Management Services

<p>EMPLOYEE MEDICAL RECORDS This includes employee medical exams, disability benefits claim forms, notes from doctors, requests for Family and Medical Leave Act (FMLA) leave, requests for ADA accommodations, worker's compensation history, claims and related documents, fitness-for-duty results, functional capacity assessments, referrals concerning an employee's participation in the company's employee assistance program, results of drug/alcohol tests, reimbursement requests for medical expenses, health-related information about an employee's family members, and any documentation about past or present health, medical condition, or disabilities. Employee medical records including, but not limited to, Family and Medical Leave Act, Americans with Disability Act, worker's compensation, employee assistance program, etc.</p>	CL + 5 yrs	CL + 5 yrs	E, P	C, L	O, C	Management Services
EMPLOYEE MEDICAL RECORDS-HAZARD EXPOSURES Records pertaining to exposures to hazardous materials.	T + 30 yrs	T + 30 yrs	E, P	C, L	O, C	Management Services
EMPLOYMENT RELATED CLAIMS Records related to claims for unemployment benefits, unpaid wages, etc.	CL + 2 yrs	CL + 2 yrs	E, P	L	O, C	Management Services
EQUAL OPPORTUNITY COMPLAINTS Formal complaints of violation of Federal and State equal opportunity laws (EEOC, DFEH)	CL + 2 yrs	CL + 2 yrs	E, P	L	O, C	Management Services
HIRED PERSONNEL Records related to hired employees, including applications, resumes, job description, promotion, demotion, transfer, layoff, termination, etc.	T + 7 yrs	T + 7 yrs	E, P	C, L, OP	O, C	Management Services
HUMAN RESOURCES INVESTIGATIONS AND REPORTS Records documenting investigations.	T + 4 yrs	T + 4 yrs	E, P	C, L	O, C	Management Services

<p>MATERIAL SAFETY DATA SHEETS MSDS sheet required by OSHA that details dangers & proper handling of dangerous substances.</p> <p>MOVED TO PROGRAMS SECTION.</p>	CY + 30 yrs	CY + 30 yrs	E, P	L	O, C	Management Services
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PERSONNEL RECRUITMENTS Records related to all SBCTA job postings/bulletins, applications, job descriptions, recruitment, interviews and testing.	CL + 4.5 yrs	CL + 4.5 yrs	E, P	C, L, OP	O, C	Management Services
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Attachment: Records_Retention_Entire_Schedule - Reflects Changes [Revision 2] (7992 : Revise Policy No. 10105 - Records Management and

RECORDS RETENTION SCHEDULE

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12/07/2022 **REVISION NO. 1-2**

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HUMAN RESOURCES CONTINUED						
TRAINING/EMPLOYEE DEVELOPMENT Records related to training programs and employee development (CPR, ethics, etc.).	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Management Services
WORKERS COMP. CLAIMS AND RELATED RECORDS Workers compensation claims for job-related injuries.	T + 4 yrs	T + 4 yrs	E, P	C, L	O, C	Management Services

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	Minimum	Maximum				
AGENCYWIDE						
AGENCY DOCUMENTS AND FILINGS						
AGENCY CONTACT INFORMATION Documents containing agency contact information (i.e. name, phone number, address, e-mail, etc.).	Destroy when no longer needed for agency function		E	OP	O	Clerk of the Board
AGENCY FORMATION Records related to establishment of, rules governing, and operation of the agencies (e.g. SB1305, SANBAG Bylaws, SBCTA Administrative Code, etc.).	UC + 10 yrs	UC + 10 yrs	E, P	H, L	O, C	General Counsel
AGENCY HISTORICAL CONTENT Archive of agency milestone achievements. Contents will include but not be limited to: articles related to SBCTA/SBCOG, photos, logos, recognitions, etc.	Permanent	Permanent	P	H	O	Clerk of the Board
AGENCY INSURANCE RECORDS Records related to insurance coverage affecting agency liability. Includes policies, amendments, certificates, riders, and proof of payment.	Permanent	Permanent	E, P	L	O, C	Clerk of the Board
LEGAL ADVERTISEMENTS Includes public notices, and legal publications (not project related).	CY + 4 yrs	CY + 4 yrs	E, P	L	O	Responsible Department
LOBBYIST REPORTS (QUARTERLY) Reports to the State regarding paid lobbyist.	7 yrs	7 yrs	E, P	L	O, C	Legislative & Public Affairs
PUBLIC OFFICIAL APPOINTMENTS FORM (FORM 806) Form used to report additional compensation paid to Board members.	CY + 2 yrs	CY + 2 yrs	E, P	L	O, C	Clerk of the Board
PUBLIC RECORD REQUESTS Records relating to Public Records Requests received by SBCTA or SANBAG.	UC + 4 yrs	UC + 4 yrs	E, P	L	O	Clerk of the Board
SALES TAX MEASURES CAMPAIGN INFORMATION Records related to the passage of any sales tax measure (e.g. polling, campaign material, expenditure plan development, etc.)	Destroy when no longer needed for agency function		E, P	H	O, C	Clerk of the Board
SANBAG JPA AND BYLAWS JPA and Bylaws adopted by Board. Records related to the establishment of, rules governing, and operation of SANBAG.	Permanent	Permanent	E, P	H	O	Clerk of the Board
STATEMENT OF ECONOMIC INTERESTS Economic Interest Form 700 detailing economic holdings of employees and Board members.	7 yrs	7 yrs	P	L	O	Clerk of the Board

Attachment: Records_Retention_Entire-Schedule_Clean (7992 : Revise Policy No. 10105 - Records Management and Retention Policy)

RECORDS RETENTION SCHEDULE

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AGENCY DOCUMENTS AND FILINGS CONTINUED						
STATEMENT OF FACTS FILINGS Roster of public agency filing with Secretary of State.	Permanent	Permanent	P	H	O	Clerk of the Board
AGENCY PROGRAMS AND PLANS						
ADA (AMERICANS WITH DISABILITIES ACT) DOCUMENTATION Records related to compliance with the requirements of ADA.	CY + 3 yrs	CY + 3 yrs	E, P	OP	O, C	Management Services
AIR QUALITY AND ENVIRONMENTAL PROGRAMS Records related to activities to improve air quality such as AB 2766, MSRC, alternative fuel, traveler services, etc.	CL + 5 yrs	CL + 5 yrs	E, P	OP	O, C	Air Quality
CALL BOX Records related to call box program (e.g. voice/data logs, maintenance logs, work orders, knockdown/recovery worksheets, call center statistics, encroachment permits, etc.).	CY + 5 yrs	CY + 5 yrs	E, P	L, OP	O, C	Air Quality
COUNCIL OF GOVERNMENT PROGRAMS Studies, plans, reports, etc.	UC + 5 yrs	UC + 5 yrs	E, P	OP	O, C	COG
COUNTYWIDE PLANNING REPORTS Countywide, subarea, corridor, and special reports and studies (e.g. greenhouse gas, VMT, habitat, grade separations, subarea transportation, Air Quality Management Plan, etc.).	UC + 10 yrs	Destroy when no longer needed for agency function	E, P	H, OP	O, C	Planning
COUNTYWIDE TRANSPORTATION AND LONG RANGE TRANSIT PLANS Plans for all modes. Includes data, documentation and communications, and transit studies.	UC + 10 yrs	Destroy when no longer needed for agency function	E, P	H, OP	O, C	Planning
COUNTYWIDE VISION PLAN AND CITY/COUNTY EVENTS Records related to countywide vision plan developed and adopted by SBCTA Board and County Board of Supervisors.	UC + 2 yrs	UC + 2 yrs	E, P	OP	O	Legislative and Public Affairs
DEVELOPMENT MITIGATION NEXUS STUDY Includes plan data, documentation and communications (Congestion management program).	UC + 5 yrs	Destroy when no longer needed for agency function	E, P	OP	O, C	Planning

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AGENCY PROGRAMS AND PLANS CONTINUED

EMERGENCY PREPAREDNESS Records related to business continuity (plans, analysis, training, exercises, risk assessments, etc.), fire, life, emergency operations plan.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Risk Management
FEDERAL AND STATE TRANSPORTATION IMPROVEMENT PROGRAM (FTIP/STIP) FTIP/STIP submittals to SCAG/CTC, back-up, jurisdiction mark-up, etc.	CY + 10 yrs	CY + 10 yrs	E, P	OP	O, C	Fund Admin
FREEWAY SERVICE PATROL Records related to Freeway Service Patrol program (e.g. motorist response logs, motorist liability releases, motorist comments, quarterly stats, driver files, etc.).	CY + 5 yrs	CY + 5 yrs	E, P	L, OP	O, C	Air Quality
GEOGRAPHIC INFORMATION SYSTEM FILES GIS data and Growth Forecasts created and maintained by SBCTA.	CY + 10 yrs	Destroy when no longer needed for agency function	E	OP	O	Planning
INFORMATION TECHNOLOGY REPORTS AND MEDIA Documents related to systems, software, and network reports and media files.	CL + 5 yrs	CL + 5 yrs	E, P	OP	O, C	Management Services
INLAND EMPIRE (IE) 511 Records related to IE511 program (e.g. system comments, quarterly stats, etc.).	CY + 5 yrs	CY + 5 yrs	E, P	L, OP	O, C	Air Quality
LEGISLATIVE POSITIONS Records relating to SBCTA's legislative actions or positions.	CY + 4 yrs	CY + 4 yrs	E, P	OP	O, C	Legislative & Public Affairs
MATERIAL SAFETY DATA SHEETS MSDS sheet required by OSHA that details dangers & proper handling of dangerous substances.	CY + 30 yrs	CY + 30 yrs	E, P	L	O, C	Risk Management
METROLINK AND TRANSIT OPERATORS Ridership, revenue data, Short Range Plan, and 5311 grant applications for rural operators.	CY + 5 yrs	Destroy when no longer needed for Agency function	E, P	F, H, OP	C	Transit
MI ADMINISTRATION Includes allocations, arterial loans, strategic plan, maintenance of effort, submittals, correspondence, 10-year delivery plan etc.	MI + 5 yrs or UC + 5 yrs whichever is longer	MI + 5 yrs or UC + 5 yrs whichever is longer	E, P	OP	O, C	Fund Admin/ Planning

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AGENCY PROGRAMS AND PLANS CONTINUED

MI ADMINISTRATION ALLOCATIONS, SUPPORT DOCUMENTS FOR ADVANCE AGREEMENTS CIP correspondence, CIP working files, Project Advance agreement support files, and allocations support files.	CL + 4 yrs	CL + 4 yrs	E, P	OP	O, C	Fund Admin
PARK AND RIDE LOTS Copies of leases, communications, etc. regarding park and ride lots.	UC + 5 yrs	UC + 5 yrs	E, P	OP	O, C	Transit
PROPERTY ASSESSED CLEAN ENERGY (PACE) PROGRAMS Records related to the PACE Program formation and administration (e.g. executed improvement bonds, S.B. County Auditor/Controller Property Tax Division Agency Apportionment Reports, and Special Assessment Extracts).	LOB + 4 yrs	LOB + 4 yrs	E, P	F, L	O, C	Finance
RECORDS DESTRUCTION DISPOSITION Disposition/Destruction certification.	Permanent	Permanent	E, P	L	O, C	Clerk of the Board
RECORDS RETENTION PROGRAM Schedule, reports, and other documents related to the implementation of the program.	CY + 4 yrs	CY + 4 yrs	E, P	OP	O, C	Clerk of the Board
REGIONAL TRANSPORTATION PLAN (RTP) RTP submittals to SCAG, back-up, jurisdiction mark-up, Regional Housing Needs Assessment, etc.	CY + 10 yrs	CY + 10 yrs	E, P	OP	O, C	Planning
RIDESHARE Records related to ride share program (e.g. vehicle ridership surveys, trip reduction plans (SCAQMD), commute data, incentive applications, CMAQ fund requests or reimbursements, etc.).	CY + 7 yrs	CY + 7 yrs	E, P	OP	O, C	Transit
SAFETY RELATED AND INJURY PREVENTION Documents related to safety committee, safety inspection, audits, compliance letters, incident reports.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Risk Management
SAN BERNARDINO REGIONAL ENERGY PARTNERSHIP Status reports, brochures/flyers, correspondence w/cities and utilities, invoices.	CY + 3 yrs	CY + 3 yrs	E, P	OP	O, C	Air Quality
TITLE VI PROGRAM RECORDS Records documenting analysis reports, notice of Title VI, memos, postings, complaints, etc.	CY + 5 yrs	CY + 5 yrs	E, P	L, OP	O, C	Management Services
TOLL OPERATIONS Documents that support the operations of the toll system.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Project Delive

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AGENCY PROGRAMS AND PLANS CONTINUED

TOLL SERVICES DATA *Document description and retention dates to be determined after Toll System is in operation.	TBD	TBD	E	OP	O, C	Project Delive
TRANSIT - TDA Includes LTF, STA, SGR, Article 3, workbooks, triennial performance reviews, purchase order logs, unmet needs, etc.	CY + 4 yrs	UC + 4 yrs	E, P	OP	O, C	Responsible Department
TRANSPORTATION MODELING Includes modeling data, analysis, requests, billing, and other documents related to San Bernardino Transportation Analysis Model.	CY + 10 yrs	Destroy when no longer needed for agency function	E, P	OP	O, C	Planning
VANPOOL Records related to vanpool program (e.g. applications, commute data, leasing vendor documents, NTD reports, etc.).	CY + 7 yrs	CY + 7 yrs	E, P	OP	O, C	Transit

AGREEMENTS

AGREEMENTS - COPIES Department copies of agreements/contracts and/or memoranda of understanding between SBCTA/SANBAG and third parties.	NR	CL+ 2 yrs	E, P	OP	C	Responsible Department
AGREEMENTS - NON PROJECT RELATED Agreements/contracts and/or memoranda of understanding between SBCTA/SANBAG and third parties, including amendments, contingency releases, and contract task orders.	CL + 4 yrs	CL + 4 yrs unless required longer by the external party	E, P	F, L	O	Procurement
AGREEMENTS WITH COPYRIGHTS Agreements containing copyrights and infringement rights.	Permanent	Permanent	E, P	OP	O	Clerk of the Board
FUNDING AGREEMENTS TO LOCAL JURISDICTIONS FOR CAPITAL PROJECTS All project related contracts, CoOp/MOUs, and amendments partially or fully funding a local jurisdiction's capital project.	CL + 11 yrs	CL + 11 yrs unless funding source requires longer retention	E, P	OP	O	Procurement

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RECORDS RETENTION SCHEDULE

<u>RETENTION CODES</u>		<u>RECORD MEDIUM</u>		<u>VALUE</u>
AU = Audit	CL = Closed/Completed	AV = Audio/Video Tape	C = Confidential	
CY = Current Year	FDA = Final Disposition of Asset	CD = Compact Disc	F = Financial	
FP = Final Payment	LOB = Life of Bond/Debt	E = Electronic	H = Historical	
MI = Measure I	NR = Not Required	P = Paper	L = Legal	
T = Termination	UC = Upon Completion		OP = Operational	
S = Superseded	CA = Contract Acceptance			

DATE: 12/07/2022 **REVISION NO. 2**

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	Minimum	Maximum				

AGREEMENTS CONTINUED

PROJECT AGREEMENTS FOR CAPITAL PROJECTS OWNED, LEASED, OPERATED, OR MAINTAINED BY SBCTA Environmental, design, right of way, construction management, construction, plant establishment, cooperative or Memorandum of Understanding, and vehicle or technology related agreements.	FDA + 5 yrs	FDA + 5 yrs unless funding source requires a longer retention	E, P	OP	O	Procurement
PROJECT AGREEMENTS FOR CAPITAL PROJECTS OWNED, OPERATED AND MAINTAINED BY THIRD PARTIES AND PROJECT AGREEMENTS FOR SBCTA OWNED FACILITIES THAT ARE NOT LISTED IN THE SERIES ABOVE (XXX-XXX). All agreements including, but not limited to, purchase and sales agreements and cooperative agreements.	CA + 11 yrs	CA + 11 yrs unless funding source requires a longer retention	E, P	OP	O	Procurement
SBCTA REAL PROPERTY LEASES AND LICENSES All agreements related to leasing or licensing SBCTA real property.	CL + 11 yrs	FDA + 5 yrs (for agreements requiring pollution liability policy)	E, P	OP	O	Procurement

BOARD, POLICY AND TECHNICAL ADVISORY COMMITTEE MEETINGS

AD HOC COMMITTEE MEETINGS Agendas and support material related to Ad Hoc Committee meetings.	UC + 2 yrs	UC + 2 yrs	E, P	OP	O	Responsible Department
ADVISORY COMMITTEE MEETINGS Agendas and minutes of Agency Brown Act advisory committee meetings (i.e. CMTAC, ITOC, PASTACC, etc.).	Permanent	Permanent	E, P	H	O	Clerk of the Board
BOARD AND POLICY COMMITTEE MEETING AUDIO/VIDEO Audio and video recordings of Board, Policy Committee and sub-committee meetings.	CY + 3 yrs	CY + 3 yrs	AV	H	O	Clerk of the Board

Attachment: Records_Retention_Entire-Schedule_Clean (7992 : Revise Policy No. 10105 - Records Management and Retention Policy)

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BOARD, POLICY AND TECHNICAL ADVISORY COMMITTEE MEETINGS CONTINUED

BOARD AND POLICY COMMITTEE MEETINGS - COPIES Copies of records related to Brown Act Board, Policy Committee and sub-committee meetings, including agendas, agenda packets, minutes, and meeting documents, etc.	NR	CY + 2 yrs	E, P	OP	C	Responsible Department
BOARD AND POLICY COMMITTEE MEETINGS Records related to Brown Act Board, Policy Committee and sub-committee meetings. Includes agendas, agenda packets, posting affidavits, minutes, and meeting documents.	Permanent	Permanent	E, P	H	O	Clerk of the Board
BOARD BOX ITEMS Informational items distributed by staff to Board members (e.g. Executive Director Update).	CY + 4 yrs	CY + 4 yrs	E, P	OP	O, C	Legislative & Public Affairs
BOARD RESOLUTIONS, ORDINANCES AND MINUTE ACTIONS Formal legal actions by the Board of Directors.	Permanent	Permanent	E, P	H	O	Clerk of the Board
POLICIES AND PROCEDURES Board approved policies and Executive Director approved procedures.	S + 1 yr	S + 1 yr	E, P	L, OP	O	Management Services
TECHNICAL ADVISORY COMMITTEE MEETINGS Agendas and support material related to technical advisory committee meetings established by Staff (non-Brown Act meetings) (e.g. PDTF, TTAC, STAC, etc.).	CY + 5	CY + 5	E, P	OP	O, C	Responsible Department

BUDGET DOCUMENTS

BUDGET - ADOPTED Board approved annual budget book and 4th quarter budget to actual report.	Permanent	Permanent	E, P	L, F	O	Clerk of the Board
BUDGET WORKING PAPERS Records related to budget preparation, Gann limit, budget transactions, and administration/monitoring of department task budget.	CY + 2 yrs	CY + 7 yrs	E, P	OP	O, C	Responsible Department

CLAIMS/LITIGATION

CLAIMS Records relating to claims filed against SBCTA and/or SANBAG (i.e. investigation, rejection letters, etc.) and subrogation claims.	CL + 2 yrs	CL + 2 yrs	E, P	L	O, C	Risk Management
CONFIDENTIAL LEGAL OPINIONS, ADVICE AND ATTORNEY WORK PRODUCT	Permanent	Permanent	E, P	C, L	O	General Counsel
INVESTIGATIONS (EXCLUDING PERSONNEL RELATED) Memos and research.	UC + 2 yrs	UC + 2 yrs	E, P	C, L	O, C	General Counsel

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CLAIMS/LITIGATION CONTINUED						
LITIGATION Lawsuits by or against SBCTA or SANBAG. Includes correspondence, pleadings, discovery, research, etc.	CL + 2 yrs	CL + 2 yrs	E, P	L	O, C	General Counsel
RISK MANAGEMENT REPORTS Summaries of claims and/or litigation, and loss run report, etc.	CY + 4 yrs	CY + 10 yrs	E, P	L, OP	O, C	Risk Management
SUBPOENAS Records related to subpoenas involving SBCTA or SANBAG business. Includes correspondence, responsive records, declaration of custodian of records, etc.	CY + 2 yrs	CY + 2 yrs	E, P	L	O, C	General Counsel
THIRD-PARTY INCIDENT/ACCIDENTS REPORTS Documents related to incidents or potential incidents (not employee related).	CL + 3 yrs	CL + 3 yrs	E, P	OP	O, C	Risk Management
GENERAL CORRESPONDENCE (not tied to another category)						
ELECTRONIC COMMUNICATIONS Includes e-mails, text, and voicemail messages.	Electronic Comm. Mgmt. Procedure	Electronic Comm. Mgmt. Procedure	E	OP	O, C	Responsible Department
GENERAL CORRESPONDENCE Department general correspondence and other general administrative documents. May be organized by date, subject, or correspondent.	CY + 2 yrs	CY + 2 yrs	E, P	OP	O, C	Responsible Department
GENERAL DEPARTMENT FILES						
COMMITTEE MEETINGS Agendas, notes and records of various non-SBCTA committee meetings (e.g. CalCOG, League of Calif. Cities, IEEP, Alliance for Education, etc.).	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department
DEPARTMENT EXPENDITURES Copies of purchase orders, request for payments, credit card statements, reimbursement requests, and back-up documents, etc.	NR	CY + 2 yrs	E, P	OP	C	Responsible Department
DEPARTMENT PROCEDURES Records documenting approved procedures for performing activities pertaining to individual departments.	While in Effect		E, P	OP	O, C	Responsible Department
GENERAL ADMINISTRATIVE FORMS Forms used to request services and track completion.	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department

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GENERAL DEPARTMENT FILES CONTINUED

GENERAL DEPARTMENT LOGS Records used in tracking activities and events.	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department
GENERAL DEPARTMENT SCHEDULES Records documenting the planned and actual achievement of departmental goals.	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department
INFORMAL MEETINGS Agendas, notes and records of informal or unofficial committee meetings.	NR	UC + 2 yrs	E, P	OP	O, C	Responsible Department
WORKING FILES Department working files, supervisor file.	NR	CY + 2 yrs	E, P	OP	O, C	Responsible Department

GRANTS

GRANTS (AWARDED) Includes guidelines, applications, comments, and support letters and other communications.	Retention Period is determined based on project close out consistent with the PROJECT FILES category or CL + 4 yrs for non-project related grants unless grant requires a longer retention period	For final grant applications and backup data, destroy when no longer needed for agency function	E, P	OP	O, C	Responsible Department
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GRANTS CONTINUED

GRANTS (NOT AWARDED) Includes guidelines, applications, comments, and support letters and other communications.	CY + 5 yrs	For final grant applications and backup data, destroy when no longer needed for agency function	E, P	OP	O, C	Responsible Department
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PROCUREMENT

CANCELLED PROCUREMENTS Records related to procurements not resulting in a contract award.	CY + 4 yrs	CY + 4 yrs	E, P	L	O, C	Procurement
DEPARTMENT PROCUREMENT FILE Department copies of documents used for departmental procurement, tracking, and administration of services and goods (i.e. requisitions, purchase orders, and invoices).	NR	CL + 2 yrs	E, P	OP	C	Responsible Department
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM Annual certifications, and other documents not related to projects.	CY + 5 yrs	CY + 5 yrs	E, P	L	O, C	Procurement
NON-AGENCY INSURANCE RECORDS Copies of insurance documents submitted by customers, vendors, consultants and contractors (i.e. certificates, policies, additional insured endorsements, cured letters, waivers, etc.).	Permanent	Permanent	E, P	L	O, C	Clerk of the Board
ON-CALL PROCUREMENTS Records relating to the procurement of on-call services or benches. Includes solicitation materials, proposals, evaluation information, protests, contract negotiation and intent to award, etc.	Non-Project Related - Contract CL + 4 yrs	Project Related - Contract CL + 20 yrs	E, P	F, L	O, C	Procurement
PROCUREMENTS Records relating to the procurement of goods, services or construction. Includes solicitation materials (i.e. RFP/RFQ/IFB), proposals/bids, evaluation information, bid protests, contract negotiation and letter of intent to award, etc.	Retention Period is determined based on project close out consistent with the PROJECT FILES category - or - contract CL + 4 yrs for non-project related procurements		E, P	F, L	O, C	Procurement

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PROJECT FILES - (note that litigation affects the retention period)

						Records related to: Grant application, reports, etc. Procurement Invoices, AP/AR, Audits, etc. Project Implementation	Responsible Department Procurement Financial Responsible Department
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INFORMATION TECHNOLOGY PROJECTS Documents related to the implementation of information technology systems (e.g. Vanpool, FSP, GIS, Project Management, Scheduling and Controls, Financial system, etc.).	S + 1 yr	S + 1 yr (unless required longer by funding source)	E, P	OP	O, C	Responsible Department
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PROJECT FILES FOR CAPITAL PROJECTS OWNED, LEASED, OPERATED, OR MAINTAINED BY SBCTA Documents related to the development and construction of capital projects.	FDA + 5 yrs	FDA + 5 yrs (unless required longer by the funding source)	E, P	OP	O, C	Responsible Department
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PROJECT FILES FOR CAPITAL PROJECTS OWNED, MAINTAINED, OPERATED BY THIRD PARTIES. Documents related to the development and construction of capital projects.	CA + 11 yrs	CA + 11 yrs (unless required longer by the funding source)	E, P	OP	O, C	Responsible Department
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PROPERTY MANAGEMENT

AS-BUILT & CONFORMED DRAWINGS - OWNED, LEASED, OPERATED, AND/OR MAINTAINED. All documents that define or document the final configuration of any project such as safety and security certification, final systems acceptance testing records, shop drawings, environmental reports, etc.	FDA + 5 yrs	Permanent	E, P	H, L, OP	O, C	Responsible Department / Clerk of the Board
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CLOSING DOCUMENTS FOR REAL PROPERTY SBCTA closing documents related to real property deeds and permanent easements (including pre-acquisition environmental reports and maps).	S + 1 yr	FDA + 5 yrs	E, P	H	O	Responsible Department
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PROPERTY MANAGEMENT CONTINUED						
DEEDS SBCTA real property deeds and permanent easements including corresponding legal description and plats maps.	Permanent	Permanent	P	H	O	Clerk of the Board
PERSONAL PROPERTY MANAGEMENT Records related to the maintenance, inspection, and use of agency property (e.g. equipment, electric vehicle stations, and vehicles).	FDA + 2 yrs	FDA + 2 yrs	E, P	OP	O, C	Managemen Services
PRESERVED SECURITY VIDEO Recordings saved on external drives from security system at SBCTA facilities.	CY + 3 yrs	CY + 3 yrs	E	OP	O	Responsible Department
PROPERTY MANAGEMENT - SF DEPOT Records pertaining to SBCTA's management of the SF Depot (e.g. copies of agreement and leases, maintenance, inspection, testing, improvements, etc.).	UC + 5 yrs	UC + 5 yrs	E, P	OP	O, C	Managemen Services
REAL PROPERTY MANAGEMENT Records related to the management and maintenance of SBCTA real property (e.g. maintenance of way, inspection records, emergency repairs/improvements, possessory interest, etc.).	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Responsible Department
SECURITY Records related to protecting employees, equipment, buildings and information that should not be disclosed for security reasons. Includes security card list, alarm codes, ID/Badge and photos, and password and pin lists, etc.	CY + 2 yrs	CY + 2 yrs	E, P	C, OP	O, C	Managemen Services
SECURITY VIDEO Recordings from security cameras at SBCTA facilities.	Based on space available in system	90 days	AV	L, OP	O	Responsible Department
PUBLIC OUTREACH						
JOINT WORKSHOPS Records related to workshops held with other COGs (e.g. presentations, handouts, etc.)	CY + 2 yrs	CY + 2 yrs	E, P	OP	O, C	Responsible Department
MARKETING ACTIVITY Records related to marketing of SBCTA programs and projects.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Legislative & Public Affairs
PUBLIC AFFAIRS/COMMUNITY RELATIONS Records related to public affairs and community relations. Including media advisories, newsletters, photo release, press release, and model release forms, etc.	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Legislative & Public Affairs
SOCIAL MEDIA Content and comments (Facebook, Instagram, Twitter, LinkedIn, etc.)	CY + 4 yrs	CY + 4 yrs	E, P	OP	O, C	Legislative & Public Affairs

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PUBLIC OUTREACH CONTINUED

SPECIAL EVENTS Records related to SBCTA's participation in a special event (i.e. talking points, PPT's, etc.)	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Responsible Department
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FINANCIAL RECORDS

FINANCIAL TRANSACTION RELATED RECORDS

RETENTION PERIOD IS DRIVEN BY PROJECT SERIES AND THEN AS LISTED IN THIS CATEGORY. Longest retention period governs retention period for project files (except for paper records).						
Records related to: Accounting Journals/Ledgers - Records used to transfer charges between accounts and for summarizing account information. Accounts Payable - Records related to payment of financial obligations. Includes vouchers, invoices, travel reimbursement, business expenses, and credit card statements. Accounts Receivable - Accounts Receivable records.						
Cash Receipts - Records documenting the receipt of cash.						
Purchase Orders - Authorizations for purchase of goods or services.						
FUNDING SOURCE OF TRANSACTION:						
						Finance

Debt Financing (e.g. TIFIA, Bonds, Commercial Paper, etc.)	LOB + 5 yrs	LOB + 5 yrs	E	OP	O, C	Finance
FINANCIAL TRANSACTION RECORDS PRIOR TO FY 2020-2021 Paper Documents in this series from Agency inception to FY 2020-2021.	AU + 20 yrs	AU + 20 yrs	P	OP	O, C	Finance
FINANCIAL TRANSACTION RECORDS AFTER FY 2020-2021 Paper Documents in this series after FY 2020-2021	AU + 1 yr	AU + 1 yr	P	OP	O,C	Finance
Grant Funded	CL + 4 yrs	CL + 4 yrs unless grantor requires a longer retention period	E	OP	O, C	Finance

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FINANCIAL TRANSACTION RELATED RECORDS CONTINUED

Multi-funded	AU + 20 yrs	AU + 20 yrs	E	OP	O, C	Finance
Other Funding Sources	AU + 7 yrs	AU + 7 yrs	E	OP	O, C	Finance
Proposition 1B Security Funds	Notice of Grant Completion + 35 yrs	Notice of Grant Completion + 35 yrs	E	OP	O, C	Finance
ASSET INVENTORY Records related to the inventory of assets.	AU + 7yrs	AU + 7yrs	E, P	F	O, C	Finance
AUDIT SUPPORT DOCUMENTS Supporting documents and associated working papers.	AU + 7 yrs	AU + 7 yrs	E, P	F, L	O, C	Finance
BAD DEBTS/UNCOLLECTIBLE ACCOUNTS Records related to the monitoring, collecting, and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts.	AU + 5	AU + 5 or longer if grant/loan requires a longer period	E, P	F	O, C	Finance
BANKING AND INVESTMENTS Records related to banking activities including such as reconciliation, cancelled checks, receipts, deposits, wire transfers, and statements, and records related to investments.	AU + 7 yrs	AU + 7 yrs	E, P	F	O, C	Finance
BOND/DEBT ISSUANCE Official transcripts produced by bond counsel for all debt and lease issues; records of debt proceeds expenditures and investment of debt proceeds; Final Arbitrage Reports for each debt instrument; private use analysis, bond indenture, covenant filings, and trustee statements, bank statements, SWAP statements, account reconciliation, and journal vouchers related to debt.	LOB + 5 yrs	LOB + 5 yrs	E, P	F	O, C	Finance
CAPITAL ASSETS INCLUDING VEHICLES Records related to cost, purchase date, and location of agency capital assets, and those documenting the purchase and disposition of those assets.	FDA + 5 yrs	FDA + 5 yrs	E, P	F	O, C	Finance
FEDERAL TAX RECORDS AND IRS FORM 1099 Employee tax forms and vendor tax forms given to the employee, vendor, and/or federal government.	AU + 7 yrs	AU + 7 yrs	E, P	F, L	C	Finance

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FINANCIAL RECORDS CONTINUED

FINANCIAL STATEMENTS AND AUDITS (OTHER THAN ACFR AND PROJECT AUDITS) Financial statements, audit reports, and background information submitted to government agencies, stakeholders, etc.	AU + 7 yrs	AU + 7 yrs	E, P	F	O, C	Finance
FINANCIAL STATEMENTS (ANNUAL ACFR) Financial statements, reports, and background information submitted to government agencies, stakeholders, etc.	Permanent	Permanent	E, P	F	O, C	Finance
INDIRECT COST ALLOCATION PLAN Records related to the preparation of the ICAP and any actual allocations of indirect costs.	CY + 7 yrs	CY + 7 yrs	E, P	F	O, C	Finance
INTERNAL CONTROL ASSESSMENTS Records related to the preparation of the internal control assessment and associated corrective action plans.	CY + 7 yrs	CY + 7 yrs	E, P	F	O, C	Finance
IRS FORM W-9 Vendor Request for Taxpayer Identification Number and Certification forms.	Deactivated + 3 yrs	Deactivated + 3 yrs	E, P	F, L	O	Finance
MANDATED REIMBURSABLE CLAIMS (SB90) Records associated with claims to state for reimbursement of costs.	CL + 3 yrs	CL + 3 yrs	E, P	F	O, C	Finance
TIFIA REPORTING Documents require to comply with TIFIA loan such as monthly, quarterly and annual reports.	CL + 5 yrs	CL + 5 yrs	E, P	F	O, C	Finance

BENEFITS AND PAYROLL

EMPLOYEE COMPENSATION & STATE REPORTS Reports to the State of California..	CY + 7 yrs	CY + 7 yrs	E, P	F, L	O, C	Finance
EMPLOYEE PAYROLL & BENEFIT CONTRIBUTIONS/DISTRIBUTIONS Records related to the payment of salaries and wages, including additions to and deductions from and actual monies contributed and disbursed.	Permanent	Permanent	E, P	F, L	O, C	Finance
EMPLOYEE PAYROLL FILE Records include, but are not limited to, hiring memo (insurance, pension, vesting, leaves, savings plans, correspondence explaining benefits plans); W-4 and DE4; direct deposit form, new hire enrollment forms, cell phone and auto allowance stipends, and memos/forms documenting employee payroll and payroll changes to the County.	T + 4 yrs	T + 4 yrs	E, P	F, L	O, C	Finance
I-9 FORMS - EMPLOYMENT ELIGIBILITY VERIFICATION Employment eligibility verification records.	T + 4 yrs	T + 4 yrs	E, P	F, L	O, C	Finance

Attachment: Records_Retention_Entire-Schedule_Clean (7992 : Revise Policy No. 10105 - Records Management and Retention Policy)

RECORDS RETENTION SCHEDULE

<u>RETENTION CODES</u>		<u>RECORD MEDIUM</u>	<u>VALUE</u>
AU = Audit	CL = Closed/Completed	AV = Audio/Video Tape	C = Confidential
CY = Current Year	FDA = Final Disposition of Asset	CD = Compact Disc	F = Financial
FP = Final Payment	LOB = Life of Bond/Debt	E = Electronic	H = Historical
MI = Measure I	NR = Not Required	P = Paper	L = Legal
T = Termination	UC = Upon Completion		OP = Operational
S = Superseded	CA = Contract Acceptance		

DATE: 12/07/2022 **REVISION NO. 2**

RECORD CATEGORY NAME & DESCRIPTION	RETENTION PERIOD		RECORD MEDIUM	VALUE	ORIGINAL or COPY	OFFICE OF RECORDS
	Minimum	Maximum				
BENEFITS AND PAYROLL CONTINUED						
PENSION PLAN REPORT Records related to pension plans, pension valuations, actuarial reports, benefits statements, performance evaluation reports, etc.	CY + 7 yrs	CY + 7 yrs	E, P	F, L	O, C	Finance
PENSION SUMMARY INFORMATION Records related to cumulative years of service, total pension contributions, accrued benefits, pension plans vendor payment records, etc.	CY + 7 yrs	CY + 7 yrs	E, P	F, L	O, C	Finance
TIMESHEETS Employee timesheets and leave usage records.	CY + 7 yrs	CY + 7 yrs	E	F, L	O, C	Finance
HUMAN RESOURCES						
CLASSIFICATION & COMPENSATION STUDIES, Records related to classification and compensation studies.	CY + 5 yrs	CY + 5 yrs	E, P	F, OP	O, C	Management Services
EMPLOYEE ACCIDENT/INJURY Records related to on-the-job injury/illness, including OSHA reports (Form 300A, 301).	CY + 5 yrs	CY + 5 yrs	E, P	C, L	O, C	Management Services
EMPLOYEE MEDICAL RECORDS Employee medical records including, but not limited to, Family and Medical Leave Act, Americans with Disability Act, worker's compensation, employee assistance program, etc.	CL + 5 yrs	CL + 5 yrs	E, P	C, L	O, C	Management Services
EMPLOYEE MEDICAL RECORDS-HAZARD EXPOSURES Records pertaining to exposures to hazardous materials.	T + 30 yrs	T + 30 yrs	E, P	C, L	O, C	Management Services
EMPLOYMENT RELATED CLAIMS Records related to claims for unemployment benefits, unpaid wages, etc.	CL + 2 yrs	CL + 2 yrs	E, P	L	O, C	Management Services
EQUAL OPPORTUNITY COMPLAINTS Formal complaints of violation of Federal and State equal opportunity laws (EEOC, DFEH)	CL + 2 yrs	CL + 2 yrs	E, P	L	O, C	Management Services
HIRED PERSONNEL Records related to hired employees, including applications, resumes, job description, promotion, demotion, transfer, layoff, termination, etc.	T + 7 yrs	T + 7 yrs	E, P	C, L, OP	O, C	Management Services

Attachment: Records_Retention_Entire-Schedule_Clean (7992 : Revise Policy No. 10105 - Records Management and Retention Policy)

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DATE: 12/07/2022 REVISION NO. 2

RECORD CATEGORY NAME & DESCRIPTION	RETENTION PERIOD		RECORD MEDIUM	VALUE	ORIGINAL or COPY	OFFICE OF RECORDS
	Minimum	Maximum				
HUMAN RESOURCES CONTINUED						
HUMAN RESOURCES INVESTIGATIONS AND REPORTS Records documenting investigations.	T + 4 yrs	T + 4 yrs	E, P	C, L	O, C	Management Services
PERSONNEL RECRUITMENTS Records related to all SBCTA job postings/bulletins, applications, job descriptions, recruitment, interviews and testing.	CL + 5 yrs	CL + 5 yrs	E, P	C, L, OP	O, C	Management Services
TRAINING/EMPLOYEE DEVELOPMENT Records related to training programs and employee development (CPR, ethics, etc.).	CY + 5 yrs	CY + 5 yrs	E, P	OP	O, C	Management Services
WORKERS COMP. CLAIMS AND RELATED RECORDS Workers compensation claims for job-related injuries.	T + 4 yrs	T + 4 yrs	E, P	C, L	O, C	Management Services

Attachment: Records_Retention_Entire-Schedule_Clean (7992 : Revise Policy No. 10105 - Records Management and Retention Policy)

Minute Action

AGENDA ITEM: 5

Date: *November 9, 2022*

Subject:

Funding Memorandum of Understanding with San Bernardino County for Development of Smart County Master Plan

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority (SBCTA):

A. Approve Memorandum of Understanding No. 23-1002896 between SBCTA and San Bernardino County for the development of a Smart County Master Plan in a receivable amount not-to-exceed \$1,000,000.

Acting as the San Bernardino Associated Governments, known as the San Bernardino Council of Governments (SBCOG):

B. Approve an amendment increasing the SBCOG Fiscal Year 2022/2023 budget by \$100,000 to cover expenses expected to be incurred in connection with the Smart County Master Plan during the remainder of the Fiscal Year and to be paid by funds received from San Bernardino County.

Acting as both SBCTA and SBCOG:

C. Approve an extension of the term of the Emerging Technology Ad Hoc Committee through December 31, 2023.

Background:

The Emerging Technology Ad Hoc Committee (Committee), consisting of appointed San Bernardino County Transportation Authority (SBCTA) / San Bernardino Council of Governments (SBCOG) Board members, is interested in the evaluation and deployment of what are traditionally known as “Smart City” technologies, but in this case being thought about at a countywide scale. The purpose is to provide benefits, consistency, and potential economies of scale across all San Bernardino County jurisdictions. This will include the 24 cities and County of San Bernardino (County).

An initial step in the deployment of technology to facilitate smart county initiatives is the development of a Smart County Master Plan (Master Plan). The Master Plan would define and evaluate a broad spectrum of technology components/initiatives, educate local decision-makers on Smart City/County components and system benefits, as well as identify the planning, development and implementation tasks necessary for a Smart County strategy. The Master Plan will be used as a roadmap for implementation in a phased approach as funding becomes available to support the Smart County initiative. It would also establish the framework for securing discretionary funding from State and Federal programs to support implementation. Two primary deliverables are envisioned in the development of the Master Plan:

- Smart County Early Action Plan
- Smart County Master Plan

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

General Policy Committee Agenda Item

November 9, 2022

Page 2

Participation in the development of the Master Plan and any subsequent initiatives would be voluntary, but should be of substantial interest and value to local jurisdictions going forward.

The cost of development of the Smart County Master Plan is \$1.25 million. The County has received Board of Supervisors approval to contribute \$1 million in funding for this project while SBCTA has allocated \$500,000 in Measure I Valley Traffic Management Systems funds for the transportation portion of the estimated cost and a transportation-related contingency.

On September 7, 2022, the SBCTA Board approved Contract No. 22-1002761 to be awarded to Iteris, Inc., for an amount not-to-exceed \$2.5 million, which includes up to \$1.25 million for the delivery of a Master Plan. It was recommended that Notice-to-Proceed for the Master Plan task not be issued to the consultant until the funding from the County has been secured or an alternate source of funds identified. The Memorandum of Understanding (MOU) for which approval is requested will serve as the instrument to allow the transfer of funds to SBCTA. Staff recommends approval of MOU No. 23-1002896 with the County in order to proceed with the Master Plan task. The MOU provides that SBCTA will be paid on a reimbursement basis. The MOU provides for up to \$100,000 out of the \$1 million County contribution for SBCTA and SBCOG staff to manage the development of the Master Plan.

This item also would approve an extension of the term of the Committee from December 31, 2022, to December 31, 2023. The Committee was established by the SBCTA Board of Directors on October 6, 2021, and is comprised of Board members appointed by the Board President. The reason for the extension request is due to the time required to develop and execute the MOU with the County to provide the additional funding for the Master Plan.

In addition, SBCOG will be reaching out to local agency administration staff to form a working group of Information Technology staff for the duration of the Master Plan task. This group will provide direction, feedback, and a critical eye for the initiatives to be developed as a part of the plan.

Financial Impact:

This item is not consistent with the Fiscal Year 2022/2023 Budget under Fund 6001, Task No. 0501. A Budget amendment of \$100,000 is recommended. The funding for the consultant services is included in the adopted Fiscal Year 2022/2023 budget.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel and Risk Manager have reviewed this item and the draft Memorandum of Understanding.

Responsible Staff:

Monique Reza-Arellano, Council of Governments and Equity Programs Manager

Approved
General Policy Committee
Date: November 9, 2022

Witnessed By:

General Contract Information

Contract No: 23-1002896 Amendment No.: _____
 Contract Class: Receivable Department: Planning
 Customer ID: SB CO Customer Name: San Bernardino County
 Description: Funding MOU for the Smart County Master Plan
 List Any Accounts Payable Related Contract Nos.: _____ 22-1002761

Dollar Amount					
Original Contract	\$	1,000,000.00	Original Contingency	\$	-
Prior Amendments	\$	-	Prior Amendments	\$	-
Current Amendment	\$	-	Current Amendment	\$	-
Total/Revised Contract Value	\$	1,000,000.00	Total Contingency Value	\$	-
Total Dollar Authority (Contract Value and Contingency)				\$	1,000,000.00

Contract Authorization

Board of Directors _____ Date: 12/07/2022 _____ Committee _____ Item # _____

Contract Management (Internal Purposes Only)

Local _____ Funding Agreement _____

Accounts Receivable						
Total Contract Funding:	\$	1,000,000.00	Funding Agreement No:	<u>23-1002896</u>		
Beginning POP Date:	<u>12/01/2022</u>	Ending POP Date:	<u>12/31/2025</u>	Final Billing Date:	<u>N/A</u>	
Expiration Date:	<u>12/31/2025</u>					
	Fund	Prog	Task	Sub-Task	Revenue	Total Contract Funding:
GL:	6001	10	0501	0000	42340020	100,000.00
GL:	6010	40	0860	0701	42340020	900,000.00
GL:						-
GL:						-
GL:						-

	Fund	Prog	Task	Sub-Task	Revenue	Total Contract Funding:
GL:						-
GL:						-
GL:						-
GL:						-

Monique Reza-Arellano

Steve Smith

Project Manager (Print Name)

Task Manager (Print Name)

Additional Notes: Fund 6001 for \$100k pertains to staff time associated with development of the SCMP.
 Contract 23-1002896, PM Description: Smart County Master Plan - County Contribution

Attachment: CSS_23-1002896 [Revision 1] (8983 : Funding MOU with San Bernardino County for SCMP)

CONTRACT 23-1002896**MEMORANDUM OF UNDERSTANDING****BETWEEN THE****SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY****AND SAN BERNARDINO COUNTY****FOR DELIVERY OF THE****SMART COUNTY MASTER PLAN****I. PARTIES AND TERM**

- A. This Memorandum of Understanding (“MOU”) is entered by and between the San Bernardino County Transportation Authority (“SBCTA”) with address 1170 W. 3rd Street, 2nd Floor, San Bernardino, California 92410-1715; and San Bernardino County (“County”) (each individually a “PARTY” and collectively, the “PARTIES”) on the Effective Date (as defined herein).
- B. This MOU shall be effective as of the date executed by SBCTA and shall terminate on December 31, 2025, but may be extended, or terminated earlier, in accordance with provisions of this MOU.
- C. This MOU may be terminated without cause upon thirty (30) days’ written notice by either PARTY. County and SBCTA are authorized to exercise their respective rights with respect to any termination of this MOU. The County Chief Executive Officer and the Executive Director of SBCTA, or their designees, have authority to terminate this MOU on behalf of their respective agencies.

II. RECITALS

- A. WHEREAS, SBCTA and County desire to develop a Smart County Master Plan (“SCMP”).
- B. WHEREAS, SBCTA released RFP 22-1002761 for the San Bernardino Valley Coordinated Traffic Signal System (SBVCTSS) Program (RFP) on March 2, 2022, to evaluate initiatives to consider for technology investment countywide.
- C. WHEREAS, the RFP’s Scope of Work included Support and Development of a SCMP, with the SCMP task contingent upon funding to be provided by the County and/or other sources to be identified.

- D. WHEREAS, \$250,000 of SBCTA funding for the RFP 22-1002761 may be considered the transportation portion of the SCMP Scope of Work.
- E. WHEREAS, upon approval of this MOU, the County Board of Supervisors will allocate \$1,000,000 on a reimbursement basis, to SBCTA toward the development of a SCMP under the SBCTA Smart County Initiative.
- F. WHEREAS, County finds SBCTA qualified to manage the development of a SCMP and recognizes that SBCTA will share the management responsibility of the SCMP with the San Bernardino Associated Governments (SANBAG, also known as San Bernardino Council of Governments or SBCOG).
- G. WHEREAS, County desires that such services be provided by SBCTA, and SBCTA agrees to perform these services as set forth below.
- H. NOW THEREFORE, SBCTA and County mutually agree to the following terms and conditions.

III. RESPONSIBILITIES

- A. SBCTA General Responsibilities:
- i. SBCTA shall procure a Consultant (“Consultant”) to perform the services required for the SCMP as described below:
 - Define and evaluate a broad spectrum of technology components/initiatives, educate local decision-makers on Smart City/County components and system benefits, and identify the planning, development and implementation tasks necessary for a Smart County Initiative.
 - Develop an Early Action Plan that would identify a basic overall city/county-level framework on needs and levels of opportunity based on the varying characteristics of the cities in the county.
 - The consultant will coordinate with representatives from local jurisdictions to develop a basic overall county-level framework that identifies needs and establishes “levels of opportunity” based on the varying characteristics of the cities and unincorporated areas in the county. This basic framework is intended to lead to the identification of early-action investments that position San Bernardino County to take advantage of federal and state technology programs being funded now or in the near future.
 - The Early Action Plan will be completed approximately six months following County approval of this MOU and SBCTA issuing a notice to proceed. The Early Action Plan will be submitted to the SBCTA Board of Directors before advancing to the SCMP phase of the project. A copy of the Early Action Plan will be given to the County Administrative Office after approval from the Board of Directors.

- Develop a SCMP which includes the development of the overall architecture, logical stages of development, local monitoring/maintenance responsibilities, security protocols, cost estimates, procurement strategy, and other details for the plan and completed approximately 12 months after the Early Action Plan.
 - The SCMP will be presented to the SBCTA Board of Directors, upon approval the final plan will be provided to the County Administrative Office.
- ii. SBCTA shall receive the funds from County on a reimbursement basis, submit invoices to County for Consultant and staff expenses incurred, and pay Consultant invoices. Eligible costs will include expenditures incurred on the Smart County Master Plan by the Consultant and expenditure of SBCTA labor, fringe, and indirect costs. Up to \$100,000 of the provided \$1,000,000 shall be used to reimburse eligible expenses of the Consultant and SBCTA labor, fringe, and indirect costs.
- iii. SBCTA shall protect from unauthorized use or disclosure names and other personally identifying information concerning persons receiving services pursuant to this MOU, except for anonymous statistical information that does not identify participants. SBCTA shall not use or disclose any personally identifying information for any purpose other than carrying out the obligations under this MOU, except as may be otherwise required by law. This provision will remain in the force even after the termination of the MOU.
- B. County shall provide funding for development of the SCMP as detailed in Section V. Fiscal Provisions.

IV. MUTUAL RESPONSIBILITIES

- A. SBCTA and County will establish mutually satisfactory methods for dispute resolution at the lowest possible level, with a procedure to mobilize dispute resolution up through the PARTIES' respective chains of command.
- B. SBCTA and County will cooperate and coordinate with all PARTIES, Cities and other jurisdictions, in providing the services and responsibilities required under this MOU to the extent practicable with respect to the performance hereunder.

V. FISCAL PROVISIONS

- A. The maximum amount of payment from County to SBCTA under this MOU shall not exceed \$1,000,000.

- B. SBCTA shall prepare invoices in a form satisfactory to County, and each shall be accompanied by documentation supporting each element of measurement and/or cost, including costs incurred by SBCTA consultants. SBCTA will invoice County not more frequently than on a monthly basis. Invoices will be marked with County's contract number, description and task number, if applicable. Invoices shall be submitted within thirty (30) calendar days for the period covered by the invoice. Invoices shall include request for payment for work completed by SBCTA and its consultants during each billing period and shall include back-up information sufficient to establish the validity of the invoice. Any invoice submitted which fails to comply with the terms of this Contract, including the requirements of form and documentation, may be returned to SBCTA. The final invoice shall be marked "FINAL" and will be submitted within 60 calendar days after County has received and approved all work and deliverables. Invoices should be e-mailed to County at Pamela.Williams@cao.sbcounty.gov. Payment by County to SBCTA shall be within 30 days of receipt of a compliant invoice. Payment will not exceed the total County contribution of \$1,000,000, costs incurred above this amount will be at the full expense of SBCTA.
- C. Eligible expenses shall include Consultant expenditures consistent with the SCMP Scope of Work as well as expenditure of SBCTA labor, fringe, and indirect costs up to \$100,000 (of the \$1,000,000 contribution) for management of the Project.

VI. GENERAL PROVISIONS

- A. No waiver of any of the provisions of the MOU shall be effective unless it is made in a writing which specifies the provision(s) so waived and which is executed by all PARTIES. No course of dealing and no delay or failure of a PARTY in exercising any right under any MOU shall affect any other or future exercise of that right or any exercise of any other right. A PARTY shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- B. Any modifications of any terms or conditions of this MOU shall be valid only when reduced to writing, duly signed and approved by the Authorized Representatives of all PARTIES.
- C. This MOU constitutes the sole and entire agreement among the PARTIES governing the matters set forth herein and supersedes any prior understandings, negotiations, agreements, arrangements and undertakings, written or oral, among the PARTIES respecting the subject matter herein. All previous proposals, offers, and other communications, written or oral, relative to this MOU, are superseded to the extent that they are not incorporated into this MOU. It is the intent of the Parties that this MOU is an integrated agreement and that no evidence may be introduced to vary in any manner its terms and conditions. No representation, warranty, covenant, inducement or obligation not included in this MOU shall be binding.

- D. Without the prior written consent of the County or SBCTA, the MOU is not assignable by either Party in whole or in part.
- E. If any legal action is instituted to enforce any PARTY'S rights hereunder, each PARTY shall bear its own costs and attorney fees, regardless of who is the prevailing PARTY. This paragraph shall not apply to those costs and attorney fees directly arising from a third-party legal action against a PARTY hereto and payable under any indemnification or insurance requirements.
- F. This MOU shall be governed by and construed according to the laws of the State of California.
- G. The PARTIES acknowledge and agree that this MOU was entered into and intended to be performed in San Bernardino County, California. The PARTIES agree that the venue of any action or claim brought by any PARTY to this MOU will be the Superior Court of California, San Bernardino County, San Bernardino District. Each PARTY hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this MOU is brought by any third party and filed in another venue, the PARTIES hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County, San Bernardino District.

VII. MUTUAL INDEMNIFICATION

- A. County agrees to indemnify, defend (with counsel approved by SBCTA) and hold harmless the SBCTA and its officers, employees, agents, volunteers from any and all claims, actions or losses, damages, and/or liability resulting from the County's negligent acts or omissions which arise from the County's performance of its obligations under this MOU.

SBCTA agrees to indemnify, defend (with counsel approved by County) and hold harmless the County and its officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability resulting from SBCTA's negligent acts or omissions which arise from the SBCTA's performance of its obligations under this MOU.

In the event the County and/or SBCTA is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under the MOU, the County and/or SBCTA shall indemnify the other to the extent of its comparative fault. Furthermore, if the County or SBCTA attempts to seek recovery from the other for Workers' Compensation benefits paid to an employee, the County and SBCTA agree that any alleged negligence of the employee shall not be construed against the employer of that employee.

VIII. INSURANCE

- A. COUNTY is a self-insured public entity for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrants that through its program of self-insurance, it has adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this Contract.
- B. SBCTA is insured for Commercial General Liability, Professional Liability, Auto Liability and Workers Compensation in amounts believed to be adequate to protect against liabilities arising out of the performance of the terms, conditions or obligations of this Contract.

IX. CONCLUSION

- A. This MOU, consisting of eight (8) pages, is the full and complete document including all covenants, conditions, and benefits.
- B. The signatures of the PARTIES affixed to this MOU affirm that they are duly authorized to commit and bind them to the terms and conditions set forth in this document.
- C. This MOU may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same MOU. The parties shall be entitled to sign and transmit an electronic signature of this MOU (whether by facsimile, PDF or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed MOU upon request.

----- SIGNATURES ON FOLLOWING PAGE -----

In witness whereof the PARTIES have executed this MOU on the dates written below and this MOU is effective upon the last date of execution below (“Effective Date”).

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

SAN BERNARDINO COUNTY

By: _____
Art Bishop
President, Board of Directors

By: _____
Curt Hagman
Chair, Board of Supervisors

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
Julianna K. Tillquist
General Counsel

By: _____
Julie Surber, Principal Assistant
County Counsel

DRAFT

Attachment: DraftMOU-County-SBCTA-SCMP_11-2-22_Final (8983 : Funding MOU with San Bernardino County for SCMP)

Additional Information

GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2022

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Paul Cook Board of Supervisors	X	X	X	X	X	X		X	X	X	X	X
Dawn Rowe Board of Supervisors	X		X	X	X	X		X	X			
Curt Hagman Board of Supervisors	X	X	X	X	X	X		X	X			
Joe Baca, Jr. Board of Supervisors	X	X	X	X	X	X		X	X	X		
Art Bishop Town of Apple Valley	X	X	X	X	X	X		X	X	X		
Ray Marquez City of Chino Hills	X	X	X			X		X	X	X		
Frank Navarro City of Colton	X	X	X	X	X	X		X	X	X		
Acquanetta Warren City of Fontana	X	X	X	X		X			X			
Darcy McNaboe City of Grand Terrace	X	X	X	X	X	X		X	X	X		
Larry McCallon City of Highland	X	X	X		X	X		X	X	X		
Edward Paget City of Needles		X		X	X	X		X	X	X		
Alan Wapner City of Ontario	X	X		X	X			X		X		
Debra Jones City of Victorville	X	X	X	X		X			X			

Communication: Attendance (Additional Information)

X = Member attended meeting.
Shaded box = No meeting.

* = Alternate member attended meeting.

Empty box = Member did not attend meeting.

Crossed out box = Not a Board Member at the time.

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist Board Members and partners as they participate in deliberations at Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. Staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

Acronym List

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments



MISSION STATEMENT

Our mission is to improve the quality of life and mobility in San Bernardino County. Safety is the cornerstone of all we do.

We achieve this by:

- Making all transportation modes as efficient, economical, and environmentally responsible as possible.
- Envisioning the future, embracing emerging technology, and innovating to ensure our transportation options are successful and sustainable.
- Promoting collaboration among all levels of government.
- Optimizing our impact in regional, state, and federal policy and funding decisions.
- Using all revenue sources in the most responsible and transparent way.

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