

RESOLUTION NO. 2019-2

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NOVATO FIRE PROTECTION DISTRICT
ADOPTING AN UPDATED CONSOLIDATED RECORDS RETENTION SCHEDULE
AND AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS**

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 (“District”) to follow a procedure for the retention of certain and vital District documents and other records; and

WHEREAS, the basic statutory requirements regarding District records retention are set forth in various sections of the California Government Code; 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, California Government Code §60200, *et seq.*, authorizes the legislative body of the District to authorize the destruction of certain documents without retaining copies, and authorizes the destruction of documents not expressly required by law to be maintained if such destruction complies with conditions specified in Government Code §60203; and

WHEREAS, by adoption of District Resolution No. 2016-6, adopted June 1, 2016, the District adopted a Records and Reports Retention Policy that complies with Guidelines provided by the Secretary of State pursuant to Section 12236 of the California Government Code, which is set forth under the Novato Fire District Policy Manual, Policy 800, Records Management (“the Retention Policy”); and

WHEREAS, Section “800.8” of the Novato Fire District Policy Manual provides general administrative guidelines for the destruction of specified records; and

WHEREAS, Appendix A of the Retention Policy comprises a list of categories of records and a record retention schedule; and

WHEREAS, the District wishes to update Appendix A of the Retention Policy to reflect new retention periods for various classes of records as reflected on Exhibit “A” to this Resolution, and to expressly authorize the destruction of records if such destruction complies with the updated records retention schedule adopted as Exhibit A to this Resolution, the standard protocol established by Section “800.8” of the Novato Fire District Policy Manual, and has been approved by the relevant Division Head on forms approved as Exhibit B to this Resolution, with a corresponding Certificate of Destruction to be kept in the permanent file; and

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WHEREAS, it is understood that no records will be destroyed if they affect the title to real property or liens thereon, are court records, or are the original minutes, ordinances or resolutions of the legislative body of the Novato Fire Protection District or any Novato Fire Board of Directors or Commission; and

WHEREAS, it is understood that the District Counsel will be consulted concerning specific records retention requirements when there is a District record for which no reference in the Novato Fire Records Retention Schedule seems to apply.

NOW THEREFORE BE IT RESOLVED as follows:

1. Approval of retention schedule. The Novato Fire Protection Board of Directors hereby amends the Retention Policy by repealing Appendix A in its entirety, and by adopting a new Appendix A, "Consolidated Records Retention Schedule," attached hereto as **Exhibit A**.
2. Approval of Destruction of Documents: In accordance with the requirements of California Government Code subdivision 60201(b)(2), the Novato Fire Protection Board of Directors hereby authorizes the destruction of any record not expressly required by law to be filed and preserved as long as such destruction complies with the "Consolidated Records Retention Schedule" attached hereto as Exhibit A, the standard protocol established by Section "800.8" of the Novato Fire District Policy Manual, and has been approved by the relevant Division Head on forms attached hereto and hereby approved as **Exhibit B** to this Resolution.
3. The Administrative Services Manager shall certify to the adoption of this Resolution.
4. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Directors, Novato Fire Protection District, on the 6th day of March 2019, by the following vote:

AYES: *Davis, Gomes, Meteko, Silverman*

NOES: *none*

ABSENT: *Galli*



President

Attest:



	Appendix A: As Resolved and Adopted March 6, 2019, "Consolidated Records Retention Schedule for the Novato Fire District": An Amendment to replace Appendix "A" of Chapter VII, Subject 28 (Code 1-VII-28 of the Novato Fire District Operations Manual, Book No. 1).			NOTES: Entries in the Statutory Minimum column, unless otherwise stated, refer to the period of time that either the record in its original format (e.g., paper, cassette tape) or electronic copy, but not both, must be retained.				
Physical File Location other than	District File Category	Division	Sub Files	Statutory Minimum Retention Period (years)	Citation			
	1096 form	Acctg		7 years	California Government Code			
	1099 form	Acctg		7 years	California Government Code			
	5 Year System certification	RPM		5 years minimum or life of structure/property	CGC 34090	ABBREVIATIONS USED: "GC" Government Code; "CCR" California Code of Regulations		
	Accidents/Damage to District Property	Admin		10 years	CGC 34090			
	Accounting authorizations from resolutions or contracts	Acctg		4/7 Years or until audited	CGC 34090			
Acctg	Accounts Payable	Acctg		4/7 State/Federal	CGC 34090			
	Accounts Receivable	Acctg		5 years after final audit	CGC 34090			
	Accreditation (5 years)	Admin		5	CGC 34090			
Acctg	Actuarial Valuations	Acctg		Permanent	CGC 34090			
	Administrative policies and procedures	Admin		2 after superseded	CGC 34090			
	Agendas/Packets for Committees	Admin	Cal Jac, Policy, Finance, Board Manual Review, Health and Safety	Agenda/Pkt; Minutes Permanent	CGC 34090			
	Air Resource Board	Admin		Expiry + 2	CGC 34090			
	Alarm System Plans	RPM		5 years minimum or life of structure/property	CGC 34090			
EMS	American Heart Association CPR Training	EMS		Term date + 5	CGC 34090			
	Annual Reports	Admin		Permanent	Historical			
Mechanic, District	Apparatus Inventory	Fleet		Active	CGC 34090			
	Apparatus maintenance records	Fleet		10 years	CGC 34090			
	Audio recordings	Admin		30 days	54953.5 (b)			
	Audits	Acctg	Annual, Hi Risk State Audit, Financial Statements	Permanent	CGC 34090			
	Awards, Miscellaneous	Admin		Permanent, historical	CGC 34090			
	Background check Hired	HR		Termination + 3 years	CGC 34090			
	Background check Not Hired	HR		Closed +5	CGC 34090			
	Bank Deposits	Acctg		4/7 Years or until audited	CGC 34090			
	Bank reconciliations	Acctg		5 years after final audit	CGC 34090			
Acctg	Bank Statements	Acctg		4/7 State/Federal	CGC 34090			
	Behavioral Health Initiative	Admin		Permanent	CGC 34090			
	Benefit Agreements	HR	457 Plan, Fidelity, Hartford Mass Mutual, ICMA Vintage Trust	Superseded + 2	CGC 34090			
Contracts	Bids/Proposals Successful	Contracts		C + 10	Cal Code Civil Proced 337.15			
Contracts	Bids/Proposals Unaccepted	Contracts		2	Cal Code Civil Proced 337.15			
	Bills	Acctg		4/7 Years or until audited	CGC 34090			
Board Files	Board Certificate of Elections	Admin		T + 4	CGC 34090			
Board files	Board Correspondence	Admin		2	CGC 34090			
Board Files	Board of Directors files	Admin		Active; Inactive T + 4	CGC 34090			
Board Files	Board Travel	Admin		Active + 2	CGC 34090			
	Budget	Acctg		Permanent	CGC 34090			
	Budget Adjustments	Acctg		5 years after final audit	CGC 34090			
	Building Construction plans	RPM		5 years minimum or life of structure/property	CGC 34090			
	Building System Plans	RPM		5 years minimum or life of structure/property	CGC 34090			
	Building, Land, etc. Unacceptable bids	Contracts		2	CGC 34090			
	Building, Land, Real Estate, Bidder specs reports schedule	Contracts		Term + 10	CGC 34090			
	Built Plans	RPM		Permanent (life of structure)	CGC 34090			
	CAFR – Comprehensive Annual Financial Report & Popular Annual Financial Report	Acctg		Permanent	Historical			
	California Secretary of State – Statement of Facts Filing	Admin		5	81009			
	California State Filings	Admin	Annual Report against Peace Officer, Form 405, Form 806, Biennial Notices	7	81009			

Acctg	Capital Receipts	Acctg		4/7 State/Federal	CGC 34090				
	Car Seat Program signed forms	RPM		Expiration of car seat - up to 8 years					
	Career Development Guide	HR		Superseded + 2	CGC 34090				
	Cash Receipts	Acctg		4/7 Years or until audited	CGC 34090				
	Catalog of Enterprise Systems	Admin		Superseded + 2	CGC 34090				
	Certificates of Election	Admin		4 years after termination	CGC 34090				
	Check Register	Acctg		4/7 Years or until audited	CGC 34090				
	Checks	Acctg		4/7 Years or until audited	CGC 34090				
	Checks	Acctg		5 years after final audit	CGC 34090				
	Citizen Complaints	Admin		Resolved + 2	CGC 34090				
	Civil Appeals	RPM		5 years minimum or life of structure/property	CGC 34090				
	Collection Write offs	EMS		20 years	CGC 34090				
EMS	College Paramedic Interns	EMS		2 years (like ride a long)	CGC 34090				
	Compensation studies	HR		2 years	CGC 34090				
	Construction records	Admin		completion + 4	CGC 34090				
Contracts	Contract, Land, Developer, Architect, Real Estate	Contracts		Term + 10	CGC 34090				
EMS	Contracts EMS Billing	EMS		Term date + 5	California Civil Procedure 337.2				
Contracts	Contracts with agencies, vendors, etc	Contracts		Term date + 5	California Civil Procedure 337.2				
	Correspondence, General	Admin		2	CGC 34090				
Acctg	Cost Accounting	Acctg		4/7 State/Federal	CGC 34090				
	CPR/First Aid records	RPM		3 years	CGC 34090				
	Credit Card PCI Compliance	Admin		5 years	CGC 34090				
	Damage claims	Admin		5 years	CGC 34090				
Acctg	Debt Records	Acctg		Permanent	CGC 34090				
	Deduction Authorizations	Acctg		7 years	CGC 34090				
	Deeds	Admin		Permanent	CGC 34090				
	Depreciation Schedule	Acctg		4/7 Years or until audited	CGC 34090				
	Disaster Log, Major Event	Admin		Permanent	Historical				
	District Calendar	Admin		2 years	CGC 34090				
	District Charter	Admin		Permanent	CGC 34090				
	District Files Archived and Scanned	Admin		According to category	CGC 34090				
	District Properties	Admin		Permanent	CGC 34090				
	DMV pulls	HR		7 years after termination	CGC 12946				
	Election Measures	Admin		Permanent	Cal Constitution Art XIII				
	Elections	Admin	Propositions, Taxes	Permanent	Cal Constitution Art XIII				
	Employer ID - IRS	Admin		Permanent	CGC 34090				
HR Files	Employment Agreements	HR		Permanent	29 USC Sec. 211, 203, 207				
	Employment Applicant Information (not hired)	HR		Interview date + 2	CGC 12946				
	EOBs	EMS		10 years; or until patient is 18 yrs old + 10 years	TITLE 22 CCR 70751				
	EOC	Admin	Guide to EOC for Elected Officials	Superseded + 2	CGC 34090				
	Ethics Training Certificates	Admin		5 years	CGC 6250				
	Exposure records	HR		30 years	29 CFR 1910.1020				
	Fastrak	Admin		Active + 2	CGC 34090				
	Fee Invoices	RPM		5 years minimum or life of structure/property	CGC 34090				
Accounting	FEMA /Reimbursements	Acctg		Payment + 5	CGC 34090				
	FEMA Applications, Grants	Admin		5 years	CGC 34090				
	FEMA Study	Admin		5 years	CGC 34090				
	Fire Code Violations	RPM		5 years minimum or life of structure/property	CGC 34090				
	Fire Codes	RPM		Permanent	CGC 34090				
	Fire Inspection Notice	RPM		5 years minimum or life of structure/property	CGC 34090				
	Fire Investigation - Accidental	RPM		5 years minimum or life of structure/property	CGC 34090				
	Fire investigations - Death	RPM		Permanent	CGC 34090				
	Fire Station Journals	Admin		Permanent	Historical				
	Fit Tests (Safety Employees)	HR		Separation + 7	CGC 34090				
	Fixed Asset Inventory	Acctg		4 years after final audit	CGC 34090				
	Form 700	Admin		Term + 7 Elected; Term + 5 non elected	81009				
	FPPC Filings-Complaints	Admin		Permanent	81009				
	Fund Transfers	Acctg		5 years after final audit	CGC 34090				
	Funerals	Admin		Permanent	Historical				
	Garnishments	Acctg		Termination + 3 years	CGC 34090				
	General correspondence	Admin		2 years	CGC 34090				

	General Journal	Acctg		4/7 Years or until audited	CGC 34090				
	Government Emergency Telephone Service	Admin		Until superseded	CGC 34090				
	Grand Jury Reports	Admin		5 years	CGC 34090				
	Grants (5 years)	Admin		5 years	CGC 34090				
	Grievance	HR		2 years	CGC 34090				
	Hardship requests	EMS		10 years	CGC 34090				
	Harvey Yorke Award	Admin		Permanent	Historical				
	Haz Mat Permits	RPM		Active + 2 years	CGC 34090				
	Haz Mat Waste Program	Admin	CUPA Haz Mat Permit	Active + 2	CGC 34090				
	Hazard complaints	RPM		5 years	CGC 34090				
EMS	Health and Wellness Initiative	EMS		Term date + 5	CGC 34090				
	Hold Harmless Agreements – AD-88	Admin		Permanent	CGC 34090				
	Hood/duct system plans	RPM		5 years minimum or life of structure/property	CGC 34090				
	Housing Assistance Program	Admin		payment + 5	CGC 34090				
	I-9 forms	HR		3 years	CGC 34090				
EMS	Image Trend PCR software info	EMS		Active	MM/Reform Act 99-603				
	Injury, Non Industrial	HR		Separation + 7	CGC 34090				
	Insurance	Contracts		Permanent	CGC 34090				
	Insurance - Liability/Property	Contracts		Permanent	CGC 34090				
	Insurance Certificates / Certificates of Insurance Liability Coverage	Contracts		Permanent	CGC 34090				
	Invoices	Acctg		4/7 Years or until audited	CGC 34090				
	ISO	Admin		Permanent	CGC 34090				
IT	IT Hardware/software documentation	IT		Active	CGC 34090				
	Job Descriptions	HR		10 years	CGC 34090				
Acctg	Journal Entries	Acctg		4/7 State/Federal	CGC 34090				
	Key Fob Agreements	Admin		Active + 1	GC 6254				
	Lawsuits, Litigation	Admin/HR		Final Dispo + 5	CCP 337.2				
	Lease Agreements - Property	Contracts		current + 2	CGC 34090				
	Lease Agreements - Vehicles	Contracts		current + 2	CGC 34090				
Acctg	Ledger	Acctg		4/7 State/Federal	CGC 34090				
	Ledgers	Acctg		Permanent	CGC 34090				
	Legal Ads	Admin		4 years	CGC 34090				
	Legal Notices / Legal Advertising	Admin		2 years	CGC 34090				
	Legal Opinions	Admin		Active + 2	CGC 34090				
	Line of Duty Death	Admin	Cedar Ridge Fire (2003)	Permanent	Historical				
EMS	Marin County CQI	EMS		7 years	CGC 34090				
	Marin County Statement of Investment Policy	Admin		Permanent	CGC 34090				
	Marin LAFCO (5 years)	Admin		5 years	CGC 34090				
Acctg	MCERA reports	Acctg		Permanent	CGC 34090				
	Memberships	Admin		Active + 1	CGC 34090				
HR	Memorandum of Understanding	HR		Permanent	29 USC 24, 203, 207				
	Memorials	Admin		Permanent	CGC 34090				
	Memos, District Internal	Admin		2 years (keep electronic copies for historical purposes)	CGC 34090				
	Mutual Aid Plans	Admin		Superseded + 2	CGC 34090				
	Newsletters	Admin		Superseded + 2	CGC 34090				
	Notification and Publication of Election	Admin		Permanent	CGC 34090				
EMS	Novato Fire CQI	EMS		7 years	CGC 34090				
	Oaths of Office, signed	Admin		T + 6	CGC 34090				
Acctg	OES Reimbursements	Acctg		Payment + 5	CGC 34090				
	Ordinances	Admin		Permanent	CGC 34090				
	Ordinances	Admin		Permanent	CGC 34090				
	OSHA or Safety reports	Admin		5 years	CGC 34090				
	OSHA workplace violence reports	HR		10 years	CGC 34090				
	Payroll Journal	Acctg		4/7 Years or until audited	CGC 34090				
EMS	PCRs	EMS		20 years	CGC 34090				
	Performance Evaluations	HR		Termination + 3 years	CGC 34090				
	Permits	Admin		Expiry + 2	CGC 34090				
	Personnel records: Evals, Job description etc	HR		Termination + 3	CGC 34090				
	Physicals, fit for duty reports and non-industrial inju	HR		Separation + 7 years	CGC 34090				
	Plan Review correspondence	RPM		5 years minimum or life of structure/property	CGC 34090				
	Policies (After Superseded)	Admin		Superseded (lexipol holds previous published version)	CGC 34090				
	PPE forms in Target Solutions	Training		10 years	CGC 34090				

	Press Releases	RPM		5 Years	CGC 34090				
	Prevention Policies	RPM		Permanent	CGC 34090				
	Prevention Standards	RPM		Permanent	CGC 34090				
	Promotional Marketing	Admin		2 years	CGC 34090				
	Public Records Act Requests	Admin		2 years	CGC 34090				
Acctg	Purchase Orders	Acctg		4 years	CGC 34090				
	Records Destruction certificate	Admin		4 years	CGC 34090				
	Records Index	Admin	Index, Archived Files in Storage	Active	CGC 34090				
	Records Retention Info	Admin		Active	CGC 34090				
	Recruitment material Not Hired	HR		Closed + 3	GC 12946.6250				
	Resolutions	Admin		Permanent	CGC 34090				
	Ride Along forms	Admin		Electronic 2	CGC 34090				
	Risk Management reports	Admin		Closed + 7	29 CFR 1904.2				
Admin	Room Rental Agreements	Admin		T + 2	CGC 34090				
	RPM General correspondence	RPM		2 years	CGC 34090				
	Safe Deposit Box Info	Admin		Active	CGC 34090				
	Safety Training records	Training			CGC 34090				
	Special Events	Admin		2 years	CGC 34090				
	Sprinkler System Plans	RPM		5 years minimum or life of structure/property	CGC 34090				
	Station 62 Agreement with North Marin Water District	Admin		Permanent	CGC 34090				
	Stations	Admin		Permanent	CGC 34090				
Acctg	Strike Team Records and 214s	Acctg		Payment + 5	CGC 34090				
	Surplus Property Auction	Admin		5 years after final audit	CGC 34090				
	Surplus Property Disposal	Admin		5 years after final audit	CGC 34090				
	Title	Admin		Permanent	CGC 34090				
	Training Materials	Training		2 years after superseded	CGC 34090				
	Training Records on Personnel	Training		7 years after termination	CGC 34090				
	Travel Records	Admin		Active + 1	CGC 34090				
	Vehicle ID cards	Admin		Sold + 1	CGC 34090				
Contracts	Vehicle Insurance	Contracts	(included with P&C insurance)	Permanent	CGC 34090				
Contracts	Vehicle Title, Pink Slips	Fleet		Sold + 1	CGC 34090				
Contracts	Vehicles, Fleet Replacement Plan	Fleet		Active + 2	CGC 34090				
	Vouchers	Acctg		4/7 Years or until audited	CGC 34090				
	W-2	Acctg		7 years	CGC 34090				
	W-4	Acctg		7 years	CGC 34090				
	Warrants	Acctg		4/7 Years or until audited	CGC 34090				
	Weed Abatement letters	RPM		5 years	CGC 34090				
	Weed complaints	RPM		5 years	CGC 34090				
	Workers compensation paperwork	HR		Permanent	CCR 14322; 15400.2				
	Youth Fire Setter Evaluation	RPM		Until Age 18	PC 801; UFC 104.32				

Novato Fire District Records Retention Request for Destruction of Records

Retention periods for the listed records have expired. Please indicate your approval by signing where indicated. If you disapprove for any reason, mark through the record, initial and state reason for disapproval.

Request prepared by:	Date:
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Box # or Dept.	RECORD NAME	DATE RANGE		NFD Retention Period
		From	To	

DESTRUCTION APPROVALS SIGNATURES	
Division Manager:	Date Approved:
Custodian of Records:	Date Approved:
Fire Chief:	Date Approved:

SUGGESTED METHOD OF DESTRUCTION	
<input type="checkbox"/> Shredding <input type="checkbox"/> Waste Paper (Recycled)	<p align="center">Note: Confidential Records will be destroyed by shredding</p> <input type="checkbox"/> Other: