

RESOLUTION NO. 19-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH CENTRAL FIRE PROTECTION DISTRICT ESTABLISHING A RECORDS RETENTION AND DESTRUCTION POLICY AND RECORDS RETENTION SCHEDULE

WHEREAS, The North Central Fire Protection District Board of Directors wishes to improve its records management practices by establishing a records retention and destruction policy and schedule; and

WHEREAS, the Board of Directors recognizes that the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operations of the District; and

WHEREAS, Sections 60200 through 60203 of the Government Code provide procedures regulating the retention of special district records and destruction of obsolete records for special districts; and

WHEREAS, the Fire Chief or designee is authorized by the Board of Directors to interpret and implement this policy, and cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified in the attached Records Retention Policy.

NOW, THEREFORE, be it resolved that the Board of Directors of the North Central Fire Protection District as follows:

1. The Records Retention and Destruction Policy and Records Retention Schedule attached hereto as "Exhibit A" be adopted.
2. The Board of Directors find that the destruction or disposition of the district records that have exceeded the retention periods as set forth in the Records Retention Schedule will not adversely affect any interest of the district or the public.
3. The Fire Chief and/or his/her designee shall be responsible for the administration of the retention of records and the destruction of obsolete records pursuant to the district's Records Retention and Destruction Policy and Schedule.
4. Pursuant to Government Code section 60200, the Board of Directors hereby authorizes the Fire Chief and/or his/her designee to destroy at any time any duplicate record, paper or document of the District, while the original, whether in paper or electronic format, is retained for the legally required time period by the District.

5. With the consent of the District Legal Counsel and the District Fire Chief, updates are hereby authorized to be made to the Records Retention Schedule without further action by the Board of Directors in order to stay current with Federal and State laws as well as other regulations regarding records retention.
6. This resolution is effective immediately upon its passage and adoption

PASSED AND ADOPTED by the Board of Directors of the North Central Fire Protection District at their meeting held on this 24th day of October 2019, by the following vote:


AYES: Abrahamian, Belluomini, Foglio, Nonini and Souza

NOES:

ABSTAIN:

ABSENT:

APPROVED:



Ken Abrahamian, Board Chair

ATTEST:



Amanda Souza, Board Secretary

CERTIFICATE

STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss.
CITY OF KERMAN)

I, Amanda Souza, Board Secretary of the North Central Fire Protection District, do hereby certify the foregoing Resolution of the Board of Directors of the North Central Fire Protection District was duly passed and adopted at a Regular Meeting of the Board of Directors on October 24, 2019.

DATED: October 24, 2019


Amanda Souza, Board Secretary

EXHIBIT "A"

NORTH CENTRAL FIRE PROTECTION DISTRICT RESOLUTION NO. 19-10 RECORDS RETENTION AND DESTRUCTION POLICY AND RECORDS RETENTION SCHEDULE

The purpose of this policy is to establish guidelines to District staff for the retention or disposal of the North Central Fire Protection District (District) records. This policy will provide staff guidance in the identification, maintenance, safeguarding and the disposal of District records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

The different types of district records and a recommended retention period for those records are set forth on the attached Records Retention Schedule (schedule) to this policy. Although every effort has been made to provide a thorough list of the different types of district records, the attached list is not all-inclusive, and there may be records that do not fall within one of the listed categories. In such case, the Fire Chief of the district is authorized to make a determination as to the appropriate retention period that particular record.

Each record listed on the schedule shall be maintained in district records for the period indicated. In some instances, circumstances may exist which justify maintenance of a particular record for a longer period of time. The period of retention begins at the end of the fiscal year during which the record was created, not from the date of the record itself.

Certain records are identified on the schedule as "Permanent" records which shall be retained permanently in district records. Some permanent records should be retained in their original form, including minute books, resolutions and ordinances; records relating to the district's formation, installation and repair records; well records; deeds, easements and other real property records; insurance policies; annual and audited financial reports; and court judgements and settlement agreements. Other permanent records may be scanned into an electronic form to facilitate their retention as required by this policy.

In normal operations of the district, duplicate records are often created. Unless the Board of Directors provides otherwise, the Fire Chief may authorize the destruction of any duplicate record so long as the original or a permanent electronic image/file is created and maintained in accordance with this policy.

Preservation in Electronic Format: The District, at any time, may destroy or dispose of any records, papers or documents that are not expressly required by law to be preserved in original paper format if the following conditions relating to electronic storage of records are complied with: (a) the record, paper or document is copied or scanned to an approved electronic media that is a trusted system and that does not permit additions, deletions, or changes to the original document; (b) the device used to reproduce the record on electronic media is one that accurately reproduces the original document images; and (c)

the reproductions are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

Process of Destruction and Disposal: Records not containing information of a confidential or proprietary nature may be disposed of or destroyed by means of recycling, waste removal service, shredding or other reasonable method of disposal or destruction. Records containing confidential or proprietary information must be shredded or otherwise permanently destroyed. Records recorded on electronic media may be erased and the media reused or discarded. For records destroyed or disposed of pursuant to the records retention schedule, the district will maintain a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

Pending Public Records Act Request: For any record that is subject to destruction or disposal and is the subject of a pending request made pursuant to the Public Records Act and whether or not the district maintains that the record is exempt from disclosure, the district shall not destroy or dispose of the record until the request has been granted or two years have elapsed since the district provided written notice to the requester that the request has been denied.

RECORDS RETENTION SCHEDULE

<u>Type of Record</u>	<u>Legal Minimum Retention</u>
Board of Directors:	
Minutes of Board Meetings	Permanent
Board Meeting Agendas	Permanent
Board Meeting Agenda Packets	Permanent
Recordings of board meetings	Current Year + 3 mos.
Board Meeting Notes	5 years
Resolutions	Permanent
Ordinances	Permanent
Conflict of Interest Code	Permanent
Statement of Economic Interests	Termination + 7 years
Bylaws	Permanent
Oaths of Offices	Termination + 6 years
Election Results	Permanent
Roster of Public Agency Filing	Permanent
Legal Records:	
Conflict of Interest Code	Permanent
Statement of Economic Interests	Permanent
Opinions	Permanent
Confidential & Attorney-client privileged documents	Permanent
Claims against the District	7 years after closure

Lawsuits – releases & settlements	Permanent
Litigation (pending or otherwise)	7 years after closure
Personnel Records:	
Applications, changes or termination of employees	Permanent
Earnings records and summaries	Permanent
Job descriptions	Permanent
I-9 & tax-withholding forms	Permanent
Garnishments	Permanent
All insurance enrollment forms (medical, dental, etc..)	Permanent
Pension and 457 plan enrollment forms	Permanent
Employee acknowledgements	Permanent
Performance evaluations	Permanent
Employee Grievances	Permanent
Employee exposure records	Permanent
Letters of Commendation	Permanent
Disciplinary notices	Permanent
Copies of Certifications	Permanent
Training records	Permanent
Employment Contract (if applicable)	Permanent
Union contracts (MOU's)	Permanent
Vacation, sick and other leave accruals	Permanent
Accident reports, injury claims & settlements	Permanent
Medical histories	Permanent
Workers Compensation records	Permanent
Retirement documents	Permanent
Exit interviews	Permanent
Employment verifications	Permanent
Employee Handbook	Superseded + 2
Other Vital Records:	
Records relating to District Formation	Permanent
Records relating to District Organization	Permanent
Deeds, easements, right of ways & property records	Permanent
Acquisitions/Dispositions of real property	Permanent
As-built drawings	As long as facility exists
CEQA documents	Permanent
Insurance policies & records	Permanent
Claims records	7 years from closure
Damage and accident reports	Closed + 4 years
Records Retention Policy	Superseded plus 4 years
Records disposition forms	Permanent
Contracts, Agreements & Leases	7 years after closure
Annexations, Attachments & Detachments	Permanent
Public records request	Completion + 2 years
District logo	Permanent
Disposal of surplus & excess property	Permanent

Licenses & permits to operate	Permanent
Titles to vehicles & equipment	Permanent
Loan documents	Permanent
Grant documents	Permanent
District maps	Permanent
Policies, rules & regulations	Permanent
Payroll records:	
Payroll registers	Permanent
Time sheets or cards	7 years
Payroll check copies or paystubs	Permanent
W2s	7 years
Quarterly tax returns	7 years
FSA/HRA registers & reports	7 years
Section 125 enrollment forms	7 years
Direct deposit authorization forms	7 years
Accounting Records:	
Independent Audit reports	Permanent
Audited financial statements	Permanent
Audit reporting correspondence/working papers	Permanent
Adopted Budgets	Permanent
Adopted capital improvement plans	Permanent
Actuarial studies	Permanent
Accounts payable invoices & statements	5 years
Accounts receivables invoices & statements	5 years
Checks or Warrants (Payables)	7 years
Purchase Orders/Requisitions (attached to invoices)	5 years
Cash receipts	7 years
Petty cash records	5 years
Bank reconciliations & statements	6 years
Bank deposits	5 years
Credit card statements	6 years
Fuel/Voyager card statements	6 years
Accounts payable and receivable registers	Permanent
Check & warrant registers	Permanent
General Journal	Permanent
Journal entries	Permanent
Payroll Journal	Permanent
Disbursement lists	7 years
Revenue ledgers	7 years
General Ledger	Permanent
Trial Balance	Permanent
Depreciation schedules	7 years
District fund balance statements	Permanent
District fund transaction registers	Permanent
Inventory of fixed assets records	7 years

Capital asset records	7 years
Bid documents, RFP's, RFQ's	Audit Year + 5 years
Expense/travel reports	Current year + 7 years
Fuel tax returns	5 years
Fire Prevention Records:	
Arson investigation reports	Permanent
Fire investigation reports	Permanent
Fire inspection reports	3 years after closure
Weed abatement records	3 years after closure
Master Fee Schedule	Permanent
Fee setting records	Superseded + 5 years
Building plans	Life of Building
Code violations	5 years
Code books	Permanent
Site plans	Permanent
Building permits	Permanent
Application for certificate of occupancy	Permanent
Certificate of occupancy	Permanent
Building permit inspections	5 years
Use permits	3 years
Fire prevention records	5 years after violation corrected
Permits, uniform fire code	2 years after closure
Hazardous materials permit	Current year + 10 years
Underground storage tank documents	Permanent
Fire Operations:	
Fire incident reports	20 years
Facemask fit records	3 years
Material safety data sheets	30 years
Radio logs	5 years
Training records	Duration of employment plus 3 years
Vehicle & equipment maintenance records	5 years after life of vehicle
Call data records	Current year + 7 years
Fire apparatus inspection sheets	Current year + 7 years
Station inventory sheets	7 years
Hydrant records/maps	Permanent
Maps	Permanent
Emergency preparedness plans	Permanent until superseded
Log books	20 years
Department rules and regulations	Permanent until superseded
State fire report	Permanent
Fire station journals	5 Years
Hazardous waste disposal	Current year + 10 years
Debt Issuance Documents:	

Preliminary & official offering statements	Maturity + 5 years
Bond issuance agreements	Maturity + 5 years
Issuance instructions	Maturity + 5 years
Trust agreements	Maturity + 5 years
Continuing disclosure agreements	Maturity + 5 years
Tax certificates	Maturity + 5 years
Legal opinions	Maturity + 5 years
Annual debt transparency report	Permanent
Safety Training Records:	
Employee safety training sign-in sheets	8 years
Online safety training completion	8 years
Safety committee agendas and minutes	8 years
Cal/OSHA logs and inspections	8 years
Confined space entry documents	8 years