RESOLUTION NO. 25-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MORAGA-ORINDA FIRE PROTECTION DISTRICT ESTABLISHING A DISTRICT RECORDS MANAGEMENT POLICY AND REVISED RETENTION SCHEDULE

WHEREAS, Health and Safety Code Section 13868, a provision of the Fire Protection District Law of 1987, requires the Board of Directors ("Board") of the Moraga-Orinda Fire Protection District ("District") to keep a record of all its acts, including its financial transactions; and

WHEREAS, Health and Safety Code Section 13868 further provides that the District may destroy or dispose of any record, paper, or document filed with, subject to the requirements of Government Code section 60200 et. seq., which establish the records retention requirements for special districts; and

WHEREAS, a records management policy and retention schedule assist in the effective administration of District business and efficient use of District resources; and

WHEREAS, the District has considered factors such as future public need, the effects of statute of limitations on litigation in which the District could become involved, and the historical significance of the records referenced in the attached Records Management Policy and Retention Schedule; and

WHEREAS, on September 17, 2014, the Board adopted Resolution 14-12 establishing a District policy for records retention, maintenance, and destruction; and

WHEREAS, it is in the best interest of the District to review and revise the District policy to ensure that records are properly maintained.

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby rescinds Resolution 14-12 and adopts the District Records Management Policy attached as Exhibit "A" and Records Retention Schedule attached as Exhibit "B" attached hereto.

PASSED, APPROVED, and ADOPTED this 15th day of October 2025, at the regular meeting of the District Board of Directors held at 26 Orinda Way, Orinda, California 94563 on a motion made by Director Danziger and seconded by Director Jex and duly carried with the following roll call vote:

AYES: DIRECTORS DANZIGER, JEX, JORGENS, ROEMER AND HASLER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Resolution 25-20
Dated: October 15, 2025

_____
Greg Hasler, President
Board of Directors

I certify that this is a full, true, and correct copy of the original document, which is on file in my office and was passed and adopted by the Moraga-Orinda Fire Protection District on the date shown.

ATTEST:

_____
Marcia Holbrook
District Secretary/District Clerk

APPROVED AS TO FORM:

_____
Jonathan V. Holtzman
District Counsel

APPROVED AS TO CONTENT:

_____
Jeff Isaacs
Fire Chief

MORAGA-ORINDA FIRE PROTECTION DISTRICT

RECORDS MANAGEMENT POLICY

AND

RETENTION SCHEDULE

I. Purpose and Scope

This Records Management Policy establishes the procedures to identify, organize, maintain, protect, and dispose of the records of the Moraga-Orinda Fire Protection District ("District"), ensure prompt and accurate retrieval of records, and ensure compliance with legal requirements. This policy conforms with the requirements of Health and Safety Code section 13868, Government Code sections 60200-60204, and the Local Government Records Management Guidelines prepared by the Secretary of State, pursuant to Government Code section 12168.7.[1]

II. Authorization

The Board of Directors authorizes the Fire Chief to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified in this document. The Fire Chief shall work to promote the efficient and cost-effective conduct of District record keeping by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive files in compliance with legal requirements.

III. Records Not Required to be Maintained.

The District is not required to retain the following records:

1. Duplicate records, providing that the original record is retained according to the Records Retention Schedule.
2. Preliminary drafts of letters, memoranda, reports, and notes once the final document is prepared.
3. Books, periodicals, and other printed materials not created by the District.
4. Spam and junk mail in whatever form.
5. Any record that is not required to be maintained by law or is not a public record as defined by Government Code section 7920.530.
6. Records that have fulfilled their function and are approved for destruction pursuant to the Records Retention Schedule.

[1] This Records Management Policy and Retention Schedule shall incorporate any amendments to existing law without further action of the District.

IV. Conversion of Documents to Electronic Format.

Pursuant to Government Code section 60203, the District may authorize the destruction of any record, paper, or document that is not expressly required to be maintained in paper form if:

1. The record is photographed, microphotographed, reproduced in by electronically recorded video images, recorded in an electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Government Code section 12168.7 for recording of permanent records or nonpermanent records.

2. The device used to reproduce the photographs or other reproductions is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.

3. The photographs or other reproductions are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

4. A "trusted system" is a "combination of technologies, policies, and procedures for which there is no plausible scenario in which a public record retrieved from or reproduced by the system could differ substantially from the public record that is originally stored." (Govt. Code § 12168.7.)

V. Cloud Computing Storage Service

Pursuant to Government Code section 12168.7, the District shall store electronic records only on a cloud computing storage system that complies with the International Organization for Standardization ISO/IEC 27001:2013, or other applicable industry-recognized standards relating to techniques and information security management, and that provides administrative users with controls to prevent stored public records from being overwritten, deleted, or altered.

VI. Electronic Records Management

The District maintains official records in both paper and electronic formats in compliance with Government Code §§ 60201, 60203, and 12168.7.

Electronic records shall be stored in a trusted system that meets applicable state standards for security, integrity, and retrievability.

The operational requirements and workflows for trusted system compliance, including scanning, metadata assignment, verification, and authorized destruction of paper originals, are detailed in the District's Electronic Records Management Procedures. These procedures identify approved storage locations (including Laserfiche Cloud with Records Management Edition), define roles and responsibilities for records management, and describe processes for transfer, retention, and disposal of records.

VII. Destruction of Records

Once a record has fulfilled its administrative, fiscal, or legal function, the Board of Directors authorizes its destruction in accordance with the Records Retention Schedule. The destruction should include originals, photocopies, and documents stored in an electronic format.

Confidential records shall be destroyed by shredding in accordance with applicable law or other secure manner that preserves their confidentiality. The District shall make and maintain a list of documents that are destroyed.

The Records Retention Schedule is incorporated as Appendix A to this policy and may be updated by Board resolution.

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Description of Document	Office of Record	Retention Period	Authority
Administration & Governance				
Accident Reports (Personal injury to non-employees)	Records documenting incidents in which individuals who are not District employees sustain an injury on District property or during District-sponsored activities.	Administrative Services Director	Active + 2 Years	CCP § 335.1
Annual Expense Reimbursement list	Annual disclosure of reimbursements (over $100 per individual charge) paid to employees or board members, and this is in addition to any monthly or internal reports you already produce.	Administrative Services Director	Permanent	GC § 53065.5
Archive Room Inventories	Index's to all inactive records maintained at Station 45 storage.	Each Department Manager	Destroy upon replacement with updated index	
Bids, Accepted	Successful vendor bids	Finance Manager	Life of Contract plus 4 Years	GC § 60201; CCP § 337
Bids, Unaccepted	Unsuccessful vendor bids	Finance Manager	4 Years after the contract is awarded	GC § 60201; CCP § 337
Bonds, all records related to	Bond documents and backup	Finance Manager	Payment + 10 Years	CCP § 337.5
Certificates of Insurance, Contractors	Certificates provided by contractors and vendors for liability coverage	Each Department Manager	Active + 5 Years	
Claims Against the District	Government Claims Act – Claims paid/denied	District Clerk	Active + 2 Years	GC § 60201(d)(4)
Committee Meetings **(Internal, Staff)**	Agendas, minutes, and related materials from internal staff committee meetings focused on operational or policy recommendations	Committee Chair	5 Years	
Contracts/Grants/Leases	Includes final agreements	Department Manager	Active + 5 Years	CCP § 337
Contracts and Leases	Related to Real Property	Department Manager	Completion + 10 Years	CCP § 337.15
Correspondence & Reports	Letters, memoranda, and reports sent to or received by the District from outside organizations. If not attached to agreement or project file.	All Departments	Current Year + 2 Years	
CEQA Reports and documentation	Includes administrative records, final EIRs, NOE's, Negative Declarations, and related matters	Fire Marshal	Same as required by the Project the documents were created for	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Description of Document	Office of Record	Retention Period	Authority
District Building Designs, Construction, Renovation Records for District	Includes renovations or capital improvements	Deputy Fire Chief	Permanent	CCP § 337.15
District Formation, Change of Organization or Reorganization Records	official records documenting the legal formation of the District	Fire Chief	Permanent	GC § 60201 (d)
Documentation of records destruction	Lists of records legally destroyed. Destruction Certificates, Destruction Documentation and Department Destruction Logs	District Clerk Department Head	Permanent	GC § 60201
Emails or Electronic Communications	Email messages that serve an administrative, legal, or operational function for the District. Emails that authorize actions, document decisions, communicate policy changes, relate to contracts or public business, or support District programs	All Departments	Retain in accordance with the retention period for the record type to which the content relates. Emails are not a separate record series; they are a format in which records may exist	
Enterprise System Catalog (SB 272)	Listing of all enterprise systems used by the District, as required by Senate Bill 272	District Clerk	2 Years	
Environmental Studies	Reports or analyses evaluating environmental impacts of District projects or facilities, including CEQA/NEPA documentation.	Fire Chief	Permanent	
Facility Inspection Records	Reports or logs documenting routine or special inspections of District facilities for safety, compliance, or maintenance purposes.	Deputy Fire Chief	Permanent	
Fire Chief Off-Agenda Reports to Board of Directors	Periodic operational updates and off-agenda reports to the Board of Directors.	Fire Chief	2 Years	
Governmental Agency Agreements	MOUs with public agencies	Fire Chief	Active + 4 Years	
Grand Jury – Investigations / Final Reports	Grand Jury investigation records	Fire Chief	Permanent	
Grand Jury – Routine Requests	Responses to routine Grand Jury requests	Fire Chief	2 Years	
Grant Applications – Not Awarded	Unsuccessful grant applications submitted by the District, including related correspondence and review feedback.	Grant Applicant	Closed + 2 Years	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

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Type of Record	Description of Document	Office of Record	Retention Period	Authority
Grant Applications & Agreements – Awarded	Successful grant applications, executed agreements, award notifications, project plans, reports, correspondence, and supporting documentation including invoices paid with grant funds. Includes financial and programmatic records required for compliance and audit purposes. Refer to grant application close-out procedure. *Retention requirements may vary depending on the funding source. Refer to grant application close-out procedure.	Grant Manager	Closed + 5 Years*	
Grant Program (Citizen) Home Hardening Grant In-kind Materials	applications, residency verification, supporting documentation, and material distributions.	Fire Marshal	Active + 4 Years	
Grant Program (Citizen), such as the Home Hardening Grant Reimbursements, etc.	applications, residency verification, supporting documentation, and reimbursements	Fire Marshal	Active + 4 Years	
Historical Files	Records of enduring historical or administrative value	All Departments	Permanent	
Legal Opinions		Fire Chief	Permanent	GC § 60201
Litigation-related	All legal claims, settlements, discovery, etc. Investigation, reports, all other documents created for purposes of the litigation	District Counsel	Retain litigation records until settlement/ final adjudication; consult Legal Counsel for retention beyond completion	GC § 60201 (d)
Nondischarged contracts to which the district is a party	If a district (referring to a governmental district or a similar entity facing financial distress) is a party to contracts that have not been discharged in bankruptcy, this means these contracts still have legal standing and obligations associated with them	Administrative Services Director	Permanent	GC § 60201 (d)
Policies & Procedures (District-wide)	Internal staff policies and procedures that establish administrative, operational, and management rules for the District staff.	Department Manager District Clerk	Supersede + 5 Years	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

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Type of Record	Description of Document	Office of Record	Retention Period	Authority
Press Releases	Public announcements	Fire Chief	2 Years	
Publications	Includes newsletters, informational brochures, flyers, and educational materials produced by the District.	Department Manager	2 Years	
Real Property records	Appraisals, titles, deeds, easements or related records re District-owned property.	Administrative Services Director	Permanent	GC 60201(d)(8)
RFPs, RFQs	Request for Proposals or Qualifications	District Clerk	4 Years after the contract is awarded	GC § 60201
Social Media Archives	Archive of official postings	District Clerk	Current Year + 2 Years	
Subject of a public records act request	Log and requests, correspondence, documentation and responses	District Clerk	REQ + 2 Years	GC § 60201
To All Personnel Memorandums (TAPs)	Interoffice communications distributed to all staff	Department Manager	Active + 5 Years	
Board Matters				
Administrative Citation Appeals	Documentation created and or received in connection with an administrative hearing request or procedure	District Clerk	Audit + 3 Years	
Agendas and Agenda Packets	Agenda, staff reports, supplemental communications and all other supporting documentation for the Board of Directors regular and special meetings.	District Clerk	Permanent	
Annual Reports	Summary reports submitted to the Board or public by the Fire Chief.	Fire Chief	Permanent	
Board members expense reimbursement records	Documentation of expense reimbursements paid to Board members	Finance Manager	Payment + 7 Years	GC § 60201
Board Policies	Policies adopted by the District Board	District Clerk	Permanent	
Boardmember Portraits	Official portraits taken at the time board members begin their service.	District Clerk	Tenure	
Citizen written communications or correspondence	Communications regarding District matters not tied to a specific case or claim and not otherwise filed with meeting records	Each Board Member	Current Year + 2 Years	
Legal Notices or Publications, Affidavits of publication/posting	Legal notices for public hearings, publication of ordinances, etc.	District Clerk	Current Year + 4 Years	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

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Type of Record	Description of Document	Office of Record	Retention Period	Authority
Minutes	Approved minutes of the Board of Directors meetings, Include written public comments, speaker cards, presentations, or supplemental material not included in the agenda packet	District Clerk	Permanent	GC § 60201
Ordinances	Law, ~~statute or regulation~~ enacted by the Governing Board.	District Clerk	Permanent	GC § 60201
Petitions (informal)	Informal petitions or letters of support/opposition submitted by members of the public that are not part of a formal election process or legally required petition under the Elections Code.	District Clerk	REC + 4 Years	
Recordings of public board and standing committee meetings	Video stream Archives downloaded from YouTube, Audio Archives downloaded from Zoom.	District Clerk	Permanent	Administrative Decision
Resolutions	Resolutions are separate from ordinances and record decisions, opinions or wishes of the Governing Body and express the District's position on various issues about government policy, regulations or funding and also provide direction to staff.	District Clerk	Permanent	GC § 60201
Election and Ethics				
Campaign/Candidate Statements/Disclosure Reports	Nomination records	District Clerk	Elected + 7 Years	GC § 81009(c)
Certificates of Election		District Clerk	Tenure + 4 Years	
Conflict of Interest Code	The District's adopted Conflict of Interest Code, including all versions, amendments, and related resolutions. The code designates positions required to file Statements of Economic Interests (Form 700) and outlines disclosure categories. Must be reviewed and updated at least biennially in accordance with Government Code 87306.5	District Clerk	Permanent	GC § 60201. Superseded versions must also be retained permanently
Ethics Training Certifications	Records must show dates that local officials and designated staff satisfied the training requirements and the entity that provided the training	District Clerk (Elected Officials) Battalion Chief Training Officer (Designated Staff)	Tenure + 5 Years	GC § 53235.2

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Type of Record	Description of Document	Office of Record	Retention Period	Authority
Oaths of office		District Clerk	Tenure + 7 Years	
Petitions	Election-related petitions submitted in accordance with applicable laws to initiate ballot measures or official actions.	District Clerk	Active + 8 mo.	EC § 17200
Records relating to District elections, ballot measures	Records related to ballot measures initiated by the Board of Directors that affect the District's governance, boundaries, or legal authority, including resolutions calling the election, ballot text, impartial analyses, arguments for/against, sample ballots, election results, and related correspondence	District Clerk	Permanent	
Statement of Economic Interests (Form 700)	Filers file electronically with the Contra Costa County via Netfile. Copies retained Electronically.	District Clerk	7 Years	GC § 81009(e)
Finance & Accounting				
Accounts Payable Files	Includes invoices and vendor information, and payroll related AP charges. Hardcopy invoices and backup information are maintained in achieve. **Expense reimbursements to employees & officers; travel expense reimbursements or travel compensation	Finance Manager	Audit + 5 Years **Payment + 7 Years	26 CFR 31.6001-1(e)(2); CCP § 337 **GC 60201(d)(12)
Accounts Receivable Files	Receipts for deposited checks, reports, investments, receipt books, receipts, cash register tapes, payments for fees, permits, etc.	Finance Manager	Audit + 5 Years	26 CFR 31.6001-1(e)(2); CCP § 337
Adopted Budget		Administrative Services Director	Permanent	
Annual financial report/audit reports	Annual Comprehensive Financial Report (ACFR)	Administrative Services Director	Permanent	
Assessment records – notice, protest, hearing		Administrative Services Director	Hearing + 2 Years	GC 53753
Attendance Records	Documentation of employee work hours, leave usage, vacation, sick leave, related attendance tracking	Finance Manager	7 Years	
Audit Proposals		Administrative Services Director	Audit + 2 Years	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Description of Document	Office of Record	Retention Period	Authority
Bank Statements & Reconciliations		Finance Manager	Audit + 5 Years	
Banking Agreements		Finance Manager	Active + 5 Years	CCP § 337
CalCard Statements	Currently in paper format. Moving to electronic statements.	Finance Manager	Audit + 5 Years	
Capital Asset Records		Finance Manager	Audit + 5 Years	
Capital Lease Payable	For equipment leases	Finance Manager	Active + 5 Years	
Cash Receipts & Deposits	Includes cash, credit cards, credit card receipts and other miscellaneous revenue.	Finance Manager	Audit + 5 Years	
CCCERA Retirement Reports	Employer contribution reports and circulars.	Finance Manager	Audit + 5 Years	
Compensation records	Payments to district employees or officers or to independent contractors providing personal or professional services to the district	Finance Manager	Payment + 7 Years	GC § 60201
Employee wage records-timecards (electronic)		Finance Manager	10 Years	26 C.F.R. § 31.6001-1 = 5 yrs; Board extends to 10 yrs.
Employee wage records-timecards (paper)		Finance Manager	10 Years	26 C.F.R. § 31.6001-1 = 5 yrs; Board extends to 10 yrs.
Federal Tax records		Finance Manager	Filed + 7 Years	
Fee schedule Study	Documentation supporting the development or update of the District's fee schedule. Includes cost analysis, time studies, consultant reports, legal or policy justifications, and supporting materials used to determine or revise fees for services	Administrative Services Director	Permanent	
Investment Records	Transaction confirmations.	Finance Manager	Audit + 5 Years	
Invoices/Purchase Orders		Finance Manager	Audit + 5 Years	
Journal Entries		Finance Manager	Audit + 2 Years	
Master Fee Schedules		Finance Manager	Permanent	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

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Type of Record	Description of Document	Office of Record	Retention Period	Authority
Monthly financial reports		Finance Manager	Audit + 5 Years	
Pay stubs		Finance Manager	Payment + 10 Years	22 CCR § 1085.2 = Payment + 4 yrs; Board extends to Payment + 10 yrs.
Payroll records		Finance Manager	Payment + 4 Years	22 CCR § 1085.2
Payroll Registers	For reference and retention of old payroll processes and printouts.	Finance Manager	Payment + 4 Years	
Quarterly Treasurer's Report to Board	Management report included in the agenda packet.	Finance Manager	4 Years	
State Controller's Report		Administrative Services Director	5 Years	CCR § 1085-2
State Tax Records		Finance Manager	6 Years	Rev. & Tax .Code § 19704
Surplus - Auctioned Items	Property – Disposition/ Sealed Bid Sales/ Auctioned items	Administrative Services Director	4 Years	
Vehicle Registration and DMV Documents		Administrative Services Director	Active + 2 Years (after vehicle retirement)	
W-2s / W-2 Reporting		Finance Manager	4 Years after tax is due or paid	22 CCR § 1085-2
W-4 / DE-4 Forms		Finance Manager	Supersede + 4 Years	
W-9 / 1099 Reporting		Finance Manager	4 Years	
Withholding Orders	Includes active garnishments, child support, IRS liens, FTB liens, vehicle registration liens, etc.	Finance Manager	Active + 4 Years	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Description of Document	Office of Record	Retention Period	Authority
Fire Prevention & Safety				
California Fire Code Violations	Records documenting enforcement of the California Fire Code and related District ordinances, excluding hazardous weed abatement. Includes inspection reports, photographs, citations, notices of violation, correction orders, red tags, correspondence with property owners or occupants, re-inspection reports, and compliance verification documentation.	Fire Marshal	Active + 5 Years (hold longer if under appeal/litigation)	
CERT Training	Records of Community Emergency Response Team (CERT) training, including rosters, training materials, attendance sheets, certifications, and evaluation forms.	Fire Marshal	2 Years	
Community Wildfire Safety Ambassador Program Records	Spreadsheets and related documents tracking ambassador contacts, outreach schedules, and participating properties	Fire Marshal	Current Year + 2 Years	
Community Education Records	Public education materials such as training material, brochures, graphics, newsletters, presentations, website content, press releases, and public safety campaigns.	Fire Marshal	Current Year + 2 Years (select Permanent for historical value)	
Community Events & Outreach	Documentation of public events and outreach activities, including event plans, publicity materials, photographs, presentations, and feedback forms	Fire Marshal	Current Year + 3 Years (Permanent for historical value)	
Inspection, State Mandated	Records of inspections required by state law, including facilities subject to specific fire and life safety regulations	Fire Marshal	Permanent	
Inspections, Building	Inspection reports, fire alarm plans, fire sprinkler plans, and other fire/life safety inspection documents for new construction, remodels, or compliance checks.	Fire Marshal	Permanent	
Inspections, School	Records of fire/life safety inspections for schools, including required annual inspections.	Fire Marshal	Permanent	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

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Type of Record	Description of Document	Office of Record	Retention Period	Authority
Property Development Agreements	Includes Disposition & Development Agreements and Wildlife Hazard Assessment and Plans	Fire Marshal	Permanent	
Real Estate Permits and Tract Development Records	Plan reviews, permits, correspondence, and approvals related to residential, commercial, and subdivision developments, including new construction and significant remodels requiring fire access, water supply, or fire/life safety review.	Fire Marshal	Permanent	
Special Permits	Includes Christmas tree lots, temporary tents, demolition permits, rocket launching and other temporary use permits related for Fire.	Fire Marshal	Active + 2 Years	
Street Names and House Numbers	Address assignments or changes	Fire Marshal	Permanent	
Leins & Releases, Supporting Documents Recorded	Records documenting the placement, processing, and release of liens on properties for hazardous weed abatement costs. Includes assessment notices, lien filings with the County Recorder, payment records, correspondence with property owners, and lien release documents.	District Clerk	Permanent	
Weed Abatement Records	Case files documenting enforcement of the District's hazardous weed abatement program. Includes inspection reports, photographs, citations, notices to abate, correspondence with property owners, re-inspection reports, contractor work orders, and cost recovery documentation	Fire Marshal	Active + 2 Years	
Zoning Violations		Fire Marshal	Permanent	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Description of Document	Office of Record	Retention Period	Authority
Human Resources				
Accident Reports to employees (no claim filed)	Internal reports of workplace accidents, injuries, prepared by supervisors or staff, including supporting documentation (incident reports, witness statements, photos)	Human Resources Manager	Current Year + 5 Years	
Affirmative Action Files	Internal plans, reports, and compliance documentation that show the employer's efforts to ensure equal employment opportunity.	Human Resources Manager	Active + 4 Years	
Cal OSHA Injury logs, annual summary	Log of work related injuries & illnesses (Form 300), Annual Summary (Form 300A), Incident reports (Form 301)	Human Resources Manager	5 Years from end of the year the records cover	LC 6410; 8 CCR 14300.33
DMV records	California DMV Pull Notice Program driving records	Human Resources Manager	Termination + 2 Years	
EEOC / Discrimination / Civil Rights Claims	A claim (or charge) filed with the U.S. Equal Employment Opportunity Commission (EEOC) alleging discrimination, harassment, retaliation, or other violations of federal employment laws (e.g., Title VII, ADA, ADEA).	Human Resources Manager	Close of Recruitment + 4 Years	GC § 12946
Employee applications, Successful Applicants		Human Resources Manager	Termination + 4 Years	GC § 12946
Employee applications, Unsuccessful Applicants		Human Resources Manager	Active + 4 Years	GC § 12946
Employee Eligibility Verification (I-9 Form)	I-9 Form	Human Resources Manager	Date of Hire + 4 Years or Terminated + 4 (whichever is later)	
Employee Medical and Hazardous Exposure Records		Human Resources Manager	Termination + 30 Years	29 CFR § 1910.1020
Exposure to Potentially Toxic Materials/ Harmful Physical Agents records		Human Resources Manager	Permanent	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

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Type of Record	Description of Document	Office of Record	Retention Period	Authority
Grievances		Fire Chief	Termination +4 Years for general employees Termination + 5 Years for safety employees	GC § 12946; 29 CFR 1602
Injury & Illness Prevention Plan		Human Resources Manager	Supersede + 2 Years	
Job Descriptions		Human Resources Manager	Supersede + 2 Years	
Labor Agreements & MOUs		Human Resources Manager	Permanent	
Oaths of Office (employees)		Human Resources Manager	Termination + 6 Years	
Personnel contracts		Human Resources Manager	Termination + 5 Years	CCP § 337
Personnel File (Confidential)	Family and Medical Leave Act (FMLA) documentation, disciplinary actions, background checks, medical information not related to workers' compensation, and other sensitive employee records requiring restricted access under applicable privacy laws.	Human Resources Manager	Termination + 7 Years	
Personnel File	Employment applications, emergency contact information, tax forms, personnel action forms, benefit enrollment forms, performance evaluations, and general employment records.	Human Resources Manager	Termination + 7 Years	Standard HR retention; covers wage/hour & wrongful termination claim windows
Recruitment File	Includes all submitted applications, practical test and assessment centers, oral board materials, rejection letters, applicant notices and eligibility lists. Remaining documents managed in NEOGOV	Human Resources Manager	Date of Hiring Decision + 4 Years	GC 12946; GC6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
Retirement File	Physical files include applications, practical test and assessment centers, oral board, rejection letters and eligibility lists. Remaining documents managed in NEOGOV	Human Resources Manager	Date of Death + 3 Years	
Salary Schedules	Specific for each job and broken down by bargaining unit	Human Resources Manager	Supersede + 4 Years	
Salary surveys and studies		Human Resources Manager	4 Years	
Testing Records		Battalion Chief Training	4 years	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE 2

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Type of Record	Description of Document	Office of Record	Retention Period	Authority
Training Records - Non-Safety Personnel		Battalion Chief Training	Current Year + 7 Years	
Training Records - Safety Personnel		Battalion Chief Training	Termination + 7 Years	
Unemployment Records		Human Resources Manager	4 Years	
Volunteer Program Records	Includes the application, contact information, fingerprint verification, correspondence and any general information about the volunteer. Accepted applications: Denied applications:	Human Resources Manager	Tenure + 2 Years	
Workers Compensation Records	Includes initial injury/illness report, DWC-1 claim form, medical reports and evaluations, payment records, return to work documentation, legal filings or settlement agreements	Human Resources Manager	Active or Payment + 5 Years (whichever is later)	
Operations & Emergency Response				
Disaster Preparedness Plan		Deputy Fire Chief	Supersede + 2 Years	
District Facilities Maintenance Contracts		Battalion Chief Facilities	2 Years	
Electronic Training and Tracking Database		Battalion Chief Training	Termination + 2 Years	
Emergency Management Polices and Procedures		Deputy Fire Chief	Supersede + 2 Years	
Equipment purchase, maintenance, or repair records		Battalion Chief Operations	Active + 5 Years	
Fire Incident Reports		Deputy Fire Chief	7 Years	
Fire Investigations	Investigation reports, photographs, witness statements, evidence logs, and related records for fire incidents	Fire Marshal	7 Years	

MORAGA-ORINDA FIRE DISTRICT RECORDS RETENTION SCHEDULE [2]

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Description of Document	Office of Record	Retention Period	Authority
Fleet Vehicle & Equipment Maintenance Records		Deputy Fire Chief	Active + 2 Years (after vehicle retirement)	
GIS / Mapping		Deputy Fire Chief	After Supersede	
Hazardous Materials Storage		Battalion Chief Facilities	Permanent	
Interagency Coordination		Deputy Fire Chief	5 Years	
Narcotic Administration		Battalion Chief EMS	3 Years	
Patient Care Reports		Battalion Chief EMS	7 Years	
Patient Care Reports (Minors)		Battalion Chief EMS	Until Minor's 18th Birthday	
Prescribed Fire Burn Plans	Includes all supporting documents (burn plans, smoke mitigation, notices, CEQA etc.)	Prescribed Burn Manager	Filed + 20 Years	Best practice for fire service risk management; Sec. of State Local Gov't Records Mgmt. Guidelines; liability/claims protection window
Ride Along Forms		Deputy Fire Chief	2 Years	
Street Files		Deputy Fire Chief	Permanent	
Strike Team Activities		Deputy Fire Chief	4 Years	

[1] This Records Management Policy and Retention Schedule shall incorporate any amendments to existing law without further action of the District.

[2] A county (Government Code section 26202) and a city (Government Code section 34090) may destroy any document no longer necessary or required for agency purposes after two Years, provided the type of record is not expressly required by law to be preserved for longer. Government Code section 60201, sets forth a list of categories of records that the District must retain permanently, but does not specify an express retention period for records used by the District that are not otherwise required by law to be preserved for a specific period. This Retention Schedule adopts a default two-year retention period for records not otherwise expressly required to be maintained for longer, except as otherwise specified.

[3] Where federal and state law differ as to the retention requirement, we use the longer period. Where there is no legal citation, the retention period is a best practice recommendation.