



**STANDARD
OPERATING
PROCEDURE**

NUMBER:

101.090

Record Retention

Revision Date:
02/01/16

Author: Tracy New, Director Business Services

Review Date:
02/01/18

Approved By: Jon Jones, Fire Chief

Note: This resolution adopts the record retention guidelines established by the Secretary of State. A current copy of those guidelines is located at: <Q:\Admin Server\Administrative Binder>

BEFORE THE BOARD OF DIRECTORS
OF THE
APTOS/LA SELVA FIRE PROTECTION DISTRICT

I. RESOLUTION NO. 7-06

On the motion of Director Barbin
Duly seconded by Director Weatherford

the following resolution is hereby adopted:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
APTOS/LA SELVA FIRE PROTECTION DISTRICT
ESTABLISHING A RECORDS RETENTION POLICY

WHEREAS, the Board of Directors of the Aptos/La Selva Fire Protection District, pursuant to the provisions of Government Code Section 60200, et. seq., finds that the destruction or disposition of certain categories of records will not adversely affect any interest of the district or of the public; and

WHEREAS, the Board of Directors of the Aptos/La Selva Fire Protection District, pursuant to the provisions of Government Code Section 60201(b)(2), is authorized to adopt as policy the guidelines provided by the Secretary of State pursuant to Government Code Section 12236, and that classifies all of the district's records by category, and that establishes a standard protocol for destruction or disposition of records.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the Aptos/La Selva Fire Protection District adopts the "Local Government Records Management Guidelines" provided bi-annually by the Secretary of State pursuant to Government Code Section 12236 as the Record Retention Policy of the District.

BE IT FURTHER RESOLVED the Fire Chief shall have the authority to implement and interpret this policy.

BE IT FURTHER RESOLVED that the Business Manager shall maintain 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.

BE IT FURTHER RESOLVED that in order to apply records management practices to electronic information it must first be determined which electronic information is a "record" and which is a "non-record."

The following policies apply to district electronic information:

- E-mail is a document created and transmitted as electronic information within an electronic communication medium. The fact that e-mail is the district's property renders it subject to management under the records retention plan. An e-mail message and associated information is a document. It is also a record if it falls into a category that requires that it be retained in the district's Records Retention Schedule. The person who transmits or receives an email message is responsible for retention of that message in accordance with district policy. The proper method for retaining an email record is for it to be printed to hardcopy, filed as part of the regular office files, and retained in accordance with the Record Retention Schedule. Email messages, which are printed out, should normally be deleted from the computer system in order to reduce unnecessary duplication. The computer system data management process does not provide long-term email storage in electronic format.
- Voice mail is a non-record.
- Word processing and spreadsheet files are records.
- Instant Messages are a non-record.
- Computer back-up tapes and other duplicate computer files are non-records.
- Databases and other data compilations are records.
- Electronic transactions are records.

A printed hardcopy is the approved method for record retention of electronic information. The computer system data management system does not provide long-term storage media that will meet the longest retention period requirements. Electronic information that is deemed to be a "non-record" can be destroyed at the discretion of the user.

BE IT FURTHER RESOLVED that in the event that the adopted guidelines provided by the Secretary of State pursuant to Government Code Section 12236 do not address the retention period of any specific record, and absent any legal requirement to retain such record, a default retention period of seven years is established.

PASSED AND ADOPTED by the Board of Directors of the Aptos/La Selva Fire Protection District, County of Santa Cruz, State of California, this 8th day of June 2006, by the following vote:

AYES: Barbin, Hurley, D. Ramos
NOES:
ABSENT: M. Ramos
ABSTAIN:

_____/ s /_____
President of the Board of Directors

ATTEST:

_____/ s /_____
Secretary to the Board