

RESOLUTION NO. 2016-6

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NOVATO FIRE PROTECTION DISTRICT  
ADOPTING A CONSOLIDATED RECORDS RETENTION SCHEDULE  
FOR THE NOVATO FIRE DISTRICT

WHEREAS, the State of California and Federal Government have specified time periods for which public records are required to be retained; and

WHEREAS, it is necessary for the efficient operation of the Novato Fire Protection District to follow a procedure for the retention of certain and vital District documents and other records; and

WHEREAS, the systematic destruction of records that are no longer required expedites the filing and retrieval of documents needed for current operations; and

WHEREAS, the Executive Assistant and District Counsel have prepared the Novato Fire Districts Records and Reports Retention Policy and Records Retention Schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED** as follows:

That the Board of Directors of the District does hereby adopt the Records and Reports Retention Policy and Records Retention Schedule attached as **Exhibit A**; and declare that the previous Policies 1-VII-15, Records and Reports Retention, dated 1.25.05; and 1-VII-16, Financial Records Retention policy, dated 1.25.05; are hereby deleted and of no force and effect.

**PASSED AND ADOPTED** by the Board of Directors, Novato Fire Protection District, on the 1<sup>st</sup> day of June 2016, by the following vote:

~~AYES: Directors Galli, Fenner, Jr., Davis, Metcho, and Silverman~~

NOES: None

ABSENT: None

  
\_\_\_\_\_  
President

Attest:

  
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