

FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: I SOP: 1402
SECTION: 1400 GENERAL ORDERS
SUBJECT: RECORDS DISPOSITION

PURPOSE: This Standard Operating Procedure establishes guidelines that are to be followed regarding retention and destruction of District records, papers, or documents

SCOPE: The basic criteria for the destruction of Special District's records is found in Government Code, Sections 60200 through 60203. The following is intended to define an acceptable records retention and destruction guide for Felton Fire Protection District.

DEFINITIONS:

ACCOUNTING RECORDS: Include but are not limited to the following:

Source Documents

- Invoices
- Purchase Orders
- Deposit Permits
- Warrants
- Vouchers
- Requisitions
- Receipts
- Claims
- Bills
- Various accounting authorization taken from Board Minutes, resolutions or contracts.

Journals

- Cash Receipts
- Deposit Permit Register
- Payroll Journal

DEFINITIONS : (continued)

Ledgers

Trial Balance

Adjusting Entries

Statements (Interim or Certified - Individual or All Fund)

Balance Sheet
Analysis of Changes in Available Fund Balance
Cash Receipts and Disbursements
Expenditures
Revenues
Changes in Fixed Assets

Closing Entries

Reversing Entries

Other

Schedule of Investments
Long Term Dept Records
Inventory Records
Capital Asset Records
Lease - Purchase Records
Budgets
Petty Cash Records

HAZARDOUS MATERIALS

HMMP (Hazardous Materials Management Plan)

Permit Files
Inspection Records
Inventory Records
Note: Not subject to disclosure rights.

Consultant Reports
Closure Permits

DEFINITIONS: (continued)

INCIDENT RECORDS: Include but are not limited to the following:

Incident Records

Incident Reports
Supplemental Reports

PREVENTION RECORDS: Include but are not limited to the following:

Inspection Files

Fire Prevention Bureau Inspections
Compliant Letters

Plans

Advanced Planning
Building Permit Plans
Sub-Division Plans
Fire Protection System Plans

Alarm
Sprinkler
Stand Pipe
Hood Protection System
Water Supply and Hydrants

INVESTIGATION RECORDS:

Investigation files

Investigators Report(s)
Photos Taken
Charts and/or Maps\
Identification list of all persons who receive a copy(ies) of investigation report(s).

WORKERS COMPENSATION RECORDS: Include but are not limited to the following:

Employee/Employer's Report of Occupational Injuries and Illness Benefits
Doctor's First Report
Summary of occupational injuries and Illness
Log of Occupational Injuries and Illness
Monthly Claims Management System Logs

PROCEDURE:

AUTHORIZATION:

The Fire Chief shall determine the disposition of Fire District records as defined herein.

DISPOSITION:

ACCOUNTING RECORDS

All accounting records shall be retained indefinitely in their original form until authorization for destruction is given by the Board of Directors.

Any accounting record, except the journals and ledgers which are more than five (5) years old and which were prepared or received in any manner other than pursuant to State Statute, may be authorized for destruction provided that :

There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and ;

There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

Said audit report or reports were prepared pursuant to procedures outlined in Govt. Code Section 26909 and other State or Federal audit requirements, and that;

Said audit or audits contains the expression of an unqualified opinion.

Any accounting report created for a specific event or action may be destroyed upon authorization five (5) years after said event has in all respects terminated.

Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies.

The following may be destroyed at any time:

Duplicates (Original - subject to aforementioned requirements)

Rough drafts, notes or working papers (except audit)

Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

PAYROLL AND PERSONNEL RECORDS

All Payroll and Personnel Records, shall be retained indefinitely. Originals may upon authorization be destroyed after seven (7) years retention, provided said records have been microfilmed and qualify for destruction under Government Code Section 60203 with its various conditions. Payroll and personnel records include the following:

- Accident Reports, Injury Claims and Settlements
- Medical Histories (Including routine examinations)
- Applications, Changes and Termination of Employees
- Insurance Records of Employees
- Training Records

RECORDS CONCERNING LONG-TERM DEBT

Records of proceeding for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in Government Code Section 60203.

Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment. Thereafter originals may be reproduced as provided for in Government Code Section 60203 and retained for ten (10) years.

MINUTES

Minutes of the meeting of the Board of Directors are retained indefinitely in their original form. However, they may, upon Board authorization, be destroyed if said minutes are microfilmed as provided for in Government Code Section 60203.

CONSTRUCTION RECORDS

Construction records of Fire District facilities, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven (7) years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven (7) years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

CONTRACTS

Contracts shall be retained for its life plus seven (7) years.

PROPERTY RECORDS

Property records, such as documents of title, shall be kept until the property is transferred or other wise no longer owned by the District.

HAZARDOUS MATERIALS RECORDS

Hazardous Materials records shall be retained indefinitely.

INSPECTION RECORDS

Inspection records shall be retained for a minimum of seven (7) years or may be destroyed sooner if structure no longer exists.

PLANS

Plans shall be retained for a period of one (1) year after construction final. (Exception: Fire protection plans may be retained as long as said building/facility is in existence and if needed by the District.)

INVESTIGATION REPORTS

All investigating reports and supporting documents, charts, photos, etc., shall be retained for a period of not less than seven (7) years from date of occurrence for either civil or criminal cases.

Exceptions are those investigations involving death suspected to be or proven to be homicide. These reports shall be retained indefinitely or until adjudicated in a court of law.

INCIDENT REPORTS

All incident reports shall be retained for a period of not less than seven (7) years and may be destroyed thereafter or stored electronically indefinitely.

RESPONSE LOGS

One copy of Response Logs shall be retained for a period of not less than seven (7) years and may be destroyed thereafter.

LITIGATION RECORDS

Records related to litigation or claims against the District shall be retained indefinitely.

WORKERS COMPENSATION RECORDS

One copy of "Employee/Employer Report of Accident of Illness" shall remain in the employee's personnel record along with one copy of the "Employee Claim for Workers' Compensation Benefits" and one copy of "Doctor's First Report of Occupation Job Injuries or Illness" to be

retained indefinitely.

Logs and summaries of occupational injuries and illness shall be retained for a period of not less than two (2) years.

Monthly claims management system logs shall be retained for a period of not less than one (1) full year following the close of the fiscal year in which they were produced.

EXCERPTS FROM THE GOVERNMENT CODE (CHAPTER 7)

The following section of the Government Code provides for the Destruction of Records of Special Districts.

60200. Duplicate records, papers, or documents.

The legislative body of any Special District may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or permanent photographic record of which is in the files of any officer or department of the District.

60201. Records, paper, or documents more than two (2) years old and prepared or received other than pursuant to statute.

The legislative body of a district may authorize the destruction or disposition of any record, paper or document which is more than two (2) years old and which was prepared or received in any manner other than pursuant to State Statute. Such records, papers, documents need not be photographed, reproduced, or microfilmed prior to destruction and no copy thereof need be retained.

60202. Unaccepted bids for construction of public works more than two (2) years old.

The legislative body of a District may authorize the destruction of any unacceptable bid or proposal for the construction of installation of any building, structure, or other public work which is more than two (2) years old.

60203. Records, papers, or documents to be filed; conditions.

The legislative body of a District may authorize the destruction of any record, paper, or document which is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

- a. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data-processing system, recorded on optical disk, reproduced on film or any other medium which does not permit additions, deletions, or changes to the original document in compliance with the minimum standards or guidelines, or both, as recommended by the American National standards institute or the Association for Information and Image Management for recording of permanent records or non-permanent records, whichever applies.
- b. The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one which accurately reproduces the original thereof in all details and which does not permit additions, deletions, or changes to the original document images.
- c. The photographs, microphotographs, or other reproductions on film, optical disc, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.