



Coastside Fire Protection District

STAFF REPORT

TO: Honorable Board of Directors

FROM: Jonathan Cox, Deputy Fire Chief

DATE: October 27, 2021

SUBJECT: Destruction of Documents in Accordance with Document Retention Schedule

Staff Recommendation

The Board of Directors approve the destruction of the following documents, in accordance with the District Document Retention Schedule.

Proposed Documents to be Shredded and Retention Schedule Requirements

Description	Document Retention Schedule
Rosters and Work Schedules 2015 and prior	Current+2
Background Checks 2008 and prior	Current+2
Leave 2008 and prior	Current+2
Budgets adjustments, Adopted Budget, Financial Plans 2005 And Prior	Current+10
Banking Statements 2015 and prior	Current+1
Banking Reconciliations 2015 and prior	Current+1
Property Liability Insurance 2007 and prior	Term+10
Trial Balances 2012 and prior	Current+5
Smoke Detector Inspections 2003 and prior	Current+5
1099 Statements FY 1999 and prior	Current+2
Check Warrants, Voided Checks, Canceled Checks FY 2016 and prior	Current+3
Invoices FY 2016 and prior	Current+3

Background

Pursuant to the Coastside Fire Protection District Document Retention Schedule staff recommends the shredding and disposal of the above documents. These documents have been stored at an off-site storage and have been identified as no longer meeting the requirements of retention.

RESOLUTION NO. 2021-xx

A RESOLUTION OF THE COASTSIDE FIRE PROTECTION DISTRICT AUTHORIZING THE DESTRUCTION OF CERTAIN FIRE DISTRICT RECORDS.

WHEREAS, per Board Policy Article 10, the Fire District approved their document retention schedule on May 26, 2010.; and

WHEREAS, it has been determined by the Assistant Fire Chief that certain records no longer have administrative, legal, fiscal, research or historical value; and

WHEREAS, said records are listed in the Coastside Fire Protection District Document Retention Schedule and the minimum retention period for the records have been exceeded; and

WHEREAS, to allow more space for operations, reduce storage costs, allow for easier access to needed records and to provide a better environment for records which must be legally retained or which have historic or research value for the public, the Board authorizes the destruction of said records; and

WHEREAS, the Board of Directors finds and determines that the Records are no longer required and may be destroyed.

NOW, THEREFORE, BE IT RESOLVED BY THE COASTSIDE FIRE PROTECTION BOARD OF DIRECTORS that the Assistant Fire Chief is authorized and directed to destroy the Records specifically listed in Exhibit "A" attached hereto and made part hereof as if fully set forth. The shredding of said records is to be conducted in compliance with the guidelines established by the without retaining a copy.

PASSED AND ADOPTED as a Resolution of the Coastside Fire Protection District at the regular meeting held on the 27th of October 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Gary Burke, President
Board of Directors

Jonathan Cox, Deputy Chief
Secretary

EXHIBIT A

DOCUMENTS TO BE SHREDDED AND RETENTION SCHEDULE REQUIREMENTS

Description	Document Retention Schedule
Rosters and Work Schedules 2015 and prior	Current+2
Background Checks 2008 and prior	Current+2
Leave 2008 and prior	Current+2
Budgets adjustments, Adopted Budget, Financial Plans 2005 And Prior	Current+10
Banking Statements 2015 and prior	Current+1
Banking Reconciliations 2015 and prior	Current+1
Property Liability Insurance 2007 and prior	Term+10
Trial Balances 2012 and prior	Current+5
Smoke Detector Inspections 2003 and prior	Current+5
1099 Statements FY 1999 and prior	Current+2
Check Warrants, Voided Checks, Canceled Checks FY 2016 and prior	Current+3
Invoices FY 2016 and prior	Current+3


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To: Coastside Fire Protection District Board
From: Jean B. Savaree 
Cc: Chief Paul Cole
Date: May 26, 2010
Re: **Document Retention Schedule**

Summary

Staff recommends that the Board review and approve the attached document retention schedule. Per the Board Policy Article 10, official District records shall include the following:

- (a) Information as to the Board's deliberations;
- (b) Approved meeting minutes which reflect Board actions including roll call votes on a motion if not unanimous;
- (c) All Board resolutions and ordinances, numbered serially for each fiscal year;
- (d) A record of all contracts entered into;
- (e) A record of all new hires and resignations or terminations of employment within the district;
- (f) A record of all bid procedures, including calls for bids authorized, bids received and other action taken;
- (g) A record by number of all warrants approved for payment;
- (h) Adoption of the annual budget;
- (i) Financial reports, including collections received and deposited and sales of District property shall be presented to the Board every month;
- (j) A record of all correspondence received by the Board;
- (k) A record of the Fire Chief's reports to the Board;
- (l) Approval of all policies and Board-adopted regulations; and
- (m) A record of all visitors and delegations appearing before the Board.

If approved, this schedule would be used by staff to manage the District's official documents and allow for the periodic destruction of records as provided for in Government Code §60200, et seq, Destruction of Records of Special Districts.

Background and Discussion

Retention and destruction of District records is provided for in Health and Safety Code §13868, Recordkeeping and destruction of records, which provides:

(a) A district board shall keep a record of all its acts, including its financial transactions.

(b) A district may destroy a record pursuant to Chapter 7 (commencing with Section 60200) of Division 1 of Title 6 of the Government Code.

Government Code §60201, Records; procedures for destruction or disposal; copies not required; destruction or disposal of certain records prohibited, reads:

(a) For purposes of this section, "record" means any record consisting of a "writing," as defined by subdivision (f) of Section 6252.

(b) The legislative body of a district may destroy or dispose of any record that is not expressly required by law to be filed and preserved through either of the following procedures:

(1) The legislative body may authorize the destruction or disposition of any category of records if it does both of the following:

(A) Adopts a resolution finding that destruction or disposition of this category of records will not adversely affect any interest of the district or of the public.

(B) Maintains 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.

(2) The legislative body may, by resolution, adopt and comply with a record retention schedule that complies with guidelines provided by the Secretary of State pursuant to Section 12236, that classifies all of the district's records by category, and that establishes a standard protocol for destruction or disposition of records.

(c) A district is not required to photograph, reproduce, microfilm, or make a copy of any record that is destroyed or disposed of pursuant to this section.

(d) Notwithstanding any other provision of this section or other

provision of law, a district may not destroy or dispose of any record that is any of the following:

- (1) Relates to formation, change of organization, or reorganization of the district.
- (2) An ordinance adopted by the district. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
- (3) Minutes of any meeting of the legislative body of the district.
- (4) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- (5) Is the subject of any pending request made pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), whether or not the district maintains that the record is exempt from disclosure, 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.
- (6) Relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented.
- (7) Relates to any nondischarged debt of the district.
- (8) Relates to the title to real property in which the district has an interest.
- (9) Relates to any nondischarged contract to which the district is a party.
- (10) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
- (11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
- (12) Specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

Government Code §60202, Unaccepted bids for construction of public works more than two years old, provides:

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

Attached for the Board's review and approval is a document retention schedule. This schedule contains a listing of all documents retained by the District and a proposed destruction schedule which complies with the requirement of the above cited sections of the Health and Safety Code and Government Code. As you will see in reviewing the proposed schedule, while the District is generally required to retain documents for 2 years, the schedule provides for longer retention periods for several types of documents and, in some cases, for permanent retention.

DOCUMENT RETENTION SCHEDULE
COASTSIDE FIRE PROTECTION DISTRICT

DESCRIPTION	RETENTION SCHEDULE
ACCIDENTS - District Vehicles, District Property	Cur+2
ACCOUNTS PAYABLE - 1099 Statements	Cur+2
ACCOUNTS PAYABLE - Reports - Daily Reports, Month End, Posting Runs, Warrants, Checks Warrants, Voided Checks, Cancelled Checks, Check Register, Employee Expenses, Working files, Invoices, Special Payment Demands, Register Demands, Claims, Credit Card Transactions	Cur+3
AD HOC COMMITTEES - Agendas, Minutes, Rosters	Cur+5
ADMINISTRATION - Address Changes	PERM
BOARD - Agendas and Minutes	PERM
DISTRICT - Reports - External to State, County	Cur+5
AWARDS - Service, Performance	Cur+2
BUDGET - Adjustments, Adopted Budget, Financial Plan	Cur+10
BUILDING - Address Files - Approved Applications, Permits, Plans and Associated Documents, Inspections - Reports	Life of Structure+2
CIP - Proposed Projects	Cur+2
CLASSIFICATION - Job Descriptions, Job Classes and Job Histories	Cur+2
COMPENSATION - Compensation and Benefits Documents	Term+7
CONTRACTS - Construction (CIP), Joint Power Authority, Settlement Agreements, Mutual Aid - Contract, Change Orders, Amendments, Notices (Completion, Stop, Proceed), Insurance, Bonds, Correspondence, Warranties, Staff Reports, Successful Bid, RFP	Term+10
CONTRACTS - Deeds, Leases, Bonds, Insurance	PERM
CONTRACTS - Service, Equipment, Maintenance, Consultant, Cooperative, Leases, MOUs (Other than Labor) - Contract, Amendments, Staff Reports, Insurance, Correspondence, Proposal, RFP, Notice to Proceed	Term+5
CORRESPONDENCE - Letters Excluding Transmittal Letters, Memos Including Memos to Board	Cur+2
FLEET INSPECTIONS	Cur+2
DEBT SERVICE - Bank Records	Cur+1
ELECTIONS - Candidate Statements, Candidate Guides, Certificates of Election (Results)	PERM
ELECTIONS - Petitions - Initiative, Referendum, Recall	Results+8 Months
EMPLOYEE FILES - Personnel, Medical	Term+1
EQUAL OPPORTUNITY EMPLOYMENT - Complaints and EEOC Reports	Cur+2
EQUIPMENT - Daily and Monthly Checks, Hose Checks, Equipment Specs, Preventive Maintenance Program, Apparatus Replacement Schedule	Cur+2
EQUIPMENT - Vehicle - Registrations, Inventory, Log Records	Term+2
FIXED ASSET INVENTORY	Current Version
FUEL - Storage	Cur+5
FUEL - Usage, Gas Receipts, Gas Tags, Fuel Calibrations	Cur+2

DOCUMENT RETENTION SCHEDULE
COASTSIDE FIRE PROTECTION DISTRICT

DESCRIPTION	RETENTION SCHEDULE
GENERAL ACCOUNTING - Audits	PERM
GENERAL ACCOUNTING - Banking Records - Statements, Stop Payments, Reconciliations, Check Writer	Cur+1
GENERAL ACCOUNTING - Bankruptcy Notice	Cur
GENERAL ACCOUNTING - County Tax Rates and Property Valuation	Cur
GENERAL ACCOUNTING - Reports - Month End Reconciliations, Fixed Asset Inventory, Account Activity, Controllers	Cur+5
GENERAL ACCOUNTING - Vehicle Registrations	Life of Vehicle
GENERAL ACCOUNTING - Year End - Closing Reports, Financial Statements, Annual Reports, Arbitrage	PERM
GENERAL LEDGER - Postings, Journal Entries, Trial Balance, Operating Statements, Activity Reports	Cur+5
GRANTS	Term of Grant+5
HAZMAT - Local Business Hazardous Material Storage Records and Site Reports	PERM
INVESTIGATION - Arson Incident Reports and Arson Offenders	Cur+80
INVESTMENTS - Transactions and Reports	Cur+3
LABOR - MOU and Compensation, Negotiations, Side Letters	Term+3
LAWSUITS - Working Files	Term+2
LEGAL - Legal Opinions, Code Interpretations	Cur+5
PAYROLL - Benefits, Direct Deposits, Flex Benefits Check Registers, Pay Plans, PERS Contributions, Earnings	Term+7
PAYROLL - Deferred Compensation, Registers	Term+7
PAYROLL - Taxes - Quarterly, Year-End, Tax Tables, W-2s, Unemployment	Term+7
PAYROLL - Time Sheets, Hours Proof Listing, Leave Registers and Requests, Adjustments, Payroll Status, Processing, Disbursements, Recap Sheets	Term+7
PERMITS - and Fee Schedule	Cur+3
PERMITS - Uniform Fire Code Books	Cur+3
PERSONNEL - Background Checks, Shift Rosters, Oral Boards, Recruitment, Assignments, Daily Bulletins, Leave	Cur+2
PERSONNEL - Testing, Certificates, DMV Class B License Testing and Records	Term+4
PERSONNEL - Grievances and Negotiations Working Files	Cur+5
PERSONNEL - Personnel Files, Commendations, Evaluations, Training Certificates, Injury Report, Medical	Term+4
PERSONNEL - Promotions, Employee Files, Evaluations	Term+4
PERSONNEL - Recruitment, Oral Boards, Time Off Requests, Shift Trades, Assignments, Work Substitutions	Cur+5
PERSONNEL - Rosters, Training, Job Descriptions, Intern Program, Position Applications, Uniform Information, Employee Recognition, Man Hours, Work Schedules	Cur+2

DOCUMENT RETENTION SCHEDULE
COASTSIDE FIRE PROTECTION DISTRICT

DESCRIPTION	RETENTION SCHEDULE
PERSONNEL - Safety - Workers' Compensation, Safety/Loss Control, Medical Waivers, Reports, Accidents, Injuries	Cur+5
PREVENTION - Sprinkler Testing, Code Enforcement, Abatement, Pressure Testing, Fire Alarm Testing, Public Education	Cur+5
PUBLIC INFORMATION OFFICER - News Articles, Correspondence, Media Information	Cur+2
PURCHASING - Specifications (non CIP), Proposals, Bids, Requisitions, Bills of Shipping, Packing Slips, Unawarded RFPs, Unsuccessful Bids	Cur+2
REAL PROPERTY - Negotiations	Term+5
RECORDS - Accident and Incident Reports	Statute of Limitation
RECORDS MANAGEMENT - Destruction Lists and Related Documentation	PERM
REVENUE - A/R Reports - Write-offs, Monthly, Reconciliation, Ledgers, Aging Reports	Cur+3
REVENUE - Receipts - Cash, Daily, Collections	Cur+1
SOFTWARE LICENSES - Maintenance Agreements, Warranties, Installation Media	Until No Longer Used+2
STUDIES/REPORTS - All studies and reports produced/commissioned by the Board	Cur+5
SUPPRESSION - Daily Log Books, Briefing, Quick Calls	PERM
SUPPRESSION - Hydrant Checks, Flushing, Reports	Cur+5
SUPPRESSION - Incident/Alarm Profiles and Reports, False Alarms	Cur+3
TRAINING - Classes, Physical Fitness, Probation Guide, Training Plans, Exercises, Exams, Notes	Cur+2
TRAINING - Classes, Rosters, Schedules, Career Development	Cur+2
TRAINING - Firefighter Personnel Training Files, Scores, Certificates, CE Units	Life of Employee
VEHICLES - Class "B" License - Inventory of Employees	Current Version
VEHICLES - Replacement Schedules and Specs, Disposal at Auctions/Sales	Cur+2
VEHICLES - Warranties, Repair Estimates, Smog Checks, Expenses, Inspection Reports, Service Records, Registration, Inventory	Life of Vehicle+2
WATER - Hydrants - Inventory, Flushing Project, Reports, Applications for Temporary Hydrants Meters	Cur+2
WATER - Hydrants - Flow and Maintenance Records	Lifetime
COMMUNITY FACILITIES DISTRICT RECORDS	PERM