

**RESOLUTION NO. 2013-01**

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE  
ORANGE COUNTY FIRE AUTHORITY APPROVING THE AMENDED  
RECORDS RETENTION SCHEDULE**

*WHEREAS*, the keeping of certain records is not necessary after a period of time for the effective and efficient operation of the Orange County Fire Authority; and

*WHEREAS*, Government Code Section 34090 et seq. provides the parameters for the destruction of records for cities (which is applicable to the Orange County Fire Authority) that have served their purpose and are no longer required; and

*WHEREAS*, the records retention schedule establishes orderly procedures for retaining OCFA records, and for disposing of records when they are no longer needed for administrative, fiscal, historical, or legal purposes – with due consideration for Government Code §34090 et seq. and other relevant state and federal laws and regulations; and

*WHEREAS*, these procedures will promote the efficient and cost-effective conduct of OCFA's business by reducing the number of records in the active file areas, eliminating unnecessary retention of duplicate or obsolete records, and providing for timely transfer of inactive records; and

*WHEREAS*, the program will enable OCFA to function efficiently with a minimum of storage space and file equipment, facilitate the retrieval of records, to continue a tradition of good records management for the Orange County Fire Authority.

*NOW, THEREFORE, BE IT RESOLVED BY THE EXECUTIVE COMMITTEE OF THE ORANGE COUNTY FIRE AUTHORITY, AS FOLLOWS:*

Section 1. That the attached amended Records Retention Schedule, listed as Exhibit A, is hereby approved. Further, the future disposition of the types of records generated or received by the Orange County Fire Authority, as listed in Exhibit A, is hereby authorized for disposition as outlined in accordance with Section 34090 et seq. of the Government Code of the State of California, upon the consent in writing of the Division/Section Manager, Clerk of the Authority, and General Counsel, without further action of the Board of Directors/Executive Committee.

Section 2. The destruction of any records as provided for herein shall be according to accepted records management procedures.

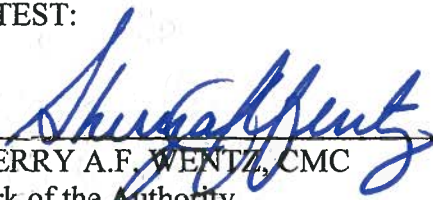
Section 3. Prior to each destruction of records, in accordance with Section 1 herein, the appropriate Division/Section Manager, the Clerk of the Authority, and the General Counsel of the Orange County Fire Authority shall provide written consent.

Section 4. This resolution is effective immediately upon its passage and adoption.

*PASSED, APPROVED and ADOPTED* this 24<sup>th</sup> day of January 2013.

  
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TRISH KELLEY, CHAIR  
Board of Directors

ATTEST:

  
\_\_\_\_\_  
SHERRY A.F. WENTZ, CMC  
Clerk of the Authority

Orange County Fire Authority

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STATE OF CALIFORNIA }

COUNTY OF ORANGE } ss.

CITY OF IRVINE }

I, Sherry A. F. Wentz, Clerk of the Orange County Fire Authority, do hereby certify that the foregoing Resolution No. 2013-01 was duly passed and adopted at a regular meeting of the Executive Committee of the Orange County Fire Authority held on the day of January 24, 2013, by the following roll call vote, to wit:

AYES: Trish Kelley, Mission Viejo  
Al Murray, Tustin  
David Shawver, Stanton  
Steven Weinberg, Dana Point  
Beth Swift, Alternate, Buena Park

NOES: None

ABSTAIN: None

ABSENT: Pat Bates, County of Orange

  
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SHERRY A.F. WENTZ, CMC  
Clerk of the Orange County Fire Authority

## ORANGE COUNTY FIRE AUTHORITY

## RECORD RETENTION SCHEDULE

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Risk Management	Accident Reports	C+7				29 CFR 1904.2; 29 CFR 1904.6	Reports and related records, including OCFA assets, apparatus, aircraft, vehicles, and personal injury
Finance	Accounts Payable	AU+4				GC34090	Including but not limited to invoices, check copies, supporting documents, stipends, travel reimbursement requests (electronic image storage)
Finance	Accounts Receivable	AU+4				GC34090	Vendor billings, deposit receipts (electronic image storage)
Clerk Purchasing	Acquisition/Disposition of Property	C+10				GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by OCFA
Clerk	Agendas Board of Directors and Board Committees	P				GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications for Board of Directors and Committees (Retention minimum is 2 years extended to P for historic purposes.)
All Departments	Agendas General	2				GC34090	For internal committee meetings
Clerk	Agenda Staff Reports Board of Directors and Board Committees	P				GC34090(d)	Documentation received, created and/or submitted to Board or Committee (Retention minimum is 2 years extended to P for historic purposes.)
Clerk Purchasing	Agreements and Contracts Excluding those identified below	T+5				CCP337.2, 343	Includes leases, equipment, services, or supplies
Clerk	Agreements and Contracts Approved by Board/Board Committee	P		X		CCP337.2, 343; GC53066; B&P7042.5; PU7685; 48 CFR:2	Includes leases, equipment, services, or supplies (Retention minimum is T+5 extended to P for agreements approved by Board/Committee action for historic purposes.)
Clerk	Agreements and Contracts Capital Improvement	P		X		GC4004; GC34090a	Construction
Clerk	Agreements and Contracts Development	P		X		CCP337, 337.1(a), 337.15; GC34090; 48 CFR 4.703	Infrastructure contracts, franchises.
Support	Appraisals	C+2			X	GC34090; GC6254(h)	Confidential until final acquisition or contract agreement obtained
Clerk	Articles of Incorporation	P	X	X		GC34090; CCP337.2	Including JPA Agreement & Amendments; Non-profit Foundation Documentation
Finance	Audits Financial Statement Single Audits	P		X		GC34090	Independent auditor analysis and reports, internal and external financial audits
Finance	Bank Reconciliations	AU+5	X			GC34090	Statements, summaries for receipts, disbursements & reconciliations

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**RECORD RETENTION SCHEDULE**

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Finance	Bank Statements	AU+2	X			FC3368, 30210; GC43900 et seq.	
Purchasing	Bids, RFQs, RFPs Successful	AU+5				GC34090; GC25105-1; CCP337	Requests for Qualifications; Requests for Proposals regarding goods and services that resulted in award of contract or service.
Purchasing	Bids, RFQs, RFPs Unsuccessful	2				GC34090	Requests for Qualifications; Requests for Proposals regarding goods and services that did not result in award of contract or service.
Planning	Blueprints and Specifications Building	P	X	X		GC34090	Submitted by contractors with application for permit and Certificate of Occupancy (Retention minimum is CL+2 extended to P for historic departmental purposes.)
Purchasing	Bonds Including Development	C+10				GC34090; CCP337.5	Final bond documentation
Risk Management	Bonds Insurance	P				CCP337.2; CCP343	Bonds and insurance policies insuring OCFA property and other assets
Risk Management	Bonds Personnel Fidelity	T+2				GC34090	Employee Fidelity Bonds
Finance	Bonds Security	C+2				GC34090	Documentation created and/or received in connection with the performance of work/services for OCFA
Corporate Communications	Brochures, publications, newsletter, bulletins	S+2				GC34090	Includes, but not limited to Board Advisory Notices, Press Releases, Weekly Executive Summaries
Treasurer	Budget Adopted	P		X		GC34090	Annual operating budget approved by Legislative Body
Treasurer	Budget Adjustments and Journal Entries	AU+2				GC34090	Account transfers
Treasurer	Budget Capital Improvement Program	P		X		GC34090	Budget-related document of funding of CIP projects
Property Management	Capital Improvement Projects	C+10				CCP337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Property Management	Capital Improvement Projects Construction Documents	P				GC34090a; H&S19850	Records regarding planning, design, construction, conversion, or modification of local government-owned facilities, structure and systems
Finance	Checks	AU+5				GC34090	Includes payroll, canceled and voided checks (electronic image copies)
Risk Management	Claims, damage	C+5				GC34090; GC25105.5	Paid/Denied
Planning	Code Books	P				GC34090e	National Electrical Code, Uniform Building,

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**RECORD RETENTION SCHEDULE**

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
All Departments	Correspondence Briefing Folder Memos	5				GC34090	Fire, Mechanical, Plumbing & Supplements, OCFA amendments Memos identified for distribution through electronic Briefing Folder. (Retention minimum is 2 years extended to 5 for historic departmental purposes, with programmed automatic destruction implementation at 5 years)
All Departments	Correspondence General	2				GC34090	If not attached to agreement or project file. Includes internal correspondence, however, excludes all Briefing Folder Memos
All Departments	Correspondence Email	30 days+2				GC34090	Email retained on employee's computer for 30 days; transferred to server for 2 year retention with programmed automatic destruction implementation at 2 years; employee discretion to retain email for an additional period for historic purposes
Clerk	Customer Satisfaction Survey Data	2				GC34090	Survey data extracted from forms returned by customers
Clerk	Deeds and Promissory Notes	P				GC34090a; 24 CFR 8.42; OMB Circ. SA-110	Recorded Documents
Finance	Deposits, Receipts	AU+4				GC34090; CCP337	Checks, coins, currency (only electronic images maintained)
Planning	Drawings, Project Plan	P				GC304090	Does not include those usually filed with case or project (Retention minimum is 2 years extended to P for historic departmental purposes.)
Clerk	Easements, Dedications, Rights-of-Way	P				GC34090a	Includes streets and alleys
Operations Risk Management	Emergency Preparedness Plan	S+2	X			GC34090	
Benefits	Employee Benefit Plan Claims	P			X	GC6250 et seq; OMBA-129; 29 CFR 1602.30; 32; Lab Rel Sec 1174; 29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance
Benefits	Employee Benefit Plans	T+2				29 CFR 1627.3	Pension and insurance plans
Benefits	Employee Benefits	2			X	GC34090, GC12946	Includes medical, dental and vision enrollment and changes, cafeteria election form, optional benefit plan
Human Resources	Employee Classifications and Appointments	P			X	GC34090; GC12946; 29 CFR 516.6(2)	

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**RECORD RETENTION SCHEDULE**

Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Payroll	Employee Deduction Reports, Retirement	T+4			X	GC34090; CAC22-1085-2; 26 CFR 31.6001-1; 29 CFR 516.5, 516.6, LC 1174(d)	Record of retirement deductions (maintained electronically in history file)
Payroll	Employee Deferred Compensation	T+5				GC34090; 26 CFR 16001-1; 29 CFR 1627.3(2)	Records of employee contributions and OCFA payments
Human Resources Risk Management EMS	Employee, Exposure	T+30			X	29 CFR 1910.1020, CC56.05	Sampling results, collection methodology, Background for exposure to hazardous materials and communicable diseases, including hearing (audio metric) testing
Human Resources	Employee Handbook	P				GC34090	General employee information including benefit plans (Retention minimum is S+2 extended to P for historic purposes.)
Human Resources	Employee Medical Leave	C+30			X	FMLA1993 US OSHA; 29 CFR 1910.20; 29 CFR 1602.30.32; 49 CFR 193-9	May include family leave; certifications; tests
Human Resources	Employee Programs	C+2				GC34090; GC12946	Includes Employee Assistance Program and Recognitions
Human Resources	Employee Recruitment	C+3			X	GC12946; GC6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Human Resources	Employee Rights General Employees	T+2			X	GC12946; 29 CFR 1602; 29 USC 211(e); 203 (m); 207(g)	May include arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Human Resources	Employee Rights Safety	T+5			X	GC12946; 29 CFR 1602; 29 USC 211(e); 203 (m); 207(g)	May include arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Human Resources	Employees, Non-Safety Personnel Records	T+3			X	29 CFR 1627.3; 29 CFR 1602.30.32; GC6250 et seq.; GC12946; 34090, 29 CFR 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq.; 45 CFR 1068.6(a); CCR Sec 1174	Non-safety employees may include: release authorizations, certifications, reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations; pre-employee medicals; fingerprints; identification cards
Human Resources EMS	Employees, Safety Personnel Records	T+5			X	29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq.; 45 CFR 1068.6(a); CCR1174	Non-safety employees may include: release authorizations, certifications, reassignments; outside employment; commendations; disciplinary actions; terminations; oaths of office; evaluations; pre-employee medicals; fingerprints; identification cards, licenses, graduation certificates and accreditation for paramedics

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Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
All Departments	Employees, All Personnel Records (copies)	2			X	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
Payroll	Employee Salary Records	T+3			X	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments,
Payroll	Employee Time Sheets	AU+6			X	GC34090; 20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d); 29CFR516.2	Signed by employee for audit & FEMA Reports; includes computer program – electronic signature and archived in database
Operations	Employee Transfers	3				29 CFR 1627.3	Station transfers
EMS	EMS Program Continuous Quality Assurance/Improvement (CQI) System	2				GC34090	Policy defining criteria for EMT-Paramedic program
Clerk	Fair Political Practices (FPPC) Statements of Economic Interest 87200 Filers (copies)	7				GC81009(e)	87200 Filers include all Board Directors, Alternates, Fire Chief, Treasurer, and Assistant Chief/Business Services Department Originals filed with Clerk of the OC Board of Supervisors
Clerk	Fair Political Practices (FPPC) Statements of Economic Interest Designated Filers (copies and originals)	7				GC81009(e)	Designated Filers include all employees in designated positions identified on the current List of Designated Positions adopted by Board Resolution Designated Filers file statements electronically with the Clerk of the OC Board of Supervisors
Clerk	Fair Political Practices (FPPC) Ethics Training Certificates (copies)	5				GC53232	Implemented by AB1234; all Board Directors and Alternates are required to complete ethics training every two years; a copy of the certificate is maintained to document the training. Originals on file with represented agency.
Finance	Financial Report Annual	P	X	X		GC34090.7	Includes Comprehensive Annual Financial Statement (CAFR) (Retention minimum is AU+7 extended to P for historic purposes as staff report attachment.)
ECC Support	Fire Reports (OCFIRS) Incident	C+3				GC34090; CCP338; CCP340.5	Dispatch & daily logs
Clerk	Formation Documents	P	X	X		GC34090; CCP337.2	Includes JPA Agreement and Amendments
All Departments	Goals and Objectives	2				GC34090	
Finance Support	Grants Financial Records	C+5				GC34090	Successful Applications and supportive financial records
Finance Support	Grants Unsuccessful Applications	C+2				GC34090	Refer to grant application close-out procedure Applications not entitled



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Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
HMSS	Hazardous Materials Disclosure and Inspection	2	X		X	H&S6.95	Records of amounts and types of chemicals stored on businesses' premises
Prevention	Hazardous Materials Storage and Use Permits	5				GC34090	Recommend permanent retention of environmentally sensitive materials (Retention minimum is 2 extended to 5 for historic departmental purposes.)
Property Management	Hazardous Waste Disposal	10				40 CFR 122.21	Documentation regarding the handling and disposal
Prevention	Inspections Fire Prevention	5				UFC104.6	Alarm/sprinkler systems, prevention efforts
Purchasing Risk Management	Insurance Certificates	P				GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Risk Management	Insurance Liability/Property	P	X			GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Risk Management	Insurance Workers Compensation (policy)	P				GC6410; 29 CFR 1910.20	Indemnity; working files – originals with Third Party Administrator
Finance	Inventory Fixed Assets	AU+4				GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, and account number, includes electronic database
Air Operations Fleet Support	Inventory Vehicle Equipment, Communications Equipment/Parts & Supplies	L+2				GC34090	Includes vehicles, aircraft, vessels and related documents regarding repairs, including property accountability reports
Fleet	Inventory Vehicle Ownership and Title	L+2				GC34090	Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Investigations	Investigations Case Files – PC451(a) involving a death	P				PC799	All physical and supporting evidence/documentation to support prosecution resulting in homicide
Investigations	Investigations Case Files – Criminal and accidental fire investigations; excluding those resulting in homicide	C+6				PC451: PC452; PC800: PC801; PC802; H&S 3001	All physical and supporting evidence/documentation relevant to case (Retention value on some types of cases is CL+3 for consistency purposes division has extended retention to CL+6)
Treasurer	Investment Transactions	P		X		GC34090; CCP337; GC53607	Summary of transactions, inventory, earnings report
Finance	Invoices	AU+2				GC34090	Electronic copies sent for fees owed, billing related documents
Finance	Ledger General	P	X	X		GC34090; CCP337	Includes computer program Account postings with supporting documents (electronic)
Finance	Ledger	AU+4	X			GC34090; CCP337	Includes computer program

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Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
	Voucher						Account postings with supporting documents (electronic)
All Departments	Legal Advertising	4				CCP343, 349 et seq.; GC911.2; GC34090	Includes public notices, legal publications, proof of publication
Clerk	Legal Advertising Public Hearing Notices	P		X		CCP343, 349 et seq.; GC911.2; GC34090	Affidavits of Publication for Board Public Hearings filed with agenda report
Support	Lobbyist Reports	5				CCR2.6, §18615	Copies, original statements filed with Secretary of State
All Departments	Logs	2				GC34090	Including but not limited to, activity, complaints, claims, subpoenas, evidence, fire equipment and gear, fuel usage, resource orders, vendor registration. May be retained in database/computer program
Operations	Logs Activity Planner/Station Log	5				GC34090	Including Division, Battalion, and Station Levels Log retained in database/computer program (Retention minimum is 2 years extended to 5 for historic departmental purposes, with programmed automatic destruction implementation at 5 years.)
Fire Stations	Logs Pass-along Books	2				GC34090	Books used at Fire Stations to pass-along information from one shift to the next (to be replaced by electronic Operations Activity/ Planning Log)
Property Management	Maintenance and Operations – Service Facilities	2				GC34090	Includes service requests, invoices, supporting documentation, work orders, inspection, repairs, cleaning, reports, complaints
Air Operations Fleet	Maintenance and Operations – Service Apparatus, Vehicles, Equipment	L+2				GC34090	Related to requests for service and work orders for fuel, vehicle, aircraft, aircraft fuel systems, and communication equipment maintenance and reports
Planning	Maps Development	C+2		X		GC34090, H&S19850	Land use planning, fee program benefit area, and project area boundaries, may include copies of Environmental Impact Reports (originals kept by originating agency)
ECC	Maps	P		X		GC34090a,	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges, may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.
Planning	Maps	P		X		GC34090; H&S 19850;	Zoning, tentative subdivision, parcel, land use

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Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
	Plans, Drawings, Exhibits, Photos						map, aerial photos, specific plans
Clerk	Minutes Board of Directors/Board Committees	P	X	X		GC34090; GC36814; GC40801	Official minutes and hearing proceedings of Board of Directors and Board Committee
All Departments	Minutes Internal Meetings	2				GC34090; GC36814; GC40801	Minutes of internal committee meetings
Human Resources	Motor Vehicle Pulls (DMV)	7				GC34090	Requests for DMV notification on employees
Clerk Human Resources	Negotiation	P				29 USC §211(c); 203(m), 207(g)	Labor Groups Contracts and Memorandum of Understanding Agreements
Clerk	Notices - Meetings Board of Directors/Committees	P		X		GC34090.7, GC54960.1(c)(1)	Special meetings (Retention minimum is 2 years extended to P for historic purposes.)
Clerk	Opinions Legal	P		X	X	GC34090; GC6254	Confidential – not subject to release under PRA (Retention minimum is S+2 extended to P for historic departmental purposes.)
Clerk	Ordinances	P	X	X		GC34090; 4 0806	Legislative actions
Payroll	Payroll Adjustments	AU+4				GC34090; 29 CFR 516.5 -516.6	Audit purposes
Prevention	Permits, Fire Code	5				GC34090	(Retention minimum is 2 years extended to 5 for historic departmental purposes.)
Clerk	Petitions	2				GC50115; GC6253	Exception: If provided in connection with agenda item, document would be retained permanently with corresponding staff report.
Planning	Plan Review Projects	P		X		GC34090a; H&S19850; 4003; 40004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, permits, studies, compliance certificates, vegetation management, and fuel modification plans
Clerk	Pre-hospital Care Reports (PCR) Adult Patient (Over age 18 years old)	7			X	H&S1797.220, 1798, & Title 22, Div. 9, § 100146, 100170 & 100171	Completed for all patients/persons contacted by OCFA personnel with a potential or actual medical need. (maintained electronically)
Clerk	Pre-hospital Care Reports (PCR) Minor Patient (Under age 18 years old)	7 years following age 18			X	H&S1797.220, 22 CCR100146, 100170 & 100171	Completed for all patients/persons contacted by OCFA personnel with a potential or actual medical need. (maintained electronically)
Corporate Communications	Press Releases	2				GC34090	
Corporate Communications	Press, Video Programs Community Relations	2				GC34090	Collection of videos of programs and events; outside press coverage of department
Clerk	Procedures, Standard Operating Procedures, General Orders, & Operations Procedures Manuals	P	X	X		GC34090	(Retention minimum is S+2 extended to P for historic departmental purposes.)
Clerk	Procedures and Policies	S+2	X			GC34090	All OCFA policies and procedures, except SOP's & General Orders

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Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Service Center	Property/Equipment/Gear Issued to Personnel	2				GC34090	Includes loan documents, service requests and property accountability reports
Service Center	Property/Equipment/Supplies Issued to Apparatus	2				GC34090	Includes equipment inventory, material requisition and service request
Service Center	Property/Equipment/Supplies Issued to Stations	2				GC34090	Includes supply orders and material requisitions
Purchasing Operations	Property, Federal Excess Personal	P				CDF Material Management Procedures Ch. 2600, Forest Service Handbook§3109.12	Requisition, receipt, disposal and transfer documents relating to all supplies and equipment from the Federal government
Clerk	Public Records Request	C+2				GC34090	
Purchasing	Purchase/Blanket Orders	AU+4	X			GC34090; CCP337	Original documents
Prevention	Pyrotechnic	5				GC34090	Documents conditions for firework shows at given locations (Retention minimum is 2 years extended to 5 for historic departmental purposes.)
Finance	Receipts, Deposits	AU+4				GC34090; CCP337	Checks, coins, currency
Clerk	Records Management	C+2				GC34090	Document includes retrieval and transfers
Clerk	Records Management Disposition Certification	P				GC34090	Documentation of final disposition of records
Clerk	Records Management Retention Schedule	P	X	X		GC34090	Records Retention Schedule is an attachment to adopting Resolution.
All Departments	Reports	2				GC34090	Non-Board/Committee agenda related, includes supporting documentation
All Departments	Reports Board of Directors/Committee Staff Reports	P				GC34090	Staff reports submitted to Board of Directors/Board Committee (Retention minimum is 2 years extended to P for historic purposes. Original reports maintained by Clerk of the Authority)
All Departments	Reports Federal and State*	P				GC34090a	*That may include code enforcement statistics and records affecting title to real property or liens thereon
Strategic Services	Reports Insurance Services Office (ISO) Rates	10				GC34090	ISO Rating
Purchasing	Requisitions	AU+4	X	X		GC34090; CCP337	
Clerk	Resolutions	P		X		GC34090(d) 40801	Legislative actions
Risk Management	Risk Management Reports	C+5	X	X		OMB 1220-0029; 29 CFR 1904.4; GC34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies
Property Management	Seismic Retrofit Program	P		X		GC34090a	Includes Certificates of Compliance
Clerk	Speaker Requests and Forms	P		X		GC34090	Community and business requests for public

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Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
							appearances, requests to speak at public meetings (Retention minimum is 2years extended to P for historic purposes.)
Purchasing	Surplus Property – Auction Disposal	AU+2 AU+4				GC34090 GC34090; CCP 337	Listing of property Sealed bid sales of equipment
All Departments	Survey Data	2				GC12946, 34090, 29 CFR 516.6(2); 29 CFR 1602.14	Survey data extracted from forms. Includes classification, wage rates
ECC Support	Tapes Audio/Telephone/Radio Communications	100 days				GC34090.6	Including but not limited to 9-1-1 Dispatch Tapes Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Clerk	Tapes Board/Committee Meetings Audio	30 days after approval of Minutes				GC54953.5(b)	Used for minute preparation
Clerk	Tapes Board/Committee Meetings Video	2				GC34090	Board meeting videos (Retention minimum is 3 months extended to 2 years for historic departmental purposes.)
Finance	Tax Reports Federal and State	AU+4			X	GC34090; 29USC 436;26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2); R&T 19530; 29 CFR 516.5-16.6	Forms 1096, 1099, W-4's and W-2's (maintained electronically)
Finance	Taxes Payable	AU+3				CCP338	Supporting documents for out-of-state vendors (maintained electronically)
Training Air Operations EMS	Training Fire Safety Personnel	2				GC34090	Certificates/designations
Training Air Operations EMS	Training Prehospital Continuing Education Providers	4				GC34090	EMS course plans & outlines, rosters, instructor resumes
Training Air Operations EMS	Training – Fire Safety Personnel Personnel (by name)	T+7				GC34090	Paperwork documenting internal and external training
Training	Training Materials	S+2				8CCR 3204(d), et seq.	Class material and tests. Tests are confidential.
Property Management	Underground Storage Tank Compliance	P				GC34090a	Documents regarding storage Location, installation, removal, and remediation

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Off/Rec.	Record Series Title	Retention	V	H	C	Citation	Comments
Property Management	Underground Storage Tank Maintenance and Operations	2				GC34090	Documents regarding storage Location, installation, removal, and remediation
Fleet	Vehicle Assignment	2				GC34090	Database, log books, request forms, lists
Air Operations Fleet	Vehicle, Equipment, Fire Apparatus, Aircraft	2				GC34090	Repairs and Maintenance
Finance	Vehicle Mileage Reimbursement Rates	S+2				GC34090	Annual mileage reimbursement rates from IRS
Fleet	Vehicle Ownership and Title (pink slip)	L				VC 9900 et seq.	Title transfers when vehicle sold
Fleet	Vehicle Service Schedules	S				GC34090	Preventative Maintenance
Prevention	Violations, Fire, Building, Property	5				GC34090d	Supporting code enforcement activity (Retention minimum is 2 years extended to 5 for historic departmental purposes.)
Finance	Check Register	AU+2			X	GC34090	(maintained electronically)
Risk Management	Workers Compensation	P			X	CCR 14311; 15400.2; LC 110-139.6	Claim Files, Reports, and Incidents – working files. Originals with Third Party Administrator

Orange County Fire Authority  
**RECORDS RETENTION SCHEDULE LEGEND**

**Off/Rec.** = Office of Record

This identifies the section/division/station that maintains the original document. Usually it is the section/division that originates the record, unless it is considered by the Board of Directors or Board Committee then it is maintained by the Clerk of the Authority.

**Record Series Title** = Description of document type

**Retention** = Retention expressed in years unless otherwise stated.

**AC** = Active

**AU** = Audit

**C** = While Current or until Complete

**L** = Life

**P** = Permanent

**S** = Superseded

**T** = Termination

**1, 2, 3** = Number of years after document's creation (unless otherwise specified)

**V** = Vital

Vital records contain information that is necessary for the continuation or reconstruction of an organization in the event of a disaster and are important in establishing the legal and financial position of the organization and/or are important in preserving the rights of the organization, its employees, and customers.

**H** = Historical

A record with historical value preserves documentation on significant historical events including OCFA's operations, origin, policies, authorities, functions, and structure, as well as significant administrative decisions.

**C** = Confidential

A record or information requiring protection against unauthorized access and is exempt from public disclosure pursuant to the provisions of the California Public Records Act.

**Citation Acronyms** =

**B&P** = Business and Professions (CA)

**CAL EMA** = Office of Emergency Services

**CC** = Civil Code (CA)

**CCP** = Code of Civil Procedure (CA)

**CCR** = California Code of Regulations (CA)

**CDF** = California Department of Fire (CAL FIRE)

**CFR** = Code of Federal Regulations (US)

**EV** = Evidence Code (CA)

**FC** = Financial Code (CA)

**FMLA** = Family Medical Leave Act

**GC** = Government Code (CA)

**H&S** = Health and Safety Code (CA)

**IRS** = Internal Revenue Service

**Lab Rel** = Labor Relations (US)

**LC** = Labor Code (CA)

**OMB** = Office Mgmt. and Budget (US)

**PC** = Penal Code (CA)

**PU** = Public Utilities (CA)

**UFC** = Uniform Fire Code (CA)

**USC** = United States Code (US)

**VC** = Vehicle Code (CA)

**§** = Section