

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING AGENDA

WEDNESDAY, FEBRUARY 11, 2026

Zoom Information:

<https://us02web.zoom.us/j/85797926412?pwd=rkim8Zd7N0tRWrhRZQkKSoJShl8jUH.1>

Meeting ID: 857 9792 6412 | Passcode: 915133

Dial by your location | +1 669 900 6833 US

5:00 PM

MAIN AUDITORIUM – Norton Regional Event Center, 1601 East Third Street, San Bernardino, CA



A regional joint powers authority dedicated to the reuse of Norton Air Force Base for the economic benefit of the East Valley

Phillip Dupper, Chairperson
Mayor, City of Loma Linda
Frank J. Navarro, Vice-Chairperson
Mayor, City of Colton
Joe Baca, Jr., Secretary
Supervisor, County of San Bernardino

BOARD MEMBERS:
Jesse Armendarez
Supervisor, County of San Bernardino
David Toro

Mayor Pro Tem, City of Colton
Rhodes Rigsby
Councilmember, City of Loma Linda
Juan Figueroa

Councilmember, City of San Bernardino
Fred Shorett
Councilmember, City of San Bernardino
Sandra Ibarra

Councilmember, City of San Bernardino
ALTERNATE BOARD MEMBERS:
Dawn Rowe

Supervisor, County of San Bernardino
Mario Flores
Councilmember, City of San Bernardino
Rhonda K. Spencer-Hwang

Councilmember, City of Loma Linda
Vacant
City of Colton

- Full agenda packets are available at the IVDA office, 1601 East Third Street, San Bernardino, California, will be provided at the meeting, and are posted in the Agenda section of our website at www.ivdaipa.org. Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.
- Recordings of the IVDA Board meetings are available in the Agenda section of our website at www.ivdaipa.org.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the IVDA office at (909) 382-4100. Notification 48 hours prior to the meeting will enable IVDA staff to make reasonable arrangements to ensure accessibility to this meeting.
- Anyone who wishes to speak during public comment or on a particular item will be requested to fill out a speaker slip, which must be turned in to the Clerk of the Board prior to speaking.
- Public comments for agenda items that are not public hearings will be limited to three minutes.
- Public comments for items that are not on the agenda will be limited to three minutes.
- The three-minute limitation shall apply to each member of the public and cannot be shared.
- An additional three minutes will be allotted to those who require translation services.
- Live Spanish interpretation is available on a by-request basis. If you require Spanish interpretation, please submit a request to the Clerk of the Board's Office by 12:00 p.m. on the Friday before the meeting to allow IVDA staff to coordinate and arrange for certified interpreters to attend the meeting.

ORDER OF BUSINESS - CLOSED SESSION

This meeting of the governing Board of the Inland Valley Development Agency will begin with Closed Session Public Comment and Closed Session, immediately followed by the Open Session portion of the meeting.

A. CALL TO ORDER / ROLL CALL

B. CLOSED SESSION PUBLIC COMMENT

The Closed Session Public Comment portion of the Inland Valley Development Agency Board meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. Additional opportunities for further Public Comment will be given during and at the end of the meeting. An additional three minutes will be allotted to those who require translation services.

C. CLOSED SESSION

An announcement is typically made prior to closed session discussions as to the potential for a reportable action at the conclusion of closed session.

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 1601 East Third Street, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Leslie Barrett, Vanir Executive Director and Vice President
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price
- b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: 275 N. Leland Norton Way, San Bernardino CA 92408
Negotiating Parties: Michael Lewin, IVDA Legal Counsel and Ramon Alvarez, Alvarez Holdings, LLC
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price
- c. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Properties: Lot# APNs 0279-053-20, 0279-063-01, 0279-063-23, 0279-063-24, 0279-122-09, 0279-122-10, 0279-122-11, and 0279-122-25
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Terry Thompson, County of San Bernardino
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price
- d. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Properties: Former Norton Air Force Base, Parcels Site 5/SAR
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Kent Hindes, Managing Director, Cushman & Wakefield
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price.

D. REPORT ON CLOSED SESSION

Public announcement(s) will be made following closed session if there are any reportable actions taken during closed session.

ORDER OF BUSINESS - OPEN SESSION

- CALL TO ORDER OPEN SESSION
- PLEDGE OF ALLEGIANCE

E. ITEMS TO BE ADDED OR DELETED

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the Inland Valley Development Agency subsequent to the posting of the agenda.

F. CONFLICT OF INTEREST DISCLOSURE

1. POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD MEETING OF FEBRUARY 11, 2026
[PRESENTER: Jillian Ubaldo, Clerk of the Board PAGE#: 006]

G. INFORMATIONAL ITEMS

It is intended that the following subject matters and their attachments are submitted to the Board members for informational purposes only. No action is required with regard to these items in the form of a receive-and-file motion or otherwise. Members may inquire of staff as to any questions or seek clarifications, but no discussion may ensue other than to place an item on a subsequent agenda for further consideration. In such situations where permissible levels of discussion are conducted, members are reminded that staff has not presented the related contractor and interested parties conflicts of interest disclosures that are typically provided for agenda items for which action is intended to occur. Additionally, questions may arise as to negotiation strategies or other legal issues which are more appropriately addressed in a closed session discussion.

2. Informational Items

- 2a. CHIEF EXECUTIVE OFFICER REPORT
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 013]
- 2b. REPORT ON 3RD STREET CORRIDOR
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 014]
- 2c. REPORT ON FOREIGN TRADE ZONE
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 015]
- 2d. REPORT ON UAS CENTER AT SBD
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 016]
- 2e. ALTERNATIVE WORK WEEK UPDATE
[PRESENTER: Catherine Pritchett, Director of Administration PAGE#: 017]

February 11, 2026

H. BOARD CONSENT ITEMS

The following consent items are expected to be routine and non-controversial and will be acted upon by the Board at one time unless the Board directs that an item be held for further discussion.

3. RECEIVE REGISTER OF DEMANDS – FEBRUARY 11, 2026
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 018]
4. RECEIVE AND FILE CASH REPORT FOR DECEMBER 31, 2025 FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 024]
5. APPROVE MEETING MINUTES: JANUARY 14, 2026
[PRESENTER: Jillian Ubaldo, Clerk of the Board PAGE#: 027]

I. BOARD ACTION ITEMS

6. CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2025-2026
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 033]
7. AWARD A CONSTRUCTION CONTRACT TO DUSTIN SMITH EQUIPMENT, INC. IN AN AMOUNT NOT TO EXCEED \$139,500 FOR THE UAS TEST SITE: BACKFILL & SITE WORK PROJECT
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 036]
8. CONSIDER AND ADOPT RESOLUTION NO. 2026-01 OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) AMENDING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AGENCY RECORDS
[PRESENTER: Jillian Ubaldo, Clerk of the Board PAGE#: 045]
9. CONDUCT BUSINESS PLAN UPDATE WORKSHOP
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 093]
10. REVIEW STATUS OF THE ACTION PLAN FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) THROUGH JUNE 30, 2026
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 102]

J. ADDED AND DEFERRED ITEMS

Deferred Items and Items which have been added pursuant to Government Code Section 54954.2 as noted above in Section E.

K. OPEN SESSION PUBLIC COMMENT

Anyone who wishes to speak during Open Session Public Comment will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be given to the Clerk of the Board. Public comments for items that are not on the agenda will be limited to three minutes. The three-minute limitation shall apply to each member of the public and cannot be shared with other members of the public. An additional three minutes will be allotted to those who require translation services.

February 11, 2026

L. BOARD MEMBER COMMENT

Board members may make announcements or give brief reports on activities or matters not appearing on the agenda, as well as provide direction to staff relating to matters which may be addressed at this time.

M. ADJOURNMENT

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the Inland Valley Development Agency Board, Wednesday, March 11, 2026.

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 11, 2026</p> <p>ITEM NO: 1</p> <p>PRESENTER: Jillian Ubaldo, Clerk of the Board</p>
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SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD MEETING OF FEBRUARY 11, 2026

SUMMARY

This agenda contains recommendations for action relative to certain contractors/principals and their respective subcontractors. Care should be taken by each Board member to review and consider the information provided herein to ensure they are in compliance with applicable conflict of interest laws.

RECOMMENDED ACTION(S)

Receive for information and consideration in accordance with applicable conflict of interest laws.

FISCAL IMPACT

None.

PREPARED BY:	Yajaira Maldonado
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
APPROVED BY:	Michael Burrows

BACKGROUND INFORMATION

The potential conflicts information provided in this report is intended to be used as a means for each voting member to verify campaign contributions from their individual campaign records. The following information is considered to be complete only to the best knowledge that has been disclosed to staff by the following listed contractors and in many instances may not be complete as of the date of publication of the agenda. Staff will endeavor to provide updates and supplements to the disclosure information to the extent additional contractor disclosure information becomes known to staff at or prior to each particular meeting time.

In addition to other provisions of law which prohibit Inland Valley Development Agency (IVDA) Board members from having financial interests in the contracts of public agencies, the provisions of California Government Code Section 84308 prohibit individual IVDA Board members from participating in any Board proceeding involving a license, permit, or other entitlement for use pending before the Board, if the individual member has received a contribution of more than two hundred fifty dollars (\$250.00) within the preceding twelve (12) months or for three (3) months following any such Board proceeding, from any person, company or entity who is the subject of the proceeding, including parent-subsidiary and certain otherwise related business entities as defined in the California Code of Regulations, Title 2, Division 6, Section 18438.5, or from any person who actively supports or opposes a particular decision in the proceeding and who has a financial interest in such decision, as defined in California Government Code Section 87103.

The restrictions of Government Code Section 84308 do not apply if the individual member returns the contribution within thirty (30) days from the time he or she knows, or should have known, about the contribution and the proceeding.

This agenda contains recommendations for action relative to the following contractors/principals and their respective subcontractors (as informed to IVDA staff by the Principals):

<u>Agenda</u> <u>Item No.</u>	<u>Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
7.	<u>Dustin Smith Equipment, Inc.</u> Dustin Wayne Smith, CEO, CFO Jasmine Dodaro, Secretary	None.

Attachments:

1. California Government Code §§ 84308 and 87103
2. California Code of Regulations, Title 2, Division 6, §18438.5

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 84308

84308. (a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of **government**, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his

or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.

(e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 87103

87103. A public official has a financial interest in a decision within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her immediate family, or on any of the following:

- (a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- (b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- (c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- (d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- (e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by this subdivision shall be adjusted biennially by the commission to equal the same amount determined by the commission pursuant to subdivision (f) of Section 89503.

For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

1 (Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of
2 Regulations.)

3 **§ 18438.5. Aggregated Contributions Under Section 84308.**

4 For purposes of Section 84308:

5 (a) Notwithstanding the provisions of Regulation 18215.1, to determine whether a
6 contribution of more than \$250 has been made by any party to a proceeding, contributions made
7 by a party's parent, subsidiary, or otherwise related business entity, (as those relationships are
8 defined in subdivision (b) below), shall be aggregated and treated as if received from the party
9 for purposes of the limitations and disclosure provisions of Section 84308.

10 (b) Parent, Subsidiary, Otherwise Related Business entity, defined.

11 (1) Parent-subsidiary. A parent-subsidiary relationship exists when one corporation has
12 more than 50 percent of the voting power of another corporation.

13 (2) Otherwise related business entity. Business entities, including corporations,
14 partnerships, joint ventures and any other organizations and enterprises operated for profit, which
15 do not have a parent-subsidiary relationship are otherwise related if any one of the following
16 three tests is met:

17 (A) One business entity has a controlling ownership interest in the other business entity.

18 (B) There is shared management and control between the entities. In determining whether
19 there is shared management and control, consideration should be given to the following factors:

20 (i) The same person or substantially the same person owns and manages the two entities;

21 (ii) There are common or commingled funds or assets;

22 (iii) The business entities share the use of the same offices or employees, or otherwise
23 share activities, resources or personnel on a regular basis;

(iv) There is otherwise a regular and close working relationship between the entities; or

(C) A controlling owner (50% or greater interest as a shareholder or as a general partner)

3 in one entity also is a controlling owner in the other entity.

4 Note: Authority cited: Section 83112, Government Code. Reference: Section 84308,

5 Government Code.

HISTORY

1. New section filed 5-26-2006; operative 6-25-2006. Submitted to OAL for filing pursuant to

8 *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924,

⁹ California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992.

10 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements

11 and not subject to procedural or substantive review by OAL) (Register 2006, No. 21). For prior

12 history of section 18438.5, see Register 85, No. 8.

13 2. Amendment filed 8-12-2014; operative 9-11-2014 pursuant to title 2, section 18312(e)(1) of

14 the California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair*

15 *Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California

16 Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC

17 regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not

18 subject to procedural or substantive review by OAL) (Register 2014, No. 33).

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 The logo of the Inland Valley Development Agency. It is a circular emblem with a yellow border. Inside the border, the words "INLAND VALLEY DEVELOPMENT AGENCY" are written in a circular path. The center of the logo features a stylized landscape with a bridge, a road, and industrial structures, with the year "1990" at the bottom.	TO: Inland Valley Development Agency Board DATE: February 11, 2026 ITEM NO: 2a PRESENTER: Michael Burrows, Chief Executive Officer
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SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER REPORT

SUMMARY

An oral report will be provided at the time of the meeting.

PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. None.

 The logo of the Inland Valley Development Agency. It is a circular emblem with a yellow border. Inside the border, the words "INLAND VALLEY DEVELOPMENT AGENCY" are written in a circular path. The center of the logo features a stylized landscape with a bridge, a road, and industrial structures, with the year "1990" at the bottom.	TO: Inland Valley Development Agency Board DATE: February 11, 2026 ITEM NO: 2b PRESENTER: Michael Burrows, Chief Executive Officer
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON 3RD STREET CORRIDOR

SUMMARY

An oral report will be provided at the time of the meeting.

PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. None.

 The logo of the Inland Valley Development Agency is circular. The outer ring is yellow with the text "INLAND VALLEY DEVELOPMENT AGENCY" at the top and "1990" at the bottom. The inner circle features a stylized landscape with a bridge, a road, and industrial structures like a factory and a chimney.	TO: Inland Valley Development Agency Board DATE: February 11, 2026 ITEM NO: 2c PRESENTER: Michael Burrows, Chief Executive Officer
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON FOREIGN TRADE ZONE

SUMMARY

An oral report will be provided at the time of the meeting.

PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. None

2d

 The logo of the Inland Valley Development Agency. It is a circular emblem with a yellow border. Inside the border, the words "INLAND VALLEY DEVELOPMENT AGENCY" are written in a circular path. The center of the logo features a stylized landscape with a bridge, a road, and industrial structures, with the year "1990" at the bottom.	TO: Inland Valley Development Agency Board DATE: February 11, 2026 ITEM NO: 2d PRESENTER: Michael Burrows, Chief Executive Officer
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SUBJECT: INFORMATIONAL ITEMS – REPORT ON UAS CENTER AT SBD

SUMMARY

An oral report will be provided at the time of the meeting.

PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. None

 The logo of the Inland Valley Development Agency. It is a circular emblem with a yellow border. Inside the border, the words "INLAND VALLEY DEVELOPMENT AGENCY" are written in a circular path. The center of the logo features a stylized landscape with a bridge, a road, and industrial structures, with the year "1990" at the bottom.	TO: Inland Valley Development Agency Board DATE: February 11, 2026 ITEM NO: 2e PRESENTER: Catherine Pritchett, Director of Administration
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SUBJECT: INFORMATIONAL ITEMS – ALTERNATIVE WORK WEEK UPDATE

SUMMARY

An oral report will be provided at the time of the meeting.

PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. None

 The logo of the Inland Valley Development Agency (IVDA) is circular. It features a yellow border with the text "INLAND VALLEY DEVELOPMENT AGENCY" at the top and "1990" at the bottom. The inner circle contains a stylized landscape with a bridge, a road, and a building, with a small flag on the left side.	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 11, 2026</p> <p>ITEM NO: 3</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: RECEIVE REGISTER OF DEMANDS - FEBRUARY 11, 2026

SUMMARY

Inland Valley Development Agency's (IVDA) Register of Demands.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Disbursements for amounts due in January 2026.

PREPARED By:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

Total disbursement activities for January 2026 amount to \$571,498.90 that include the following.

- **Professional Services:** Alvarez Holdings, LLC; Boston Fox Tigue International; California Strategies & Advocacy LLC; CJMC Holdings, LLC; Cohoe Engineering; Converse Consultants; Elizabeth L. Martyn APC; Hernandez, Kroone & Associates Inc.; Imagine Systems Inc.; Mirau Edwards Cannon Lewin & Tooke LLP; Product Research Gear LLC; Terry Parisher, The Natelson Dale Group Inc.; Tom Dodson & Associates, and Zenaida Global were paid \$ 147,708.03.
- **Capital Projects Cost:** Matich Corporation was paid \$ 142,307.42.
- **Utilities:** City of San Bernardino Water Department, Southern California Edison, The Gas Company, Utility Telecom Group LLC, and Verizon Wireless were paid \$ 88,112.55.
- **Employee Benefits:** Ameritas Life Insurance Corp., Texas Life Insurance Company, and The Lincoln National Life Insurance Co. were paid \$ 16,786.92.

Attachments:

1. Register of Demands for the February 11, 2026 Board Meeting
2. Visa Breakdown - December 2025

Inland Valley Development Agency
Register of Demands for Board Meeting
February 11, 2026

Line	Vendor name	Description	Payment amount
1	A.O. Reed & Co., LLC	Repairs and maintenance for HVAC system	\$ 28,310.20
2	Alvarez Holdings, LLC	International trade consulting services	45,203.41
3	Amazon Capital Services Inc.	Office supplies and equipment	2,582.03
4	Ameritas Life Insurance Corp.	Employee group benefits - dental and vision	7,993.63
5	Am-Tec Total Security Inc.	Monthly fire and burglar alarm monitoring and inspection	832.90
6	Aragon Geotechnical, Inc.	Construction materials testing	13,312.50
7	Belico Details LLC	Vehicle washes	400.00
8	Boston Fox Tigue International LLC	Marketing services	1,012.50
9	C & A Janitorial Services	Janitorial services	19,747.75
10	California Strategies & Advocacy LLC	Professional lobbying and related consulting services	10,000.00
11	City of San Bernardino Water Department	Water and sewer services	46,431.23
12	CJMC Holdings LLC	Construction and project management services for capital projects	2,000.00
13	Cohoe Engineering	Engineering services	2,801.25
14	Converse Consultants	Geotechnical engineering and environmental services	19,104.60
15	Corodata Shredding Inc.	Interoffice shredding services	53.57
16	Criterion Automation Inc.	Waste water flow meter calibration	954.00
17	Eagle Graphics LLC	Employee credit incentive for SBD online apparel store	106.75
18	Elizabeth L. Martyn APC	Legal services	966.00
19	ESRI	ArcGIS annual subscription & maintenance	3,535.38
20	Event Design Lab	Live streaming services	1,200.00
21	Ferguson Enterprises LLC	Plumbing supplies and material	6,671.97
22	Hernandez, Kroone & Associates Inc.	Professional services to provide civil engineering and survey services	22,618.42
23	Imagine Systems Inc.	IT consulting services and desktop maintenance	2,132.38
24	K&L Hardware and Plumbing Supply Inc	Maintenance, tools, and supplies	75.37
25	Matich Corporation	Sterling Avenue construction project	142,307.42

Inland Valley Development Agency
Register of Demands for Board Meeting
February 11, 2026

26	Mirau Edwards Cannon Lewin & Tookey LLP	Professional services - legal	4,888.00
27	Mobile Modular Management Corp (McGrath Rentcorp)	Mobile office trailer rental at UAS Center	3,927.22
28	Petty Cash - Alka Chudasama	Petty cash disbursement	81.38
29	Pitney Bowes Global Financial Services	Postal machine rental and postage	302.15
30	Product Research Gear LLC	Professional services to provide consulting for UAS Center on drone emergency response	3,000.00
31	Southern California Edison	Electricity	34,190.89
32	Terry Parisher	Professional services to provide consulting to UAS Center on drone policy creation for public and private entities	3,106.65
33	Texas Life Insurance Company	Group benefits - additional life insurance	1,100.47
34	The Best Demolition & Recycling Co., Inc.		83,106.00
35	The Gas Company	Gas	4,923.56
36	The Lincoln National Life Insurance Co.	Employee group benefits - life insurance	7,692.82
37	The Natelson Dale Group Inc.	Annual Performance Report for Comprehensive Economic Development Strategy	3,540.00
38	Tom Dodson & Associates	Professional services for environmental services	21,659.00
39	Toshiba Business Solutions	Maintenance and supplies for office equipment	161.33
40	Utility Telecom Group LLC	Ethernet and phone services for Building 48	1,596.99
41	Verizon Wireless	Wireless monthly service and equipment purchases	969.88
42	Visa	Office supplies and other miscellaneous charges	10,856.60
43	Western Exterminator Company	Pest control	366.88
44	Zenaida Global	Professional consulting services - UAS Center at SBD	5,675.82
45			
	Total		\$ 571,498.90

Inland Valley Development Agency

Visa Breakdown

December 2025

Line	Description	Payee	Department	Amount
1	Calendar planner	Barnes and Noble	Administration	\$ 38.05
2	DiSC Assessment for Professional Development	Your Life's Path	Administration	420.00
3	DiSC Assessment for Professional Development	Your life's path	Administration	330.00
4	Secure HR fax line	Interfax	Administration	9.50
5	Coffee for Paycom representative	Starbucks	Administration	11.80
6	Priority boarding fee for DC advocacy travel	United	Administration	24.00
7	Priority boarding fee for DC advocacy travel	United	Administration	24.00
8	Airfare for Inland Action DC advocacy trip	United	Administration	812.06
9	Parts for 3rd Street sign project	The Home Depot	Airport Maintenance	623.72
10	Paint for Building 48	Sherwin Williams	Airport Maintenance	231.22
11	Light bulbs for DFAS	Encore Lighting Supply	Airport Maintenance	844.76
12	Subscription to Canva design software platform	Canva	Clerk of the Board	120.00
13	Building 48 conference line	Free Conference Call	Executive Office	10.00
14	Branded apparel for consultants	Eagle Graphics	Executive Office	257.13
15	Building 48 water dispenser monthly rental	Quench	Executive Office	275.19
16	Lodging for Foreign Trade Zone - Long Beach, CA	Hotel Maya	Executive Office	369.18
17	Subscription to newspaper	The San Bernardino Sun	Executive Office	182.00
18	Subscription for QuickBooks access	QuickBooks	Finance	130.40
19	Membership renewal	The Institute of Internal Auditors	Finance	360.00
20	Membership renewal	The Institute of Internal Auditors	Finance	200.00
21	Microsoft 365 monthly subscription	Microsoft	Information Technology	231.00
22	Microsoft 365 monthly subscription	Microsoft	Information Technology	814.06
23	Airfare to Virginia for UAS meetings	United	UAS Center at SBD	681.37
24	Lodging for UAS meetings - Virginia	Marriott	UAS Center at SBD	216.60
25	Car Rental for travel for UAS meetings	Hertz	UAS Center at SBD	114.76
26	Porta potty cleaning	United Site Services	UAS Center at SBD	104.01

Inland Valley Development Agency

Visa Breakdown

December 2025

Line	Description	Payee	Department	Amount
27	Lodging for K. Benson UAS Center meetings	Residence Inn	UAS Center at SBD	215.67
28	Parking fees for UAS meetings travel - Richmond, VA	City of Richmond	UAS Center at SBD	12.00
29	Parking fees for UAS meetings travel - Richmond, VA	City of Richmond	UAS Center at SBD	22.00
30	Parking fees for UAS meetings travel - Richmond, VA	City of Richmond	UAS Center at SBD	12.00
31	Lodging for UAS meetings - Virginia	Marriott	UAS Center at SBD	225.26
32	Parking fees for UAS meetings travel - Richmond, VA	City of Richmond	UAS Center at SBD	18.00
33	Parking fees for UAS meetings travel - Richmond, VA	ONT Airport	UAS Center at SBD	90.00
34	UAS SkyAlert drone sensors	Uavionx	UAS Center at SBD	1,973.57
35	Car Rental for travel for UAS meetings	Hertz	UAS Center at SBD	93.96
36	Lodging for D. Krause UAS Center meetings	Residence Inn	UAS Center at SBD	652.38
37	Supplies for UAS Center	Lowe's	UAS Center at SBD	106.95
Total				\$ 10,856.60
Visa Statement Balance:				\$ 10,856.60
Date Prepared:				2/4/2026

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 11, 2026</p> <p>ITEM NO: 4</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: RECEIVE AND FILE CASH REPORT FOR DECEMBER 31, 2025 FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)

SUMMARY

Submitted for your consideration is the IVDA's monthly cash reconciliation report.

RECOMMENDED ACTION(S)

Receive and file Cash Report for December 31, 2025 for the Inland Valley Development Agency (IVDA).

FISCAL IMPACT

None.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

Attached is the Cash Report for December 31, 2025, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$28,232,324.35 on December 31, 2025. Banks' statements reflect \$28,245,419.90. The difference in totals is due to deposits in transit and outstanding checks on December 31, 2025.

If you have any questions about this report, please contact me at (909) 382-4100 extension 141.

Attachments:

1. Cash Report for December 31, 2025

Inland Valley Development Agency
Cash Report
December 31, 2025

IVDA JPA CASH			
	Balance 11/30/25	Activities	Balance 12/31/25
<u>Cash</u>			
MMKT/ Savings Account - CHASE Bank	1,315,224.60	(1,072,104.31)	243,120.29
Checking Account - CHASE Bank	578,298.05	(293,340.69)	284,957.36
Deposits In Transit:			
Beginning	-	-	-
Ending	-	14,099.85	14,099.85
Outstanding Checks:			
Beginning	(976,569.63)	976,569.63	-
Ending	(27,195.40)	(27,195.40)	(27,195.40)
Payroll Account - CHASE Bank	1,033.12	(0.38)	1,032.74
Benefits Account - CHASE Bank	32,933.29	60,434.55	93,367.84
BRORF Account - CHASE Bank	2,098,883.23	37.40	2,098,920.63
Cash with Fiscal Agent- MECLT Trust	152,181.60	(139,634.89)	12,546.71
Subtotal	3,201,984.26	(481,134.24)	2,720,850.02
<u>Investments</u>			
Local Agency Investment Funds - Regular Account	84,712.25	-	84,712.25
Local Agency Investment Funds - Bond Account	135,724.73	-	135,724.73
Total	220,436.98	-	220,436.98
Subtotal JPA Cash & Investments	3,422,421.24	(481,134.24)	2,941,287.00
IVDA SUCCESSOR AGENCY CASH			
RORF Account -CHASE Bank	161,598.99	8,478,960.00	8,640,558.99
<u>Investments Held With Fiscal Agent</u>			
Special Fund - US Bank - 2014 series	20.53	-	20.53
Interest Account - US Bank - 2014 series	-	-	-
Reserve Account- US Bank - 2014 series	16,650,314.72	68.43	16,650,383.15
Principal Account - US Bank- 2014 series	-	-	-
2011 Project Fund - US Bank - 2014 series	74.68	-	74.68
Subtotal SA Cash & Investments	16,812,008.92	8,479,028.43	25,291,037.35
Total Cash and Investments	\$ 20,234,430.16	7,997,894.19	\$ 28,232,324.35

I certify that this report accurately reflects all cash and investments for the above period and all the investment is in compliance with Inland Valley Development Agency's Investment policy. IVDA shall be able to meet it's expenditure requirement for next six month.



Mark Cousineau, Director of Finance

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 11, 2026</p> <p>ITEM NO: 5</p> <p>PRESENTER: Jillian Ubaldo, Clerk of the Board</p>
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SUBJECT: APPROVE MEETING MINUTES: JANUARY 14, 2026

SUMMARY

Submitted for consideration and approval by the IVDA Board: Meeting minutes of the regular meeting held Wednesday, January 14, 2026.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular meeting held January 14, 2026.

FISCAL IMPACT

None.

PREPARED By:	Yajaira Maldonado
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. January 14, 2026 meeting minutes

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING BOARD ACTIONS

WEDNESDAY, JANUARY 14, 2026

5:00 P.M.

MAIN AUDITORIUM - Norton Regional Event Center - 1601 East Third Street, San Bernardino, CA



A regional joint powers authority dedicated to the reuse of Norton Air Force Base
for the economic benefit of the East Valley

Board Members

City of Colton

Mayor Frank Navarro	Present
Mayor Pro Tem David Toro	Present
VACANT	

City of Loma Linda

Mayor Phillip Dupper, Chairperson	Present
Councilmember Rhodes Rigsby	Present
Councilmember Rhonda K. Spencer-Hwang (alt)	Absent

County of San Bernardino

Supervisor Joe Baca, Jr.	Present
Supervisor Jesse Armendarez	Present (Arrived at 5:03 pm)
Supervisor Dawn Rowe (alt)	Absent

City of San Bernardino

Councilmember Fred Shorett	Present
Councilmember Juan Figueroa	Present
Councilmember Sandra Ibarra	Present
Mayor Pro Tem Mario Flores	Present (In audience)

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Catherine Pritchett, Director of Administration
Mark Gibbs, Director of Aviation	Jillian Ubaldo, Clerk of the Board
Jeff Barrow, Director of Development	Yajaira Maldonado, Deputy Clerk of the Board
Mark Cousineau, Director of Finance	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP

January 14, 2026

The Regular Meeting of the Inland Valley Development Agency Board was called to order by Chairperson Phillip Dupper at approximately 5:00 P.M. on Wednesday, January 14, 2026, in the Main Auditorium of the Norton Regional Event Center, 1601 East Third Street, San Bernardino, California

A. CALL TO ORDER / ROLL CALL

Roll call was duly noted and recorded.

Members of the Board and the public joined Councilmember Fred Shorett in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comments.

C. CLOSED SESSION

Chairperson Phillip Dupper recessed to closed session at 5:01 P.M. Mr. Michael Lewin, Mirau, Edwards, Cannon, Lewin & Tooke, LLP, read the closed session items as posted on the Agenda.

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8 Property: 105 North Leland Norton Way, San Bernardino CA 92408
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Betty Liu, Transportation Security Administration (TSA)
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price
- b. Conference with Legal Counsel pursuant to Gov. Code 54956.9(d) – significant exposure to litigation: one case
- c. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Board will meet with the Chief Executive Officer and General Counsel related to pending litigation: People's Collective for Environmental Justice v. Inland Valley Development Agency, et al., San Bernardino County Superior Court, Case No. CIVSB2510434

D. REPORT ON CLOSED SESSION

Chairperson Phillip Dupper reconvened the meeting at 5:25 P.M. Chairperson Dupper asked Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin & Tooke, LLP if there were any reportable items. Mr. Lewin reported that there were none.

E. ITEMS TO BE ADDED OR DELETED

There were no items to be added or deleted.

January 14, 2026**F. CONFLICT OF INTEREST DISCLOSURE**

1. Chairperson Phillip Dupper stated Board Members should note the item(s) listed which might require member abstentions.

There were no conflicts noted.

G. INFORMATIONAL ITEMS

Mr. Michael Burrows, Chief Executive Officer, presented the following informational items.

2. Informational Items
 - a. Chief Executive Officer Report
 - b. Report on 3rd Street Corridor
- 2b. Ms. Jillian Ubaldo, Clerk of the Board, reported that Board Members were provided with physical copies of the Brown Act, as required by SB 707, to ensure the agency's compliance with new state mandates regarding the distribution of the Act to elected and appointed officials.
- 2c. Mr. Jeff Barrow, Director of Development, reported that Caltrans has granted authorization to proceed, and the project is expected to open for bidding in the near future.

H. BOARD CONSENT ITEMS

3. Receive Register of Demands – January 14, 2026
4. Receive and file Cash Report for November 30, 2026, for the Inland Valley Development Agency (IVDA)
5. Approve Amendment No. 1 to the Agreement for Professional Services with Tom Dodson & Associates in an additional amount of \$25,000 for a total contract amount not to exceed \$75,000 to provide services relating to environmental issues for the development of former Norton Airforce Base properties
6. Approve the filing of a Notice of Completion with The Best Demolition & Recycling Co., Inc. for the UAS Test Site: Demolition Project and authorize the release of retained funds
7. Approve Meeting Minutes: December 10, 2025

ACTION: Approve Agenda Item Nos. 3-7 of the Consent Calendar.

RESULT:

ADOPTED [UNANIMOUSLY]

MOTION/SECOND:

Navarro / Shorett

AYES:

Dupper, Navaro, Baca, Armendarez, Toro, Rigsby, Ibarra, Figueroa, and Shorett

NAYS:

None

ABSTENTIONS:

None

ABSENT:

None

I. BOARD ACTION ITEMS

8. Consider and Adopt Proposed Budget Adjustments for Fiscal Year 2025-2026

Mr. Mark Cousineau, Director of Finance, presented a report regarding proposed budget adjustments for Fiscal Year 2025-2026. Staff noted a technical correction to the oral presentation: the \$64,000 budget adjustment is designated for IVDA's West Parking Lot, driveway, and related hardscapes, as documented in the Agenda Item No. 8 staff report.

ACTION: Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal year 2025-2026.

RESULT: **ADOPTED [UNANIMOUSLY]**

MOTION/SECOND: Baca / Ibarra

AYES: Dupper, Navaro, Baca, Armendarez, Toro, Rigsby, Ibarra, Figueroa, and Shorett

NAYS: None

ABSTENTIONS: None

ABSENT: None

9. Award a construction contract to Landmark Paving, Inc. in an amount not to exceed \$63,900 for the Del Rosa Driveway and Street Improvements Project

Mr. Jeff Barrow, Director of Development, provided a brief report on Agenda Item No. 9.

ACTION: Award a construction contract to Landmark Paving, Inc., in an amount not to exceed \$63,900 for the Del Rosa Driveway and Street Improvements Project; and authorize the Chief Executive Officer to execute all related documents.

RESULT: **ADOPTED [UNANIMOUSLY]**

MOTION/SECOND: Baca / Navarro

AYES: Dupper, Navaro, Baca, Armendarez, Toro, Rigsby, Ibarra, Figueroa, and Shorett

NAYS: None

ABSTENTIONS: None

ABSENT: None

10. Conduct Business Plan Update Workshop

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "Inland Valley Development Agency Business Plan Update Workshop Vol. 2, December 10, 2025" (as contained on page 059-079 in the Agenda Packet). Mr. Burrows discussed the key components of the business plan and ongoing work. He provided updates on IVDA Base Reuse resources, the agency's partnership with Hillwood and Alliance California, and the Foreign Trade Zone. Additionally, he touched on infrastructure, sector growth, the Community Redevelopment Investment Authority (CRIA), and Operational Business Unit Alignment. Feedback from the Board was invited.

Supervisor Joe Baca Jr. thanked staff for the update regarding infrastructure and economic development. He requested clarification on landscaping responsibilities between Mills and Central, suggesting that minor enhancements would significantly improve the visual appeal of the corridor. Additionally, he emphasized the importance of project prioritization in future planning.

January 14, 2026

Councilmember Sandra Ibarra expressed appreciation for the presentation, noting that it serves as an excellent snapshot of the collective changes and progress made.

Chairperson Phillip Dupper reported on his recent attendance at an AI Summit, noting that the event provided valuable insights into emerging technologies. He recommended that the agency explore the potential integration of AI solutions to enhance operational efficiency.

This item was for discussion purposes only; no formal action was taken.

11. Review Status of the Action Plan for the Inland Valley Development Agency (IVDA) through June 30, 2026

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled “DRAFT – June, 2026 – IVDA Focal Areas” (as contained on page 082-084 in the Agenda Packet). Mr. Burrows noted that the Action Plan remains a work in progress and will be updated as milestones are achieved and additional data becomes available.

This item was for discussion purposes only; no formal action was taken.

J. ADDED AND DEFERRED ITEMS

There were no items to be added or deferred.

K. OPEN SESSION PUBLIC COMMENT

There were no open session public comments.

L. BOARD MEMBER COMMENT

There were no Board Member Comments.

M. ADJOURNMENT

There being no further business before the Board at this session, Chairperson Phillip Dupper declared the meeting adjourned at 5:44 P.M.

Approved at a Regular Meeting of the Inland Valley Development Agency Board on February 11, 2026.

Jillian Ubaldo
Clerk of the Board

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 11, 2026</p> <p>ITEM NO: 6</p> <p>PRESENTER: Mark Cousineau, Director of Finance</p>
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SUBJECT: CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2025-2026

SUMMARY

The proposed adjustments modify the adopted Inland Valley Development Agency (IVDA) Joint Powers Authority (JPA) budget to reflect improved estimates and changes in conditions in the accounts reflected in the Proposed Budget Adjustments Table.

RECOMMENDED ACTION(S)

Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal year 2025-2026.

FISCAL IMPACT

The composition for the requested adjustments is detailed in the "Proposed Budget Adjustments Table". The combined net effect on the IVDA's Fiscal Year 2025-26 Budget, if approved, would be a net increase in budgetary expenditures of \$191,500.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

On June 11, 2025, the Inland Valley Development Agency (IVDA) Board adopted the IVDA Successor Agency and IVDA Joint Powers Authority (JPA) budgets for Fiscal Year 2025-2026. The Successor Agency budget covers those items on the ROPS. The JPA budget covers those items which are carried out by the IVDA pursuant to its on-going status as a California Joint Powers Authority and Federal Base Reuse Entity with specific obligations for capital projects pursuant to Public Law 100-526 (BRAC), applicable federal statutes, agreements, and deeds for the transfer of Norton AFB and the provisions of the IVDA JPA Agreement, as amended.

The net effect of the proposed budget adjustments is a net increase in budgetary expenditures in excess of estimated revenues of \$191,500. Cash on hand, ongoing revenues, and deferrals of other approved capital improvement projects are adequate and available to fund these planned expenditures.

The increase in budgetary expenditures of \$191,500 consists of contractor services to make land improvements to the UAS Center at SBD's Norton Test Range (\$53,000 increase); establishment of a new capital improvement project at Building 58 (\$100,000 increase offset by reallocation of existing Building 58 Improvement budget (\$100,000 decrease); a \$100,000 increase for anticipated International Trade expenses; \$26,500 increase for a sole source software mandatory three year subscription; and a \$12,000 increase in the Successor Agency to the IVDA's Redevelopment Powers (Successor Agency) to move forward with the Successor Agency's long range property management plan.

With the implementation of the new chart of accounts and accounting information system, budgetary control is exercised at the Budget Class level and transactions are recorded, tracked, and analyzed at the account or line-item level of detail. Staff identified the following budget class that requires modification. The adjustment is described in the table below:

INLAND VALLEY DEVELOPMENT AGENCY
FY 2025-2026 Proposed Budget Adjustments
January 2026

PROPOSED BUDGET ADJUSTMENTS TABLE

Proposed Adjustments	Budget Class	Approved Budget	Proposed Adjustments	Adjusted Budget
<i>Expenditures & Transfers Out</i>				
A UAS Center at SBD	63 - Capital Improvement Program (25i006-05 - Norton Test Range)	\$ 87,480	\$ 53,000	\$ 140,480
B General Fund	63 - Capital Improvement Program (25i003 - Bldg. 58 Improvements)	250,000	(100,000)	150,000
B General Fund	63 - Capital Improvement Program (25i003-5a - Bldg. 58 Restaurant)	-	100,000	100,000
C General Fund	57 - Other Expenses (International Trade)	727,000	100,000	827,000
D General Fund	57 - Other Expenses (Software)	827,000	26,500	853,500
E General Fund	52 - Professional Services (Engineering-Surveying)	-	12,000	12,000
Increase (Decrease) in expenditures & transfers out				<u>191,500</u>
<i>Revenues & Transfers In</i>				
Increase (Decrease) in revenues & transfers in				<u>-</u>
Net Budget Adjustment, Expenditures in Excess of Revenues				<u>\$ 191,500</u>

Notes:

- A** \$53,000 increase in Budget Class 63 to provide for the backfill and soil for land improvements at the UAS Center at SBD Norton Test Range to mitigate the depression where the NAFB small arms range was previously located.
- B** Zero dollar net change in Budget Class 63. Establish a new capital improvement project budget for Building 58, Front Suites improvements of \$100,000 for Project 25i003-5a that is offset by a \$100,000 decrease in Project 25i003 - Building 58 Improvements.
- C** \$100,000 increase to expand international trade, related professional services, and updating IVDA's foreign trade zone (FTZ) plan.
- D** \$26,500 increase in Budget Class 57 - Other Expenses for sole source IMPLAN software for mandatory three-year minimum subscription to prepare economic development (jobs) performance reports that meet federal requirements.
- E** \$12,000 increase in Budget Class 52 - Professional Services to prepare legal descriptions of Successor Agency properties to fulfill Long Range Property Management Plan.

Staff recommends that the Board approve the above recommended action.

Attachments:

1. None

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 11, 2026</p> <p>ITEM NO: 7</p> <p>PRESENTER: Jeff Barrow, Director of Development</p>
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SUBJECT: AWARD A CONSTRUCTION CONTRACT TO DUSTIN SMITH EQUIPMENT, INC. IN AN AMOUNT NOT TO EXCEED \$139,500 FOR THE UAS TEST SITE: BACKFILL & SITE WORK PROJECT

SUMMARY

The award of this construction contract would authorize Dustin Smith Equipment, Inc. to perform backfill and site work operations at the UAS Test Site.

RECOMMENDED ACTION(S)

Award a construction contract to Dustin Smith Equipment, Inc., in an amount not to exceed \$139,500 for the UAS Test Site: Backfill & Site Work Project; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. In the event that the proposed budget adjustment is approved on today's agenda, funding for this project will be included in the then adjusted Inland Valley Development Agency (IVDA) Fiscal Year 2025-2026 Budget, UAS Center at SBD, Budget Class 63, as a Capital Improvement Project, Project Number 25i006-05 – UAS NTR Site Land Improvements for \$140,480 of which \$139,500 is allocated for this contract.

PREPARED BY:	Griselda Lizarraga
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

The UAS Test Range, formally the Norton Air Force Base small arms range, is located south of the runway of the San Bernardino International Airport and is wholly owned by the IVDA. The site is located east of Hillwood's Southgate development on Central Avenue. The UAS Test Range is an approved site for aerospace research and development by the Alaska Center for Unmanned Aircraft Systems Integration (ACUASI) under a Federal Aviation Administration (FAA) designation. Operated by the UAS Center at SBD in partnership with ACUASI and the FAA, the Test Range is a new program designed to verify the safety of public and civil UAS, operations, and related navigation procedures before integration into the National Airspace System (NAS).

To ensure the safety of all people utilizing the UAS Test Range, backfilling of the existing ground depression is required. Per a previous project's scope, the ground depression was cleared of all structures and debris. The depression currently sits empty, creating a safety concern. The proposed work includes backfilling the depression with soil from the existing lot, followed by site work to obtain level grade with the surrounding pad's elevation.

Staff solicited proposals from qualified contractors. (2) proposals were received, with the full project cost identified below:

• Dustin Smith Equipment, Inc.	\$139,500.00
• The Best Demolition & Recycling Co., Inc.	\$148,000.00
• AEC Moreno Corporation	No Response

IVDA's standard construction contract form will be used for this project.

Staff recommends the Board approve the above recommended actions.

Attachments:

1. Site Map
2. Site Photo
3. Contractors' Proposals

SITE MAP







02/04/2026

Drone Site

Included in price:

- 1.) Mobilization**
- 2.) Generate onsite GPS model to account for all existing features**
- 3.) Process bottom of existing hole to compact**
- 4.) Rough grade site around hole and fill up as much as possible with material**
- 5.) Clear and grub borrow area designated by owner's rep. at time of job walk**
- 6.) Scalp designated area to generate enough material to fill up remaining hole**

Total- \$139,500.00

Exclude: Permits, Import & Export of soil, Base material, Traffic Control, soil testing costs, utility trenching, screening/removal of rock, Survey/layout, removal of roots, unforeseen buried objects, construction water, restoration of grade disturbed by others, dewatering, potholing, shoring, aerating of wet materials, select backfill, other trade spoils and erosion control.

License Number 893161

Thank you,

Dustin Smith
909-234-7572 PH
Dustin@dsegrading.com

THE BEST DEMOLITION & RECYCLING CO., INC.

12000 Blucher Ave., Granada Hills, CA 91344 - (818) 366-3500 - Fax (818) 366-3535

ruben@bestdemo.org Contractor Lic # 692081 C-21 & C-12

January 21, 2026

Email:

jbarrow@sbdairport.com

**Inland Valley Development Authority
1601 E. Third Street
San Bernadino, CA 92408**

Attn: Jeff Barrow

Subject: Proposal no. 26033
Drone Hanger Site
1601 E. Third St
San Bernadino, CA 92408

Dear Customer;

The Best Demo & Recycling Co., Inc. is pleased to submit our proposal for the above subject address. Best Demo has visited the site for the scope of work and the intent of new construction.

CONTRACT DOCUMENTS:

- Job Walk: YES, Ruben Jeff and Javier Jesus
- Soils Report: N/A
- Drawings: Site Aerial Photo

SCOPE OF WORK

Values

Base Bid 1: Crater Backfill \$ 148,000.00

Provide supervision, equipment and operators to complete the backfill per our job walk and aerial fill shot.

BD will clear and grub the entire fenced in area and haul off all debris.

BD to fill and compact the existing hole with on-site soils. (*inside the fence line*).

BD will leave the existing area flat.

BD will fill the hole until we exhaust all the soil inside the fence line.

All soil will be compacted with a ride on sheep foot compactor in 1' lifts.

Base Bid 2: Grading \$ 57,400.00

BD will leave the site graded to allow the site to sheet flow to the existing coverts.

BD will grade and compact the east slope against the access road 8ft off the fence line at a 2:1 slope.

BD will grade check for sheet flow.

Site will be graded, clean and clear to allow water to sheet flow to the existing drainage areas.

Base Bid 3: Soils Import (*IF NEEDED*) \$ 42,600.00

BD will use portion of the outside of the fence line area to import soil if needed to fill the hole on-site per our job walk.

Grade and load soil into S10 trucks to transport to fill the existing hole.

Leave soil graded to match existing areas.

Finish compacting the hole.

Total \$248,000.00

The above work is to be completed for the sum of: Two Hundred Forty-Eight Thousand Dollars and no/00 (\$248,000.00) subject to terms and conditions contained herein.

Option / Additional:	Values
Option 1: Extra/additional mobilization	\$2,500.00 per equipment piece.

All materials are guaranteed to be as specified. The above work is to be performed in accordance with the drawings and any specifications submitted for the above work and would be completed in a substantial workmanlike manner.

Thank you for the opportunity to submit our proposal for this project. If you have any questions and/or requires any additional information, please contact me at O (818) 366-3500, M (818) 612-2444.

Sincerely,

Ruben Gutierrez

Ruben Gutierrez
Project Manager

ACCEPTANCE

Upon signing, the client authorizes The Best Demolition & Recycling Co., Inc. to proceed with the above work described. Both parties agree to all terms, conditions and stipulations contained in this document

Client: **San Bernardino International Airport**

Best Demolition & Recycling Co., Inc.

The Best Demolition & Recycling Co. Inc.

CONTRACT TERMS AND CONDITIONS

GENERAL TERMS:

1. This proposal is valid for 90 days period. BDRC reserves the right to submit a new proposal after this period.
2. Notice to proceed shall be a minimum of 48 hours prior to the start of work
3. The client is to provide temporary facilities, sanitary toilets, water and power, and trash bins for daily clean-up of work.
4. BDRC will not be responsible for damages to unknown /buried /underground obstructions.
5. Any changes, additions, omissions, alterations, or deviations from the original bid documents involving extra costs will be executed only upon written approved orders and will become an extra charge additional to the contract price.
6. Additional labor if required will be charged as follows: Foreman - \$ PW per hour; Operator - \$ PW per hour; and Laborers - \$ PW per hour. Prices above are based not on prevailing wage. Prices are based on regular working hours.
7. Dump fees are based on current rates as of the date of this proposal.
8. A security deposit of 10% will be required upon mobilization, progress billing will be submitted
9. Payments are to be made bi-weekly as the work progresses to the value of 100% of the work completed.
10. Final Payment shall be 100% upon job completion.
11. No retention is to be held unless agreed upon prior to the start of work. If any retention was held, it shall be paid in full within 30 days after completion of this Contract Agreement.
12. BDRC reserves the right to stop work due to non-payment.

SPECIFIC INCLUSIONS - Unless otherwise specified, the work **includes** the following:

1. Coordination with Contractor's means, methods, procedures, scheduling and delivery of materials.
2. Provide competent, qualified, foreman, operator, apprentice and laborers to perform the above work.
3. Coordinate with Contractor inspections, conflicts and discrepancies in drawings and specifications.
4. Coordinate & make reasonable adjustments with other subcontractors work for project's expediency.
5. Traffic control and coordination related in the above work performance.
6. Safety meetings and requirement in compliance with OSHA and CALOSHA.
7. Daily clean-up of work and related items.

SPECIFIC EXCLUSIONS - Unless, otherwise specified, the work **does not include** the following:

Accidental Pollution/Pollution Liability; Any detailed noise or dust control program & dewatering; City permits & inspection fees; Delays due to others or beyond BDRC; Erosion control or erosion control plan or dewatering; General Construction Activity Storm Water Permit; Grading or earthwork of any kind; Not Applicable; Hard rock breaking, excavations & handling; Handling & disposal unknown buried structures or footings ; Hazardous or toxic waste handling or removal; Lay out protection & pedestrian control; Shoring earth excavations and bracing; Utility protection, disconnects, removals or capping; Waterproofing, Dirt export.

INSURANCE - BDRC shall maintain during the progress of work

Worker's Compensation and Employer's liability insurance for all workers and equipment utilized in the execution of the work. Insurance coverage will be the maximum statutory amounts of coverage. General Liability Insurance including personal injury and property damage with each occurrence and aggregate limits of not less than \$ 1,000,000.00 each. Owner and Contractor will be named as additional insured bonds, if required, shall be paid for by others prior to mobilization and subject to our Surety Company's approval of bond form

Client Initials _____

BDRC _____

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 11, 2026</p> <p>ITEM NO: 8</p> <p>PRESENTER: Jillian Ubaldo, Clerk of the Board</p>
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SUBJECT: CONSIDER AND ADOPT RESOLUTION NO. 2026-01 OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) AMENDING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AGENCY RECORDS

SUMMARY

Approval of this item will allow staff to amend an agency-wide records retention schedule and authorize destruction of certain Agency records. The adoption of the Amended retention schedule will result in efficiency gains and cost savings.

RECOMMENDED ACTION(S)

Adopt Resolution No. 2026-01 of the Inland Valley Development Agency (IVDA) amending the Records Retention Schedule and authorizing destruction of certain Agency records.

FISCAL IMPACT

None.

PREPARED BY:	Jillian Ubaldo
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

In February 2014, the Inland Valley Development Agency (IVDA) selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency, and take advantage of current technology. The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by the Agency. In March 2016, the Inland Valley Development Agency (IVDA) Board approved Resolution 2016-01, adopting a records retention schedule and authorizing destruction of certain agency records.

It is recommended that the Records Retention Schedules be updated every (5) years to ensure compliance with updated Federal, State, and Local law. Upon review of IVDA's Records Retention Schedule, staff recognized the need to include a new records series, specifically relating to Employee Training records, the addition of Fiscal and Financial Training records and provide clarification on who is the lead department for certain records.

In January 2026, Gladwell Governmental Services updated the Fiscal 2025-26 Records Retention Schedule due to changes in law/policies in 2025 and 2026. The new retention schedule provides clear, specific records descriptions and retention periods, and applies current law and technology to the management of IVDA's records.

Staff recommends the Board approve the above recommended action.

Attachments:

1. IVDA Board Resolution 2026-01

RESOLUTION NO. 2026-01

**RESOLUTION OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)
AMENDING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING
DESTRUCTION OF CERTAIN AGENCY RECORDS**

WHEREAS, the Inland Valley Development Agency ("IVDA") is a regional joint powers authority established by the legislative bodies of the County of San Bernardino, the City of San Bernardino, the City of Loma Linda, and the City of Colton, ("IVDA Members") pursuant to Government Code Section 6500 et seq. as a federal base reuse authority pursuant to the requirements of the Department of Defense (DOD) in the Base Realignment and Closure Act 1 (Public Law 100-526 or BRAC) for the express purposes of effectuating the conversion of the former Norton Air Force Base (NAFB) into civilian reuse and to own, operate, and maintain a public airport; and

WHEREAS, the maintenance of numerous records is costly, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the Inland Valley Development Agency ("IVDA"); and

WHEREAS, the IVDA Board wishes to improve efficiency and effectiveness;

WHEREAS, on March 9, 2016, the Inland Valley Development Agency "IVDA" Board approved Resolution 2016-01 formally adopting the IVDA Records Retention Schedule; and

WHEREAS, the IVDA Board deems it reasonable and appropriate to consider and adopt Resolution 2026-01, further updating the IVDA Records Retention Schedule to be in compliance with all current laws and standard day-to-day business practices.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE INLAND VALLEY DEVELOPMENT AGENCY AS FOLLOWS:

SECTION 1. Recitals. The above Recitals are true and correct and are incorporated herein by this reference.

SECTION 2. Destruction Authorization. The records of the IVDA, as set forth in the Records Retention Schedule, Exhibit A, attached hereto and incorporated herein by this

reference, are hereby authorized to be destroyed in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Clerk of the Board, without further action by the IVDA Board.

SECTION 3. Updates to the Retention Schedule: With the consent of the Clerk of the Board, Chief Executive Officer, and Agency Counsel, minor updates are hereby authorized to be made to the Records Retention Schedule without further action by the IVDA Board. Minor updates include changes in Department or Division names, improvements in descriptions, changes in comments, deleting records series that are no longer applicable, and/or what is scanned. Changes in the Total Retention and/or adding a new records series must be presented to the IVDA Board for consideration.

SECTION 4. Definitions: The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

SECTION 5 Responsibility: The Clerk of the Board shall certify the passage and adoption of this resolution and file it with all original resolutions.

SECTION 6. Effective Date. This Resolution shall take effect upon the date of its adoption.

[SIGNATURES ON FOLLOWING PAGE]

PASSED, APPROVED AND ADOPTED this 11th day of February, 2026.

MOTION:

SECOND:

AYES:

NOES:

ABSENT:

ABSTAIN:

Phillip Dupper, Chair
Inland Valley Development Agency

(SEAL)

Attest:

Jillian Ubaldo, Clerk of the Board
Inland Valley Development Agency

I, Jillian Ubaldo, Clerk of the Board of the Inland Valley Development Agency (IVDA) do hereby certify that the foregoing Resolution No. 2026-01 was duly and regularly passed and adopted by the IVDA governing Board at a Regular meeting thereof, held on the 11th day of February 2026, and that the foregoing is a full, true and correct copy of said Resolution and has not been amended or repealed.

(SEAL)

Attest:

Jillian Ubaldo, Clerk of the Board
Inland Valley Development Agency

EXHIBIT “A”

Amended Records Retention Schedule

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include all records as defined by the California Public Records Act.

STRUCTURE: AGENCY-WIDE, DEPARTMENTS & DIVISIONS

The Agency-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the Agency-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the Agency with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the Agency
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period (and has SUBSTANTIVE CONTENT) must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention ("Minimum 2 years"), the destruction / deletion must be **authorized before it is destroyed**, as it is an official (original) record.

Copies, drafts, notes and non-records (or originals that do NOT have SUBSTANTIVE CONTENT) do **NOT require authorization**, and can be destroyed **"When No Longer Required."**

- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. **"Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution.)"**

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

(Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
AGENCY-WIDE (Used By ALL Departments)								
Lead Dept.	AW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for <u>some</u> Municipal Government actions is 3 - 6 months; CCP§335 <u>337</u> et seq; GC §§, <u>65009(c)(1)</u>
Lead Dept. <u>(Managing the Agreement / Contract)</u>	AW-005	Agreements / Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et seq.,
Lead Dept. <u>(Managing the Agreement / Contract)</u>	AW-006	Agreements / Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion + 20 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; 2 CFR 200.334; CCP §337 et. seq., 24 CFR 91.105(h), 92.505, & 570.502(a), <u>29 CFR-97.42</u> ; OMB Circular A-110 & A-133; GC §8546.7
Lead Dept. <u>(Managing the Agreement / Contract)</u>	AW-007	Agreements / Contracts: UNSUCCESSFUL BIDS / PROPOSALS / RESPONSES to RFPs (Request for Proposals) / RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The RFP / RFQ and the successful proposal becomes part of the agreement or contract
Lead (Responding) Dept.	AW-013	Complaints / Concerns from Citizens / Computer Tracking Software / Correspondence	Minimum 2 years		Mag, <u>Mfr,</u> <u>OD</u> , Ppr	S / I	Yes: After QC & OD	Agency preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

(Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
	AW-015	Copies / duplicates of any record	Copies - When No Longer Required		Mag, <u>Mfr,</u> <u>OD</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Copies
Dept. that Authors Document or Receives the Agency's Original Document	AW-016	<p>Correspondence - ROUTINE (IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business)</p> <p>(e.g. Administrative <u>Files</u>, <u>Chronological</u>, e-mail <u>/ email with SUBSTANTIVE content</u>, General Files, Letters, Memorandums, <u>Reading File</u>, <u>Working Files</u>, etc.)</p> <p>IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business</p> <p>SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential</p>	2 years		Mag, <u>Mfr,</u> <u>OD</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

(Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the Agency's Original Document	AW-017	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency / Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, / NOT made / retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail /email, social media posting NOT made / retained for the purpose of preserving the informational content for future reference, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, staff Teams, videoconference chats, notes / recordings, supply inventories, telephone messages, transmittal letters, thank yous, speaker slips, undeliverable envelopes /returned mail, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business , or ARE made or retained for the purpose of preserving the informational content for future reference are SAVED by placing them in an electronic or paper (project) file folder and retained for the applicable retention period . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. 7927.500; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	AW-019	Drafts / Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD , Ppr	<u>S / I</u>	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the Agency Attorney to determine if a record is considered a draft. GC §§7927.500
Lead Dept. (Managing the Grant)	AW-020	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD , Ppr	<u>S / I</u>	Yes: After QC & OD	Department preference

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

(Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Managing the Grant)	AW-021	Grants / FAA Grants / Reimbursable Claims / FEMA Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years	20 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	FAA Grants require records be retained for the useful life of the structure being funded (20 years is Agency preference); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; -24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42 ; OMB Circular A-110 & A-133 ; GC §8546.7
Lead Dept.	AW-024	Newspaper Clippings	When No Longer Required		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Non-records - may be obtained from the newspaper company
Staffing Dept.	AW-025	Notices: Public Hearing Notices / Proofs of Publications	2 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Statute of Limitations for <u>some</u> Municipal Government actions is 3 - 6 months; CCP§335 337 et seq; GC §§, 65009(c)(1)
Admin Services / Human Resources	AW-027	Personnel Files (Department-level Files) Send all originals to Human Resources	Send to Admin. Services Upon Separation or Transfer	Before Separation	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Ensure records kept in Department files comply with Agency policy (all originals are sent to Administrative Services)

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

(Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	AW-028	Personnel Files (Supervisor's Notes)	After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, <u>Mfr.</u> <u>OD</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline
Lead Dept.	AW-029	Photographs	When No Longer Required		Mag, <u>Mfr.</u> <u>OD</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary Drafts
Lead Dept.	AW-030	Public Relations / Press Releases	2 years		Mag, <u>Mfr.</u> <u>OD</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference
	AW-032	Reference Materials: Policies, Procedures, Brochures, Flyers, <u>Handbooks</u> , Manuals, <u>Plans (if not provided in the schedule)</u> , <u>Standard Operating Procedures (SOPs)</u> , <u>Studies, Reports (if not provided in the schedule)</u> , Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, <u>Mfr.</u> <u>OD</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Non-Records
Lead Dept.	AW-033	Reference Materials: Policies, Procedures, Brochures, Flyers, <u>Handbooks</u> , Manuals, <u>Plans (if not provided in the schedule)</u> , <u>Standard Operating Procedures (SOPs)</u> , <u>Studies, Reports (if not provided in the schedule)</u> , Newsletters, etc.: Produced by YOUR Department	Minimum 2 years		Mag, <u>Mfr.</u> <u>OD</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

(Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	AW-034	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks , Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies, Reports (if not provided in the schedule) , Newsletters, etc.: Produced by OTHER Departments	When Superseded		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Copies
	AW-035	Reference / Working Files: See Correspondence						
Lead Dept.	AW-037	Surveys / Questionnaires (that the Agency issues).	When No Longer Required		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department preference
Lead Dept.	AW-038	Training EMPLOYEE RECORDS (If Records are Created) Required Information for all Employee Training: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualifications	Separation + 5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	LC §1198.5, 6401.9(f), 6429(c); 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), GC §§12946, 12960, , 53235.2(b), 53237.2(b); 53238.3(b)

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS
(Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. <u>(Presenting the Training)</u>	AW-039	Training Presented by Staff - COURSE RECORDS (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, Fiscal & Financial , Harassment, Workplace Violence, Safety Training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	Department preference; Ethics, Fiscal and Financial , Harassment & Workplace Violence Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 53235.2(b), 53237.2(b), 53238.3(b) , 53237.2(b); LC §6401.9(f) .

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES and PAYROLL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES								
Admin Services / Human Resources	AS-001	Benefit Plan Documents (Medical, Insurance, Retirement, Optical, Dental, etc.)	P	Yes: For Duration of Contract	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Department preference; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(1)(2); 29 USC 1027; GC §§12946, 12960
Admin Services / Human Resources	AS-002	Claims / General Claims (Public Property / Personal Injury) / Insurance Policy Claims	Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	<u>S/I</u>	<u>Yes: After QC & OD Settled</u>	Department preference; CCP §§ 337 et seq.; GC §§ 911.2
Admin Services / Human Resources	AS-003	Classification / Reorganization Studies (for employee classifications / department structures)	Minimum 3 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960
Admin Services / Human Resources	AS-004	Compensation Surveys / Studies	Minimum 3 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960
Admin Services / Human Resources	AS-004.1	COVID-19 Notifications to Employees	3-years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	LC §6409.6(k)
Admin Services / Human Resources	AS-005	California Civil Rights Department (CRD) / Department of Fair Employment / Housing (DFEH) Claims / Harassment Claims	Final Disposition + 4 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES and PAYROLL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin Services / Human Resources	AS-006	DMV Pull Notices	When Superseded or Separated		Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records;
Admin Services / Human Resources	AS-007	Drug / Alcohol Test Results (All - Positives / Negatives)	5 years		Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Admin Services / Human Resources	AS-008	EEO-4 Reports / records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	29 CFR 1602.30
Admin Services / Human Resources	AS-009	EEOC Claims	P		Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960
Admin Services / Human Resources	AS-010	Employment Verifications	When No Longer Required		Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	Content Not Substantive; Preliminary drafts not retained in the "Regular Course of Business"
Admin Services / Human Resources	AS-011	I-9s	Separation + 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES and PAYROLL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin Services / Human Resources	AS-013	Insurance Policies - Property / Liability / Fire / Theft	P		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §§ 337 et seq.; GC §§ 911.2
Admin Services / Human Resources	AS-014	Job Descriptions / Classification Specifications	Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for any employment actions ; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8-CCR §3204(d)(1) et seq. , GC §§12946, 12960; 29 USC 1113
Lead Dept.	AS-015	OSHA Log 200 / Log 300, 301, 301A	Completion + 5 years		Mag , Mfr , OD , Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; LC §6429c
Admin Services / Human Resources	AS-016	Personnel Files - Background File - SUCCESSFUL (Employees)	Separation + 30 years, or Termination of Benefits, whichever is longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Separation + 1-year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960; 29 USC 1113; LC §1198.5
Admin Services / Human Resources	AS-017	Personnel Files - Background File - UNSUCCESSFUL Applicants	4 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960; 29 USC 1113; LC §1198.5

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES and PAYROLL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin Services / Human Resources	AS-018	Personnel Files - Employee File Includes Application, Disciplinary Actions, Evaluations, Formal Complaints, Grievances / Appeals, Policies, Oaths of Office, PAFs, Training Records / Certificates, etc.	Separation + 30 years, or Termination of Benefits, whichever is longer		Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD Separation + 1 year</u>	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.14; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960; 29 USC 1113; 53235.2(b), 53237.2(b); LC §1198.5
Admin Services / Human Resources	AS-019	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, etc.	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD Separation + 1 year</u>	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960; LC §1198.5
Admin Services / Human Resources	AS-020	Recruitment / Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Job Brochures, Test Data, Testing Analysis / statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile / Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Hiring Decision + 4 years		Mag, <u>Mfr, OD</u> , Ppr	S/I	Yes: After <u>QC & OD</u>	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960
Admin Services / Human Resources	AS-021	Studies / Surveys Conducted on Behalf of the Agency (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, <u>Mfr, OD</u> , Ppr	S/I	Yes: After <u>QC & OD</u>	Preliminary drafts not retained in the ordinary course of business
Admin Services / Human Resources	AS-022	Workers Compensation Financial Reports / Claim Runs / Reconciliation Reports	5 years		Mag, <u>Mfr, OD</u> , Ppr	S/I	Yes: After <u>QC & OD</u>	Meets auditing standards

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES and PAYROLL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin Services / Human Resources	AS-023	Workers Compensation Claims / Benefit Claims / Long Term Disability Claims	P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD Separation + 1 year</u>	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960
<u>Admin Services / Human Resources</u>	<u>AS-023.5</u>	<u>Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, training, etc.</u>	<u>5 years</u>		<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>LC §6401.9(f)</u>

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES and PAYROLL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ADMINISTRATIVE SERVICES / HUMAN RESOURCES / PAYROLL								
Finance / Payroll AND Admin Services / HR / Payroll	AS-024	DE-6, DE-7, DE-9, DE-43, W-3, / DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA / Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	10 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436
Finance / Payroll AND Admin Services / HR / Payroll	AS-025	Deferred Compensation (457, 401A) Reports, Registers	10 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference
Admin Services / Human Res./ Payroll	AS-026	Payroll Administration Forms (Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	10 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference
Finance / Payroll AND Admin Services / HR / Payroll	AS-027	Payroll Check Registers	10 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference
Finance / Payroll AND Admin Services / HR / Payroll	AS-028	Payroll Journals	10 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES and PAYROLL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll AND Admin Services / <u>HR / Payroll</u>	AS-029	Payroll Reports (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	10 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference
Finance / Payroll AND Admin Services / <u>HR / Payroll</u>	AS-030	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards - IF FINANCE RECEIVES SIGNATURE of EMPLOYEE (Either in Paper / Electronic Format)	10 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5;
Finance / Payroll AND Admin Services / <u>HR / Payroll</u>	AS-031	W-2's	10 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference for PERs Buy-back purposes; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436
Admin Services / <u>Human Res./ Payroll</u>	AS-032	W-4's	Superseded + 4 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later.; 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CHIEF EXECUTIVE OFFICER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ADMINISTRATION / CHIEF EXECUTIVE OFFICER								
Airport / Manager & Admin / Chief Executive Officer	AD/CEO-001	Airport Improvement Projects: Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Insurance Certificates, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs / Responses, etc.	Completion + 20 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr,</u> <u>OD,</u> Ppr	S/I	<u>Yes: After QC & OD</u>	Department preference for FAA Grants; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et seq.,
Airport / Manager & Admin / Chief Executive Officer	AD/CEO-002	Airport Improvement Projects: Permanent File Specifications / Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations / Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	<u>Yes: After QC & OD</u> <u>Complete + 10 years</u>	Department preference; retained for disaster preparedness purposes;
Airport / Manager & Admin / Chief Executive Officer	AD/CEO-003	Airport Layout Plan (ALP)	Superseded + 2 years	Yes	Mag, Mfr, OD, Ppr	<u>Mfr</u> S/I	<u>Yes: After QC & OD</u>	Department preference

RECORDS RETENTION SCHEDULE: ADMINISTRATION / CHIEF EXECUTIVE OFFICER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Airport / Manager & Admin / Chief Executive Officer	AD/CEO-004	Correspondence - Board of Directors, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference
Airport / Manager & Admin / Chief Executive Officer	AD/CEO-005	Facility Use Permits / Facility Use Agreements (Air Show, Film Permits, Use of Auditorium, etc.)	Expiration + 2 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference
Airport / Manager & Admin / Chief Executive Officer	AD/CEO-006	Historical Projects / Records	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference
Airport / Manager & Admin / Chief Executive Officer	AD/CEO-007	Projects, Programs, Economic Development, Legislation, Subject / Issues (Issues / projects will vary over time)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference
Airport / Manager & Admin / Chief Executive Officer	AD/CEO-008	Speech Notes / PowerPoint Presentations	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes, drafts, or preliminary documents

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Airport / Manager & Admin / Chief Executive Officer	AD/CEO-009	Tracking for Tenant Agreements / Insurance Certificates (Excel)	Indefinite - Minimum 2 years		Mag, <u>Mfr,</u> <u>OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference

RECORDS RETENTION SCHEDULE: AIRPORT
(Admin., / Manager, FBO, Maintenance, Marketing, Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
AIRPORT / ADMINISTRATION / AIRPORT MANAGER								
Airport / Manager & Admin / Executive Director	AIR-001	Airport Improvement Projects: Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Insurance Certificates, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs / Responses, etc.	Completion + 20 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Department preference for FAA Grants; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq..
Airport / Manager & Admin / Executive Director	AIR-002	Airport Improvement Projects: Permanent File Specifications / Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations / Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Complete + 10 years	Department preference; retained for disaster preparedness purposes
Airport / Manager & Admin / Executive Director	AIR-003	Airport Layout Plan (ALP)	P	Yes	Mag, Mfr, OD, Ppr	Mfr S / I	Yes: After QC & OD	Department preference
Airport / <u>Admin. /</u> Manager	AIR-004	Airport Licenses / Permits	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department preference

RECORDS RETENTION SCHEDULE: AIRPORT
(Admin., / Manager, FBO, Maintenance, Marketing, Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Clerk of the Board	AIR-005	Airport Tenants: Hangar Leases, Tie-Downs, etc.	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Copies
Lead Dept.	AIR-006	Correspondence - Regulatory Agencies	P	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time
Develop. & Properties	AIR-007	Drawings, Record Drawings, Large-Format Drawings, Capital Improvement Project "As-Built"	Send All Drawings to Develop. & Properties	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Always send final drawings to Development & Properties (so they have the most current drawing)
Lead Dept. <u>(Managing the Grant)</u>	AIR-008	Grants / FAA Grants / Reimbursable Claims / FEMA Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years	10 years, or Useful Life - Whichever is Longer		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	Yes: After QC & OD	FAA Grants require records be retained for the useful life of the structure being funded; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; -24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), <u>29 CFR 97.42</u> ; <u>OMB Circular A-110 & A-133</u> ; GC §8546.7

RECORDS RETENTION SCHEDULE: AIRPORT
(Admin., / Manager, FBO, Maintenance, Marketing, Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
AIRPORT / FBO (FIXED BASE OPERATOR)								
Airport / FBO & Airport / Operations	AIR-009	Aboveground Petroleum Storage Tanks Spill Prevention Control / Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years Life of the Tank		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank ; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §
Airport / FBO & Airport / Operations	AIR-010	Aircraft Accident / Incident Reports	Close + 8 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference
Airport / FBO & Airport / Operations	AIR-011	Airport Operations (FAA Circulars, OEA Guidelines, etc.)	Superseded	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Not Agency Records
Airport / FBO & Airport / Operations	AIR-012	Daily Logs / Maintenance: Meter Reading / Adjustments, Facility Maintenance Logs, Radio Equipment Operation Records, VOR Ground Check Error Data, Technical Performance Record (FAA Forms)	P		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; Regulations imply these are kept permanently, "...one copy to be kept in the permanent records of the facility..." 14 CFR 171.13 - 171.327
Airport / FBO & Airport / Operations	AIR-013	NAVAID Records / Navigation Equipment Logs / FAA Maintenance Logs	P		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; Regulations imply these are kept permanently, "...one copy to be kept in the permanent records of the facility..." 14 CFR 171.13 - 171.327
Airport / FBO & Airport / Operations	AIR-014	Emergency Operations / Disaster Recovery / Earthquake Information	Until Superseded	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Most are non-records;

RECORDS RETENTION SCHEDULE: AIRPORT
(Admin., / Manager, FBO, Maintenance, Marketing, Operations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin Services / Human Resources	AIR-015	Employee Exposure Records: Hazmat Exposure Records	Transfer to Human Resources		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When	copies
Airport / FBO	AIR-016	Fuel Usage Logs / Inventory / Transfer / Purchase	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards);
Airport / FBO & Airport / Operations	AIR-017	Hazardous Waste Manifests / Certificates of Disposal	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Agency has cradle to grave liability (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Airport / FBO & Airport / Operations	AIR-018	MSDS (Material Safety Data Sheets) / Safety Data Sheets (SDS) Masters	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
AIRPORT / MAINTENANCE								
Airport / Maint.	AIR-019	Generator Operation Logs (for fixed / stationary generators) / Inspections	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; AQMD Rule 1470; Form 400-E-13a instructions
Airport / Maint.	AIR-020	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference
Airport / Maint. & Airport / Operations	AIR-021	Permits: AQMD, Elevators, Pressure Vessels, etc.	Current + 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference;

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(Admin., / Manager, FBO, Maintenance, Marketing, Operations)

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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Airport / Maint.	AIR-022	Pesticide Application Records	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); 3 CCR 6624(g), 7 CFR 110.3(d) 40 CFR 171.11 et seq.
Airport / Maint.	AIR-023	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; 13 CCR 1234(c)
Airport / Maint. & Airport / Operations	AIR-024	Underground Fuel Lines / Hydrants / Dig Alerts	Removal + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department preference; Monitoring and Maintenance records for USTs are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.24(i)
Airport / Maint.	AIR-025	Vehicle / Equipment Database	Indefinite - Minimum Life of the Vehicle	Yes	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated;
Airport / Maint.	AIR-026	Vehicle / Equipment History Files Maintenance, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq.,
Airport / Maint.	AIR-027	Vehicle Titles ("Pink Slips")	Sale or Disposal		Mag, Mfr. OD , Ppr	S / I		Department Preference
Airport / Maint.	AIR-028	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Data is interrelated;

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(Admin., / Manager, FBO, Maintenance, Marketing, Operations)

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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Airport / Maint.	AIR-029	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required	Yes	Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Preliminary drafts (the database is the original);
AIRPORT / MARKETING								
Airport / Marketing	AIR-031	Promotional Marketing – External	Close + 7 years		Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Department preference
Airport / Marketing	AIR-032	Promotional Marketing – Internal	2 years		Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Department preference
AIRPORT / OPERATIONS								
Airport / FBO & Airport / Operations	AIR-033	Aboveground Petroleum Storage Tanks Spill Prevention Control / Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20-years Life of the Tank		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank ; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §
Airport / FBO & Airport / Operations	AIR-034	Accident / Incident Reports	Close of Incident + 8 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference
Airport / FBO & Airport / Operations	AIR-035	Airport Noise / Monitoring Complaints	Close + 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; 14 CFR 150 et seq.
Airport / FBO & Airport / Operations	AIR-036	Airport Operations (FAA Circulars, OEA, etc.)	Superseded	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD No	Not Agency Records

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(Admin., / Manager, FBO, Maintenance, Marketing, Operations)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Airport / Operations	AIR-041	AOA Access Personnel Records	Close + 2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	FAA requires a 2-cycle retention FAA requires 180 days ; FAA Security Directive SD1542-04-08E
Airport / Operations	AIR-041.1	Badging / Airport Security Access Applications / AOA Access Personnel Records / Gate Card User Acknowledgements / Proximity Cards (Employees / Tenants)	Separation / Inactive + 4 years	Yes	Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	FAA requires a 2-cycle retention FAA requires 180 days ; FAA Security Directive SD1542-04-08E
Airport / Operations	AIR-037	Citations / Code Enforcement Actions / Notices of Violations (includes noise / safety complaints)	Resolution + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2 years	Department Preference (consistent with other Code Enforcement and Operational Complaints)
Airport / Operations	AIR-038	Drivers Training Records	Close + 2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference
Airport / FBO & Airport / Operations	AIR-039	Emergency Operations / Disaster Recovery / Earthquake Information	Until Superseded	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Most are non-records;
Admin Services / Human Resources	AIR-040	Employee Exposure Records: Hazmat Exposure Records	Transfer to Human Resources		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When	Copies
Airport / FBO & Airport / Operations	AIR-042	Hazardous Waste Manifests / Certificates of Disposal	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Airport / Operations	AIR-043	Inspections / Certificates: CalTrans, FAA, etc. (Includes letters of corrections / citations)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2 years	Department Preference

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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Airport / FBO & Airport / Operations	AIR-044	Safety Data Sheets (SDS) Masters	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD When</u>	SDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
Airport / Operations	AIR-045	NPDES / Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response	Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD 2-years</u>	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Airport / Operations	AIR-046	NPDES Monitoring / Inspections - Stormwater	10 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Airport / Operations	AIR-047	NPDES Permit (Stormwater Discharge Permit)	Expiration + 3 years	Yes	Mag, <u>Mfr, OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Airport / FBO & Airport / Operations	AIR-048	OSHA Inspections / Citations (send copies of any citations to Administrative Services)	5 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), ; LC §6429c
Airport / Maint. & Airport / Operations	AIR-049.1	Permits: AQMD	Current + 5 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	40 CFR 70.6
Airport / Maint. & Airport / Operations	AIR-049	Permits: Elevators, Pressure Vessels, etc.	Current + 2 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Department Preference;

RECORDS RETENTION SCHEDULE: AIRPORT
(Admin., / Manager, FBO, Maintenance, Marketing, Operations)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Airport / Maint. & Airport / Operations	AIR-050	Underground Fuel Lines / Hydrants / Dig Alerts	Removal + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department preference; Monitoring and Maintenance records for USTs are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.24(i)
Airport / Operations	AIR-051	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; entered into DigAlert Software the Excavator, Operator and the Regional Notification Center all have an obligation to retain the notice for 3 years; GC §§4216.2(f) GC §60201

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CLERK OF THE BOARD								
Lead Dept.	COB-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Statute of Limitations for <u>some</u> Municipal Government actions is 3 - 6 months; CCP§335 <u>337</u> et seq; GC §§, <u>65009(c)(1)</u>
Clerk of the Board	COB-002	Agenda Packets: Board of Directors (IVDA / SBIAA)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference
Clerk of the Board	COB-003	<p>Agreements / Contracts (ALL INFRASTRUCTURE, / IF IMAGED, JPAs, MOUs)</p> <p><i>Agreement / Contract includes all contractual obligations / Insurance Certificates (e.g. Specifications / Successful Proposal / Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, sewers, sidewalks, street / alley improvements, settlement, utilities, water, etc.</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD Upon Completion	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §337 et. seq.,

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Clerk of the Board	COB-004	<p>Agreements / Contracts (ALL NON-INFRASTRUCTURE, Leases, Professional Services Agreements - NOT IMAGED)</p> <p>Agreement / Contract includes all contractual obligations / Insurance Certificates (e.g. Specifications / Successful Proposal / Scope of Work)</p> <p>Examples of Non-Infrastructure: Aeronautical Activity Permits, Consultants, FBOs, Hangars, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, Tie-Downs, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343
Clerk of the Board	COB-005	<p>Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports</p> <p>See Bank Statements for statement retention.</p>	Fully Defeased + 10 years	Yes: Until Maturity	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	<p>Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds;"</p> <p>There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); 26 CFR § 1.148-5(d)(6)(iii)(E); GC §43900 et seq.</p>
Clerk of the Board	COB-006	Deeds, Easements, Liens, Rights of Way	P	Yes (all)	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> <u>No</u>	Department preference; Finals are maintained by Clerk of the Board; Department file may include correspondence et seq.

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Clerk of the Board	COB-006	Board of Directors (IVDA / SBIAA): Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		Mag, Mfr, OD, Ppr	S / I	No	
Clerk of the Board	COB-006.1	Economic Interest Filings (FPPC Form 602 or 635) - Lobbyist Authorization Reporting	7 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC</u>	2 CCR 18615(f)
Clerk of the Board	COB-008	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC 2-years</u>	Agency maintains original statements; GC §81009(d)(e)(f)&(g)
Clerk of the Board	COB-009	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC</u>	Must post on website; GC §81009(e)
Agency Manager	COB-010	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC</u>	Should post on website for 4 years; GC §81009(e)
Clerk of the Board	COB-011	FPPC Form 803 (Behested Payment Report)	7 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC</u>	GC §81009(e)
Clerk of the Board	COB-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC</u>	Must post on website; 2 CCR 18702.5(b)(3); GC §81009(e)
Clerk of the Board	COB-015	Historical Records , Photographs, / Historical Projects (e.g. Formation, Incorporation, Tax-exemptions, Secretary of State Filings Agency Seal, Awards of significant historical interest, etc.)	P		Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> No	Clerk of the Board determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy
Clerk of the Board	COB-016	Minute Orders	Copies - When No Longer Required		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	The Minutes are the final record
Clerk of the Board	COB-017	Minutes: Board of Directors (IVDA, SBIAA, Oversight Board)	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	Department preference
Clerk of the Board	COB-018	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	Department preference

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Clerk of the Board	COB-019	Permits: Aeronautical Activity Permits (Filed with Agreements)	Completion + 10 years	Yes: Before Completion	Mag, <u>Mfr,</u> <u>OD,</u> Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343, Contractor has retention requirements in 48 CFR 4.703(a)
Clerk of the Board	COB-020	Public Records Requests / Request for Records / Subpoenas (Civil / Duces Tecum)	Close + 2 years		Mag, <u>Mfr,</u> <u>OD,</u> Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Department preference
Clerk of the Board	COB-021	Board of Directors (IVDA, SBIAA, Oversight Board): Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		Mag <u>OD-</u>			Department Preference; State law only requires for 30 days; GC §54953.5(b)
Clerk of the Board	COB-022	Board of Directors (IVDA, SBIAA, Oversight Board): Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	2 years		Mag <u>OD-</u>			Department preference
Clerk of the Board	COB-023	Records Destruction Authorization Forms	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC <u>& OD</u> 'd	Department preference
Clerk of the Board	COB-024	Records Retention Schedules / Amendments to Records Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC <u>& OD</u> 'd	Department preference
Clerk of the Board	COB-025	Resolutions: Board of Directors (IVDA, SBIAA, Oversight Board)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD <u>No</u>	Department preference
Clerk of the Board	COB-026	Rights of Entry: Forest Service, Indian Tribes, etc.	P	Yes (all)	Mag, Mfr, OD, Ppr	<u>S/I</u>	Yes: After QC <u>& OD</u>	Department preference
Clerk of the Board	COB-027	Specific Plan	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC <u>& OD</u> 'd	Department preference

RECORDS RETENTION SCHEDULE: DEVELOPMENT AND PROPERTIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
DEVELOPMENT AND PROPERTIES								
Develop. & Properties	D&P-001	Aerial Maps	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference
Develop. & Properties	D&P-002	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records
Develop. & Properties	D&P-003	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs / Responses, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	Yes: After QC & OD	Department preference for FAA Grants; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq.,
Develop. & Properties	D&P-004	Capital Improvement Projects (CIP): Permanent File Specifications / Addenda, Agreement / Contract / Insurance Certificates, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations / Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Complete + 10 years	Department preference; retained for disaster preparedness purposes
Lead Dept.	D&P-005	Correspondence - Regulatory Agencies	P	Yes: While Active Issues	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time

RECORDS RETENTION SCHEDULE: DEVELOPMENT AND PROPERTIES

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<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Develop. & Properties	D&P-006	Customer Lists (Includes hangar inventories, tie down inventories)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	Mff <u>S/I</u>	Yes: After QC & OD	Transitory Record; et seq.
Develop. & Properties	D&P-007	Drawings, Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u> No	Drafts should be destroyed; Airport should send final drawings / As Builts to Development and Properties
Develop. & Properties	D&P-008	Encroachment Permits: Temporary (Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.)	Expiration + 2 years	Yes: Until Completion	Mag, <u>Mfr.</u> <u>OD.</u> Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Department Preference
Develop. & Properties	D&P-009	Encroachments - Permanent (Permanent structures in the Agency's Right of Way)	P		Mag, Mfr, OD, Ppr	<u>S/I</u>	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-010	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired / Developed)	Minimum 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-011	Engineering Studies / Surveys (Agency Built Projects in the Public Right of Way / on Agency-owned Property)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-012.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) / CEQA / NEPA Correspondence / staff notes that provide insight into the project / the agency's CEQA compliance with respect to the project	Project Approval or Denial + 180 days		Mag, <u>Mfr.</u> <u>OD.</u> Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u> Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6	

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Develop. & Properties	D&P-012	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside Agency boundaries	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c)
Develop. & Properties	D&P-013	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside Agency boundaries	When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the Agency Boundaries are with the project file
Develop. & Properties	D&P-014	Geotechnical / Soils Reports; Hydrology Reports (Authored by the Agency / their contractors)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-015	Insurance Certificates - ALL	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-016	Private Land Development Projects / Job Files (Unocal, etc.): Administration File Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq.,
Develop. & Properties	D&P-017	Private Land Development Projects / Job Files (Unocal, etc.): Permanent Files Drainage, Driveway, Encroachments, Grading Plans, Rights of Way, Stormwater, etc. Dedications, Easements, Abandonments (Clerk of the Board is OFR)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes

RECORDS RETENTION SCHEDULE: DEVELOPMENT AND PROPERTIES

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Develop. & Properties	D&P-018	Property Management: Tenant Correspondence, Insurance Certificates , Eviction Notices, Potential Tenant Correspondence	Minimum 2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference
Clerk of the Board	D&P-019	Property Management: Tenant Leases	Close + 5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Copies
Develop. & Properties	D&P-020	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §7928.705
Develop. & Properties	D&P-021	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; GC §7928.705
Develop. & Properties	D&P-022	Soil Contamination Records / Groundwater Quality / Environmental Studies / Reports / Former Air Force Base Responsibilities for Clean-up	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department preference
Develop. & Properties	D&P-023	Special Studies	Minimum 2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget, General Accounting, Payroll)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FINANCE / ADMINISTRATION AND BUDGET								
Finance / Admin.	FIN-001	Audit Reports / Annual Financial Reports / Annual Comprehensive Financial Report (ACFR) / related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference
Finance / Admin.	FIN-002	Audit Work Papers (The Agency's Documentary Evidence)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards)
Finance / Admin.	FIN-003	Budgets - Final (Adopted Budget), / Approved Adjustments	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference
Finance / Admin.	FIN-004	Budgets - Preliminary, Backup Documents	When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts
Finance / Admin.	FIN-005	Single Audits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards)

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget, General Accounting, Payroll)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FINANCE / GENERAL ACCOUNTING								
Finance / General Accounting	FIN-006	1099's / 1096's / DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29 USC 436
Finance / General Accounting	FIN-007	Accounts Payable / Invoices / Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards)
Finance / General Accounting	FIN-008	Accounts Receivable - Miscellaneous - Damage to Public Property, Invoices to Outside Entities, etc.	5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; Meets auditing standards
Finance / General Accounting	FIN-009	Bank Statements / Trustee Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; Meets auditing standards; 26 CFR 31.6001-1
Finance / General Accounting	FIN-010	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards
Finance / General Accounting	FIN-011	Checks / Warrants (Cashed)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; CCP § 337
Finance / General Accounting	FIN-012	Escheat (Unclaimed money / voided / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519
Finance / General Accounting	FIN-013	Financial Services Database	Indefinite - Minimum 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Meets municipal government auditing standards; May include Employee Reimbursement

RECORDS RETENTION SCHEDULE: FINANCE

(Admin / Budget, General Accounting, Payroll)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / General Accounting	FIN-014	Fiscal Agent Statements	Bond Fully Defeased + 10 years		Mag, Mfr , OD , Ppr	S/I	Yes: After QC & OD	Department Preference; Meets auditing standards; 26 CFR 31.6001-1
Finance / General Accounting	FIN-015	Investment Reports, Investment Transactions, Summary Transactions, Inventory / Earnings Report	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Meets auditing standards
Finance / General Accounting	FIN-016	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	5 years	Yes: Until Paid	Mag, Mfr , OD , Ppr	S/I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"
Finance / General Accounting	FIN-017	Journal Entries / Journal Vouchers	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; CCP § 337
Finance / General Accounting	FIN-018	Purchase Orders / Purchase Requisitions	7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD No	Department Preference (same as Accounts Payable / Invoices); Retained to match other auditing periods
Finance / General Accounting	FIN-019	Reports, Finance Reports created from Database: Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue / Expenditure Reports, etc. (MONTHLY / PERIODIC)	When No Longer Required	Yes	Mag, Mfr , OD , Ppr	S/I	Yes: After QC & OD	Department preference
Finance / General Accounting	FIN-020	Reports: Annual State / Federal: State Controller's Report, Local Government Compensation Report, etc.	5 years		Mag, Mfr , OD , Ppr	S/I	Yes: After QC & OD	Department Preference; Meets auditing standards
Finance / General Accounting	FIN-021	Salary Records	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference;
Finance / General Accounting	FIN-022	Tax Returns: Jet Fuel Sales, etc.	Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid ; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530

RECORDS RETENTION SCHEDULE: FINANCE

(Admin / Budget, General Accounting, Payroll)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / General Accounting	FIN-023	Treasurer's Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards
Finance / General Accounting	FIN-024	W-9s	Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards
FINANCE / PAYROLL								
Finance / Payroll AND Admin Services / Payroll	FIN-025	DE-6, DE-7, DE-9, DE-43, W-3, / DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA / Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436
Finance / Payroll AND Admin Services / Payroll	FIN-026	Deferred Compensation (457, 401A) Reports, Registers	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference
Finance / Payroll AND Admin Services / Payroll	FIN-027	Payroll Check Registers	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference
Finance / Payroll AND Admin Services / Payroll	FIN-028	Payroll Journals	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference
Finance / Payroll AND Admin Services / Payroll	FIN-029	Payroll Reports (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget, General Accounting, Payroll)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for Agency-Wide Standards								
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Payroll AND Admin Services / Payroll	FIN-030	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards - IF FINANCE RECEIVES SIGNATURE of EMPLOYEE (Either in Paper / Electronic Format)	10 years		Mag, Mfr. OD. Ppr	S/I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5;
Finance / Payroll AND Admin Services / Payroll	FIN-031	W-2's	10 years		Mag, Mfr. OD. Ppr	S/I	Yes: After QC & OD	Department Preference for PERs Buy-back purposes; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

(OFR)			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups / Computer Backups (ALL Disaster Recovery Computer Backups)	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required
Information Technology	IT-003	GIS Database / Data / Layers (both Agency-wide / Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); et seq.
Information Technology	IT-004	Network Configuration Maps / Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business
Information Technology	IT-005	Video Recordings (Public Areas)	When No Longer Required		Mag			Department preference

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 11, 2026</p> <p>ITEM NO: 9</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: CONDUCT BUSINESS PLAN UPDATE WORKSHOP

SUMMARY

An oral report and PowerPoint presentation will be provided at the time of meeting. Board Member feedback and direction will be requested during the workshop.

RECOMMENDED ACTION(S)

Conduct an Inland Valley Development Agency (IVDA) Business Plan workshop and provide feedback and direction to Staff as appropriate, in reference to the prior workshops held on November 12, 2025, December 11, 2025, and January 14, 2026.

FISCAL IMPACT

None.

PREPARED BY:	Michael Burrows
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	IVDA Board

BACKGROUND INFORMATION

In 2009, the Inland Valley Development Agency (IVDA) and San Bernardino International Airport Authority (SBIAA) adopted its first Strategic Plan which operated on a five-year and ten-year outlook. In 2015, the IVDA Board adopted a new Strategic Plan which centered on revised initiatives, goals, and priorities. These were focused on Priority Projects and Programs for the Inland Valley Development Agency (IVDA). Staff have provided annual updates to the Board since the inception of the Strategic Plan. The most recent update was in 2020 wherein the plan was modified to reflect IVDA Business Plan priorities. Reports on the status of the Action Plan (a subset of the Strategic Plan) are provided monthly.

The current IVDA Business Plan is programmed for an update in 2026. This background material is a snapshot of the most recent update on core plan elements pending a new 5-year update with a 10-year outlook. Reports and workshops on the pending Business Plan Update were held on May 14, 2025, November 12, 2025, December 11, 2025, and January 14, 2026.

For consideration, discussion, and provision of direction to Staff.

Attachments:

1. PowerPoint Presentation



Inland Valley Development Agency

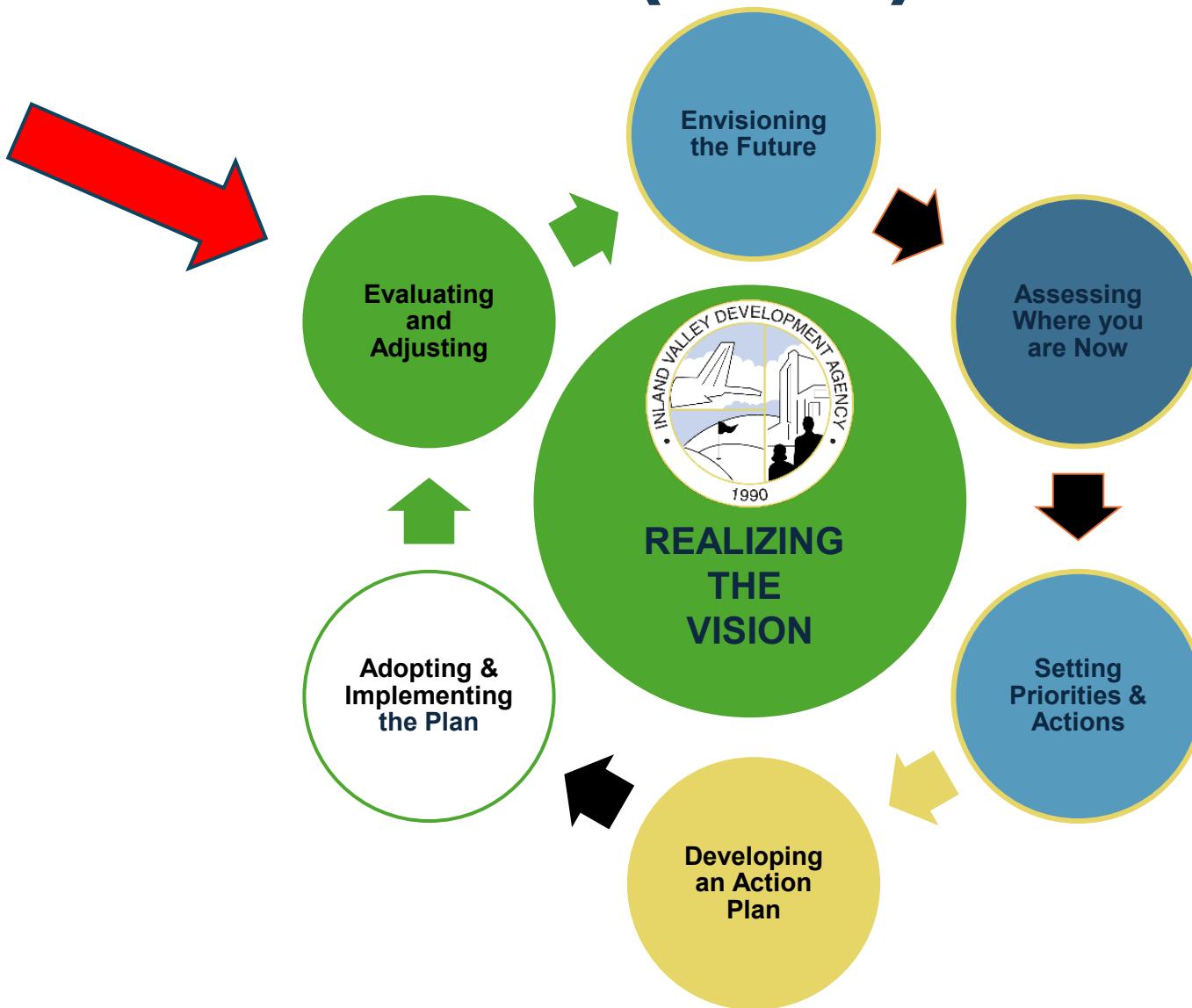
Business Plan Update Workshop

Vol. 3

January 14, 2026



IVDA Business Plan (2026)



IVDA Responsibilities

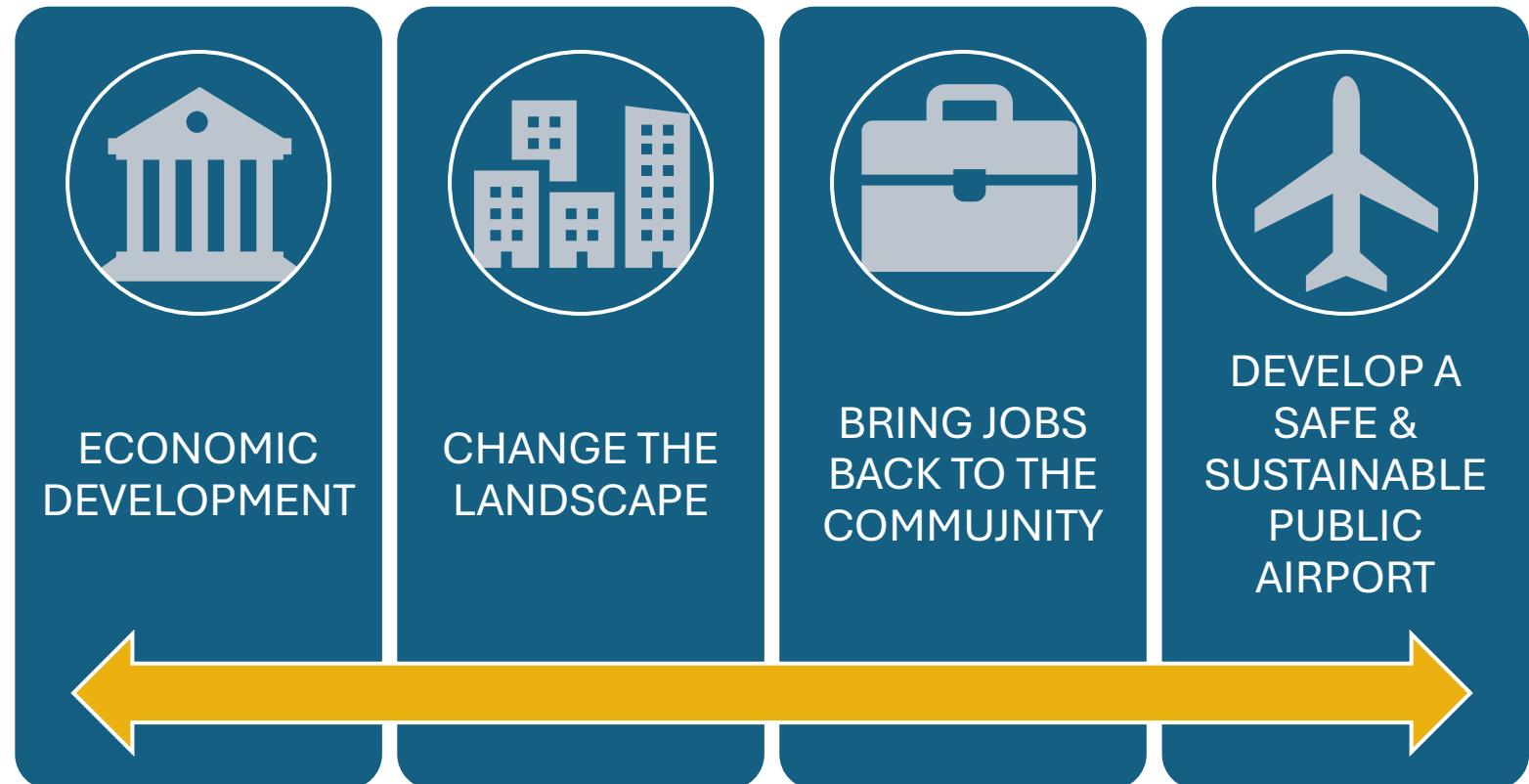
The IVDA is charged with obligations and responsibilities under the “Defense Base Closure and Realignment Act of 1990,” as amended, to serve as the Local Reuse Authority (also Local Redevelopment Authority) to achieve successful implementation of the base reuse plan for the effective reuse of the former Norton Air Force Base.

REUSE

- Comprehensive Military Base Reuse
- Development of a Safe and Sustainable Public Airport

REVITALIZATION

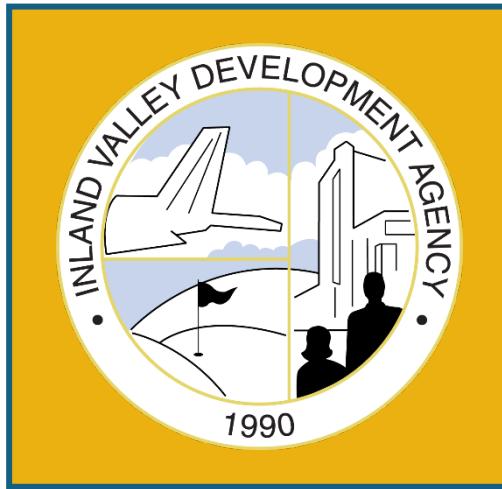
- Community & Economic Revitalization: In furtherance of its unique Federal Base Reuse Obligations and Regional Support



IVDA – Potential Issues

- Near-term
 - Ever-changing regulatory environment
 - Constrained resources (need new sources and programs... UAS, CRIA...)
 - Aging infrastructure
 - Functionally obsolete facilities
 - Environmental issues
 - **UAS, OEM, and workforce availability**
 - **GRID Resiliency**
- Long-term
 - Need to leverage Federal and State funding opportunities by working collaboratively and regionally with JPA members and stakeholders
 - Programs must be self-funding and sustainable promoting and advancing regional attributes, goals, and objectives

IVDA Base Reuse JPA in 2026



JPA Agency

Per State statute and settlement, a separate and distinct legal entity from SA
Sources of Funds:

- 1) JPA Revenues – Pursuant to Federal LRA Requirements (Public Law 100-526)
- 2) Lease Revenues – Pursuant to Federal Property Transfers
- 3) Disposition & Development Agreement (DDA) Participation Payments
- 4) Bond Proceeds – Pursuant to DOF Settlement Agreement
- 5) Grant Funds – Predominantly U.S. Department of Commerce
- 6) Operating Fees – Licenses, Permits, Sewer Fees

IVDA Base Reuse JPA in 2026

Successor Agency to
the
Inland Valley
Development Agency

Successor Agency



Base Reuse Joint
Powers Authority
(JPA)

Operational Business Units: Alignment (2026 - 2030)



ECONOMIC
DEVELOPMENT

 **UAS
CENTER**
AT SBD

INFRASTRUCTURE

Focal Areas:

- 1) Enhanced Air Passenger Service
- 2) Technology/AI
- 3) UAS Center at SBD

Focal Areas:

- 1) Financial Resources - Diversification
- 2) Grants & P3 opportunities
- 3) CRIA

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 11, 2026</p> <p>ITEM NO: 10</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) THROUGH JUNE 30, 2026

SUMMARY

On December 9, 2015, the IVDA Board adopted a Strategic Plan. In 2020, the IVDA updated its Business plan, which identify key dates and deliverables in an effort to focus Inland Valley Development Agency (IVDA) Staff and resources to increase organizational and operational efficiencies and results.

RECOMMENDED ACTION(S)

Review the Action Plan for the Inland Valley Development Agency through June 30, 2026.

FISCAL IMPACT

None. The proposed plan identifies staff resources for which funding is included in the adopted Inland Valley Development Agency (IVDA) Budget for Fiscal Year 2025/26.

PREPARED BY:	Michael Burrows
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	IVDA Board

BACKGROUND INFORMATION

The Action Plan identifies key dates and deliverables in an effort to focus Inland Valley Development Agency Staff and Resources to increase organizational and operational efficiencies.

This status is offered for consideration and review. Updates and adjustments should be made, as appropriate, at each monthly interval.

For review and discussion.

Attachments:

1. IVDA Action Plan

DRAFT - June, 2026 IVDA Focal Areas



Business Plan Update

UAS Center at SBD

Annual ROPS

Alliance-California
Obligations

Northgate Development

Economic Development
Programs

Sterling Avenue

3rd Street Corridor

Grant Programs & Initiatives



Inland Valley Development Agency

Action Plan for IVDA (06/30/26)

Month	Key Initiative	Key Resources	Completion Date
January, 2026	Sterling Avenue Project, 3 rd Street Corridor Project, Quarterly Financials	IVDA Board & Committee, CEO, General Counsel, Director of Finance, Staff	January 31, 2026
February, 2026	Annual Audit File Annual ROPS	IVDA Board & Committee, CEO, Director of Finance, Staff	February 28, 2026
March, 2026	Northgate Development Update	IVDA Board & Committee, CEO, Director of Finance, Staff	March 31, 2026
April, 2026	Economic Development Initiatives	IVDA Board & Committee, Project Manager; Director of Finance, Clerk of Board, Staff	April 30, 2026
May, 2026	Draft Annual Budget Preparation; Grant Initiatives	IVDA Board & Committee, CEO, Director of Finance, Staff	May 31, 2026
June, 2026	Adopt Annual Budget	IVDA Board & Committee, CEO, Director of Finance, Staff	June 30, 2026

IVDA Action Plan – Implementation



Sub-Initiative Status:

