



Approved and Adopted
March 24, 2022

**RECORDS MANAGEMENT
POLICY MANUAL AND RETENTION
SCHEDULE**

Purpose & Scope

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

In compliance with California Government Code Sections 61061(c), 60200 through 60203, and the Local Government Records Management Guidelines prepared by the Secretary of State, the following is intended to define an acceptable records retention and destruction policy for the Arcata Fire District. This policy will illustrate the District's authority in records management, delineate a records retention schedule, and discuss storage, archiving and destruction.

Definitions of records referred to in this document are found in **Appendix C**.

Authorization

The Board of Directors authorize the Fire Chief to interpret and implement this policy, and to 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 this document.

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the Records Retention Schedule, found in **Appendix A**. The Custodian of Records will work closely with the Fire Chief and Chief Officers to promote the efficient and cost-effective conduct of District record keeping by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive files in compliance with legal requirements.

Records Retention Schedule

Establishment of a records retention policy and schedule allows the District to manage, maintain, retain, destroy, or duplicate records in compliance with the applicable provisions of the California Government Code. The Records Retention Schedule for the Arcata Fire District is found in **Appendix A** of this document and defines Record Types, provides a description or examples of what meets the criteria for that record type and details the legal authority and minimum retention period prescribed by said legal authority. The schedule also includes the legal authority abbreviations utilized throughout the matrix.

Storage

Permanent records should be kept in the original format, whenever legally required, or as indicated in Appendix A as requiring a "hard copy." In compliance with the California Government Code, Arcata Fire District will retain all documents required to be kept as permanent, in storage at the Administrative Offices located in the McKinleyville Station

Administrative Office at 2149 Central Avenue in McKinleyville, California, or, for those records not required to be retained in a hard copy, archived as allowed by this Policy.

Permanent records required to be kept in hard copy will also be archived as back-up in the manner prescribed in the following "Archive" section of this document. The archiving will not only allow for easier retrieval of records but will also serve as an added safety measure for aging documents in the event they deteriorate with time.

Non-permanent records will be retained in compliance with the retention schedule for the minimum legal retention period and pursuant to the legal authority specified in Appendix A. These documents will also be maintained and stored at the McKinleyville Station Administrative Office in either hard copy or electronic format as determined by needed space. As with permanent records, non-permanent records may be archived for back up as prescribed. Further, these documents will be disposed of in compliance with the methods recommended in the destruction section of this document.

Archiving

Certain documents require long term or permanent hard copy retention, and others may be archived for purposes of storage and space saving. To ensure efficiency and economy in utilization of office space for active records, all files not updated or referenced on a regular basis can be transferred to storage.

Documents that are not required to be preserved as permanent or in its original format, may be duplicated and stored in an electronic format. The Arcata Fire District will store and maintain its duplicated electronic documents in compliance with California Code of Regulation Section 22620.

Destruction

Once records have fulfilled their administrative, fiscal, or legal function, they should be disposed of as soon as possible in accordance with the Records Retention Schedule. This destruction should include originals, photocopies, and documents stored in any electronic format, unless the document is designated as a **permanent record**.

Records may be destroyed by shredding, recycling or via general disposal. Confidential records will be destroyed by shredding or other secure manner that preserves their confidentiality.

The Custodian of Records shall ensure destruction is coordinated and documented in accordance with this policy. Prior to permanent destruction, a list of records to be destroyed shall be presented to the Arcata Fire District Board of Directors for review. If there are no objections to the records due for destruction, the Board shall authorize the Fire Chief, in coordination with the Custodian of Records, via adoption of a Resolution, to proceed with destruction. The Resolution will identify the documents to be destroyed as an Exhibit to the Resolution acting as a Destruction Log. A sample of an authorizing resolution is shown in **Appendix B**.

Appendix A

The following pages contain the Arcata Fire Protection District Records Retention Schedule. The matrix is broken down into columns that define or provide an example of a Type of Record, the Description or Example of the record, the Legal Authority by which the record should be retained or destroyed, and a Minimum Legal Retention Period.

Destruction of any record must be authorized by the legislative body (Gov. Code §§ 60200 – 60203). Approval by the Arcata Fire District Board of Directors shall be via a Resolution.

Legal Authority Abbreviations referenced in this appendix:

CCP	Code of Civil Procedure (California)
CCR	California Code of Regulations
CFR	Code of Federal Regulations
EC	Elections Code (California)
GC	Government Code (California)
IRC	Internal Revenue Code
IRS	Internal Revenue Service
LC	Labor Code (California)
PC	Penal Code (California)
R&TC	Revenue & Taxation Code (California)
USC	United States Code

Type of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention Period	Hard Copy Required (Yes/No)
Accident/Illness Reports/Employee & Volunteer Medical Records	Not a public record. Employee & Volunteer Medical Records & Employee Exposure Records (name/identity of chemical substance used; when & where chemical substance was used; sampling results, collection methodology, background. Lab reports & worksheets). Work-injury claims (including denied claims); claim files, reports, etc. For employees of less than 1 year, no need to retain medical records if they are returned to employee upon termination).	8 CCR 14307, 8 CCR 3204 et seq., LC 6410, GC 6254(c), 29 CFR 1910.1020, GC 34090, 8 CCR 10102, 8 CCR 15400.2	Length of employment + 30 yrs.	No
Accounts Payable	Journals, statements, asset inventories, account postings with supporting documents, vouchers. Invoices, checks, reports, investments, purchase orders. Adjustments, journal entries, account transfers with County Treasury. **	CCP 337, 26 CFR 31.6001-1(e)(2)	Until audited + 5 yrs.	No
Accounts Receivable	Invoices - Copies sent for fees owed, billing, related documents. Checks, reports, investments, receipt books, checks, coins, currency, deposits, receipts. Adjustments, journal entries, account transfers with County Treasury. **	26 CFR 31.6001-1(e)(2), GC 60201, CCP 337	Until audited + 5 yrs.	No
Affidavits of Publication/Posting, Legal Notices	Legal notices for public hearings, publication of ordinances, etc.	GC 60201	5 yrs.	No
Agenda / Agenda Packets	Complete Agendas and packets should be imaged immediately. <u>A paper copy will be maintained for one year only.</u> The imaged or scanned (pdf) records may serve as the permanent record.	None	5 yrs. for administrative purposes only	For one year

Annexations / Reorganizations	Notices, Resolutions, Certificates of Completion	GC 60201	Permanent	Yes
Annual Financial Report/Audit Report	Independent auditor analysis financial services; internal and/or external reports; independent auditor analysis. Documentation created and or received in connection with an audit hearing or review	None	Permanently for administrative purposes	No
Apparatus/Vehicle	Repair and Maintenance of all District vehicles and apparatus; *	GC34090; CCP 340.5 *	Current + 2 yrs.	No
Appraisals	For real property owned by District – <u>Not a public record until real estate transaction is complete</u>	None	Permanently for administrative purposes	No
Bank Account Reconciliations	Bank statements, canceled checks, certificates of deposit	26 CFR 31.6001-1(e)(2)	Until audited + 5 yrs.	Yes
Bids, Accepted	Includes plan and specifications; notices/affidavits.	60201; CCP 337, 337.1	5 yrs. after termination of contract or agreement	No
Bids, Unaccepted	Unaccepted bid packages only	GC 60201	5 yrs.	No
Bonds	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	GC 60201	Until Paid + 5 yrs.	Yes
Bonds – Paid/Cancelled	Paid or cancelled bonds; warrant certificates; interest coupons	GC 53921	5 yrs.	Yes
Bonds - Unsold	Unsold Bonds	GC 43900 et seq.	5 yrs.	Yes
Bonds - Final	Final bond documentation; monthly statement of transactions; supporting documents	GC 60201	Until Paid + 5 yrs.	Yes

Brochures/Publications	Retain selected documents only for historic value. Funding measure PR publications etc.	None	5 yrs. for administrative purposes only	No
Budget, Annual	Preliminary, final, mid-year and year end actual budgets.	GC 60201	Until audited + 5 yrs.	Yes
Checks	Includes payroll, canceled and voided checks	GC 60201, CCP 337	Until audited +5 yrs.	No
Claims Against the District	Paid/Denied	GC 60201, GC 25105.5	Until settled + 5 yrs.	No
Collective Bargaining Agreements/Employee Contracts	Individual Employment Contracts, Memorandum's of Understandings (MOU), Pre-MOU District Personnel Policies applicable to retirees from 2005 and earlier. Includes retirement plans.	29 CFR 516.5; 29 USC 1027; CalPERS	Maintained current while employed and for retirees until death	No
Complaints/Requests	Various files not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule.	None	5 yrs. for administrative purposes only	No
Contracts	Original contracts, agreements, and back-up materials.	CCP 317, 318, 319, 337	5 yrs. after termination/completion; 5 yrs. after termination if real property related agreement	Yes
Correspondence / Citizen Feedback	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule. (Further guidance related to emails is found in the District's separate email retention policy.)	None	5 yrs. for administrative purposes only	No
Deeds, Real Property	File with recorded documents; <u>originals may not be destroyed.</u>	GC 60201	Permanent	Yes

Deferred Compensation Reports	Finance - pension/retirement funds	29 CFR 516.5, 29 CFR 1627.3	5 yrs.	No
District Establishment Documents	Documents regarding the establishment/organizing of the Fire District: Certificate of Existence, LAFCO, Annexations	GC 60201	Permanent	Yes
Easements, Real Property	File with recorded documents; <u>originals may not be destroyed.</u>	GC 60201	Permanent	Yes
Economic Interest Statements - Board Members	Form 700 - Original signature pages forwarded to County Elections; photocopies maintained by filing officer.	GC 81009(e), (g)	7 yrs. (can image after 2 yrs.)	For 2 Yrs.
Economic Interest Statements - Designated Employees	Form 700 - Originals of statements maintained by filing officer, locally.	GC 81009(e), (g)	7 yrs. (can image after 2 yrs.)	For 2 Yrs.
Election - Ballots - Prop. 218 (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	California Constitution Art. XIII	Permanent	No
Election - Certificates of Election	Certificates of election; original reports and statements	GC 81009(a)(d)	Termination + 5 yrs.	Yes
Employee & Volunteer Personnel Files	<u>Not a public record.</u> Name, address, date of birth, occupation. Rate of pay and weekly compensation earned. Federal and State Tax deduction forms (W-4, DE-4). Payroll deduction authorizations. Release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; Evaluations. Other records (not payroll) containing name, address, date of birth, occupation, etc., including records relating to promotion, demotion, transfer, lay-off, termination. Volunteer program training - class training materials, internships. Paperwork documenting internal and external training. Certification/designations. Training,	GC 12946, GC 6254(c), GC 60201, 29 CFR 1627.3, 29 CFR 1602.31, 29 CFR 516.6 et. seq., LC 1174, 45 CFR 1068.6(a), GC34090	Length of employment + 7 yrs.	No

	certifications/designations. Background investigations (stored in separate locked cabinets).			
Employee & Volunteer Recruitment	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins. Records relating to hiring, promotion, selection for training.	GC 12946, GC 60201, 29 CFR 1602 et. seq., 29 CFR 1627.3	Current + 5 yrs.	No
Employment Applications - Not Hired	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 12946, 29 CFR 1627.3	5 yrs.	No
Employment Eligibility Verification (I-9 Forms)	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a (b)(3), Pub. Law 99-603	Length of employment + 7 yrs.	No
Employment - Surveys & Studies	Includes classification, wage rates	GC 12946, 29 CFR 516.6	5 yrs.	No
Equipment	Service/maintenance/repairs *	GC 60201	Current + 5 yrs.	No
Facility & Equipment Inspection Reports	Records of scheduled and /or periodic inspections required by the IIPP to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices	8CCR 3203 (b)(1)	These records shall be maintained for at least one (1) year	No
Family & Medical Leave Act (Federal)	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500, GC 12946	While employed + 5yrs.	No

Federal & State Tax Records	Forms 1096, 1099. Forms filed annually; quarterly and year-end reports (i.e.: Diesel Fuel Tax).	29 USC 436, 26 CFR 31.6001.1-4, 26 CFR 31.6001-1(e), 29 CFR 516.5-516.6. R&TC 19530, R&TC 19704	5 yrs. after file date	No
Fire & Life Safety Reference	Fire Code, Building Code Set, NFPA Standards	GC34090.7, CCP 340.5	Superseded + 3 yrs.	No
Fixed Assets - Inventory	Reflects purchase date, cost, account number	GC 60201	Until audited + 5 yrs.	No
Fixed Assets - Surplus Property	Auction; disposal – Listing of property from Resolution; sealed bid sales of equipment; proof of disposal or sale/donation.	GC 60201, CCP 337	Until audited + 5 yrs.	No
Fixed Assets - Vehicle Ownership & Title	Title transfers when vehicle is sold.	VC 9900 et. seq.	Until sold + 5 yrs.	Yes, until sold
Gifts/Bequests	Receipts or other documentation	None	5 yrs. for administrative purposes only	No
Grants	Community Development Block Grant (CDBG); Urban Development; other Federal and State grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents, inventory, consolidated plan, etc.	24 CFR 570.502, 24 CFR 85.42	Until completed + 5 yrs.	No
Hazardous Waste Disposal (District Use)	Documents regarding handling and disposal of hazardous waste - Permanent retention of environmentally sensitive materials is recommended	CAL OSHA, 40 CFR 122.21	Current + 10 yrs.	No

Hazardous Materials Storage - Permits (District Use)	Includes underground storage tanks. Compliance: Documents regarding storage, location, installation, removal, remediation. Permanent retention of environmentally sensitive materials is recommended	GC 60201, GC34090, GC34090a	Permanent	No
Hazardous Materials - Training Materials	Training Materials	Standards and Administration *Reg. 3204(d), et seq.	Superseded + 2 yrs.	No
Incident Reports	NFIRS incident reports. *	GC34090, CCP338 *, PC 801; UFC 104.32	Completed + 3 yrs.	No
Inspections, Fire Prevention	Alarm/sprinkler systems, prevention efforts. *	UFC 103.34	Completed + 3 yrs.	No
Insurance	Joint Powers Agreements - Accreditation, MOU, agreements, and agendas. Insurance Certificates - Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licensees. May include liability, property, Certificates of Participation, deferred, use of facilities	GC 60201	Current + 5 yrs.	Yes
Insurance, Risk Management Reports	Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44, GC 60201	Current + 5 yrs. (Federal)	Yes
Inventory, Equipment & Supplies	Hose, SCBA, power equipment etc. tracked in RMS.*	GC34090	Current + 2 yrs.	No
Journals, Fire Station	Activities, personnel, engine company. *	GC34090	Current + 2 yrs.	No
Litigation	Case files.	GC 60201	Until settled or adjudicated + 5 yrs.	No
Minutes	Minutes of District Board meetings. Documents are to be imaged following approval by the Board.	GC 60201	Permanent	Yes

	<u>Paper records are to be maintained permanently by the Board.</u>			
Mutual Aid, Strategic Plans	Mutual/Strategic Aid Plans	GC34090	Superseded + 3 yrs.	No
Oaths of Office	Elected and public officials – Board Members & sworn personnel	GC 60201, 29 USC 1113	Length of employment + 7 yrs.	Yes
Ordinances	<u>Vital records - originals may never be destroyed. Image immediately.</u>	GC 60201	Permanent	Yes
OSHA	OSHA Log 300, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	8 CCR 14307, 29 CFR 1904.2 - 1904.6, LC 6410;	5 yrs.	No
Payroll	Federal/State Reports - Annual W-2's, W-3's, etc.; quarterly and year-end reports. Payroll registers. Timecards/sheets(printouts). Wage Rates, job classifications. Includes records for terminated employees.	GC 60201, 29 CFR 516.6(c), 29 CFR 516.5, 29 CFR 516.5(a), LC 1174(d),	Current + 7 yrs.	No
Petitions	Petition for Adjustment of Tax or Assessment or Petition for Repeal submitted to legislative bodies.	GC 60201, CCP 338(m)	Current + 5 yrs.	No
Policies	Personnel Rules & Regulations: Employee handbook, Administrative polices, Board policies. All policies and procedures, directives rendered by the District not assigned a resolution number. Original policies adopted by the District Board. Procedures Manuals.	GC 60201	Current + 5 yrs.	No
Press Releases	Related to District actions/activities.	None	5 yrs. for administrative purposes only	No
Public Records Request	Requests from the public to inspect or copy public documents.	GC 60201	5 yrs.	No

Purchasing - RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services and all supporting documentation and submissions	GC 60201	Current + 5 yrs.	No
Real Property Acquisition Disposition/Surplus	District owned. Supporting documents regarding sale, purchase, exchange, lease, or rental of property by District.	CCP 337.15	10 yrs.	Yes
Recordings	Audio and Video tape recordings of Board meetings	GC 54953.5	30 days	No
Records Retention Schedules	Previously adopted schedules	GC 60201	Current + 5 yrs.	No
Resolutions	<u>Originals may never be destroyed. Image immediately.</u>	GC 60201	Permanent	Yes
Risk Management Administration	Accidents/damage to District property; forms.	CCP 337.15	10 years	No
Unemployment Insurance Records	Unemployment Notices, Letters, Claims	IRC 3301-3311	5 yrs.	No
When there is no requirement to maintain an original of a document listed in the matrix, documents will be scanned (imaged) and stored in electronic format in the AFD Electronic Filing Cabinet.				
*This information is stored in the Records Management System and electronic record cannot be purged.				
**This record is scanned and stored in the Doc Center of QuickBooks, attached to the check register entry. This record may be purged as electronic storage constraints dictate.				

Appendix B

Resolution Number: XX-XXX

**A RESOLUTION OF THE ARCATA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
AUTHORIZING THE DESTRUCTION OF CERTAIN FIRE DISTRICT RECORDS**

WHEREAS, in compliance with Resolution XX-XXX, the Board authorizes for the destruction of certain records pursuant to the records retention schedule; and

WHEREAS, the Chief of the Arcata Fire Protection District has requested permission to destroy certain records, the exact nature and extent of which are set forth in Exhibit A, and by this reference made a part hereof; and

WHEREAS, said request is in accordance with the procedures and requirements of Sections 60200 through 60203 of the California Government Code; and

WHEREAS, the requested list of records to be destroyed shown in Exhibit A has been reviewed and approved by District Counsel.

NOW THEREFORE, BE IT RESOLVED THAT by the Arcata Fire Protection District Board of Directors that the Fire Chief is hereby authorized and directed, in accordance with Section 60203 of the Government Code of the State of California, to destroy the records described on the document marked Exhibit A, attached hereto and made a part hereof.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the Arcata Fire Protection by the following polled vote:

Ayes:

Nays:

Abstain:

Absent:

DATED: (Insert Date)

Signed:

NAME, President

Attest:

NAME, Board Clerk/Secretary

Appendix C

The California Secretary of State Local Government Records Management Guidelines define **Records** as all papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics. These “Records” may be broken down further and can have additional definitions that may include, but are not limited to the following:

Definitions *(in alphabetical order)*

Active Records – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also Perpetual Record)

Administrative Records – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.

Archival Records - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

Discovery – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.

Local Government – Government Code, Section 6252 states: “Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952.”

Non-Records - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)

Permanent Records – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.

Perpetual Records – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed,

contract files kept until the contract terminates, etc.

Program Records - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.

Public Records - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Records - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.

Records Retention Schedule - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

Retention Period – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.