

CITY OF YUBA CITY  
STAFF REPORT

**Date:** November 20, 2007  
**To:** Honorable Mayor & Members of the City Council  
**From:** General Services/IT and City Clerk  
**Presentation By:** Devin Barber, General Services/IT Director

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**Summary**

**Subject:** Yuba City Document Retention Policy  
**Recommendation:** Adopt a resolution amending the Yuba City Document Retention Policy to include additional Public Safety specific requirements.  
**Fiscal Impact:** None.

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**Background:**

An approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules, and evidence of compliance with those schedules, will defend the agency's actions. However, schedules must be specific and consistently used.

On November 18, 2003, Council approved the use of the City Clerk's Association of California Local Government Records Retention Guidelines as the City's Document Retention Policy with additional retention schedules specific to the City Clerk and Human Resources departments.

**Analysis:**

The Fire Department requested that specific document retention schedules be added to the Yuba City Records Retention Policy. These additions do not conflict with any existing requirements and standardize current department practice.

All departments were requested to review the City's Document Retention Policy for accuracy to ensure that their department specific requirements were being met. The departments did not report that any other additions or amendments were necessary.

**Fiscal Impact:**

None. This amendment to the current Document Retention Policy simply formalizes Fire Department current procedures regarding retention and destruction schedules for department records.

**Alternatives:**

Do not approve an amendment and utilize the Document Retention Policy currently in place.

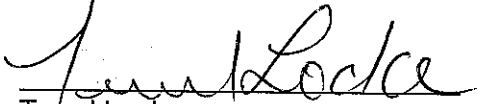
**Recommendation:**

Adopt a resolution amending the Yuba City Document Retention Policy to include additional Public Safety specific document retention requirements.

Attachments:

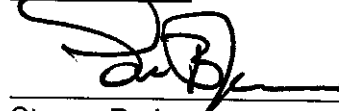
- Local Government Records Management Guidelines – pages C-16, C-32 & C-33
- Requested Public Safety Fire Retention Schedule Amendment

Prepared By:



Terrel Locke  
City Clerk

Submitted By:




Steven R. Jepsen  
City Manager

Reviewed By:

Finance

City Attorney

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OK by EM

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF YUBA CITY  
AMENDING DOCUMENT RETENTION  
GUIDELINES**

WHEREAS, the City Council adopted Resolution No. 03-245 establishing an orderly and routine method of identifying documents to be retained as public record and established appropriate public record retention periods and procedures for the lawful, orderly and efficient destruction of documents; and,

WHEREAS, the City Council desires to amend the established procedures to include Fire Department specific document retention guidelines.

NOW, THEREFORE, the City Council of the City of Yuba City does hereby resolve as follows:

That the Records Retention Schedule amendment, attached hereto, is hereby adopted and included in the City of Yuba City Record Retention Policy.

The foregoing Resolution of the City Council of the City of Yuba City is duly and regularly introduced, passed and adopted at a regular meeting thereof held on this 20<sup>th</sup> day of November 2007, by the following vote:

Ayes:

Noes:

Absent:

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**LEGEND****Records Retention**

**AC = Active**  
**AU = Audit**  
**CU = Current Year**  
**E = Election**  
**P = Permanent**  
**T = Termination**

**AD = Adoption**  
**CL = Closed/Completion**  
**DOB = Date of Birth**  
**L = Life**  
**S = Supersede**

**CITATIONS**

**B&P – Business and Professions**

**H&S – Health & Safety**

**CAC – California Administrative Code**

**HUD – Housing and Urban  
Development**

**CCP – Code of Civil Procedure**

**OSHA – Occupational Safety & Health  
Act**

**CCR – Code of California Regulations**

**PC – Penal Code**

**CEQA – California Environmental  
Quality Act**

**POST – Police Officers Standards  
Training**

**CFR – Code of Federal Regulations**

**UFC – Uniform Fire Code**

**EC – Election Code**

**USC – United States Code**

**FMLA – Family & Medical Leave Act,  
1993**

**WIC – Welfare & Institutions Code**

**GC – Government Code**

**PUBLIC SAFETY**

Record Series	Retention	Citation	Descriptor
<b>EMERGENCY MANAGEMENT</b>			
Mutual Aid, Strategic Plans	S + 2	GC34090	
<b>FIRE SAFETY</b>			
<b>ADMINISTRATION</b>			
Books, Fire Code	S + 3	GC34090.7 CCP 340.5	Include OPS manuals
General Orders, Policies/Procedures	S + 2		
Inspections, Fire Prevention	CL + 3	UFC 103.34	Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	PC 799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CL + 6	PC 800	Great bodily harm, inhabited structure or property
Journals, Fire Station	CU + 2	GC34090	Activities, personnel, engine company
Permits, Uniform Fire Code	CL + 2	GC34090	
<b>PERSONNEL</b>			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	
Medical	T + 2	29 CFR 1910.1020; *	Employees less than one year *GC34090
Training	T + 2	GC34090	Certifications/designations
<b>PROPERTY</b>			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5 *	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
<b>REPORTS</b>			
Incident	CL + 3	GC34090 CCP338 *	Dispatch and daily logs *CCP 340.5
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	

**PUBLIC SAFETY (CONTINUED)**

Record Series	Retention	Citation	Descriptor
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
Weed Abatement	CL + 2	GC34090	Reports, assessments, resolutions, documentation
<b>HAZARDOUS MATERIALS</b>			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation.	P CU + 2	GC34090a GC34090	Documents re: storage Location, installation, removal, remediation
<b>LAW ENFORCEMENT ADMINISTRATION</b>			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period
Chemical Emissions Survey	CU + 2	GC34090	
Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
<b>INVESTIGATIONS</b>			
Administrative/Internal	CL + 5	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings

**City of Yuba City  
Retention Schedule Amendments**

Office of Record	Records Description	Retention Period (YRS)			Comments/References
		Active Office	Inactive Storage	Total Retention	
Fire	Administration/Correspondence Files	C	2	3	
Fire	Aerial Truck Testing	C	life of vehicle	life of vehicle	ISO Requirement
Fire	Apparatus Maintenance (Daily/Weekly/Monthly)	2	10	12	ISO Requirement
Fire	Burn Permits	C	2	3	
Fire	Department Memos	C	2	3	
Fire	DMV File	C	2	3	
Fire	EMS Reports	C	2	3	
Fire	Equipment Inventory (Monthly)	2	10	12	ISO Requirement
Fire	Fire Codes/Books	S	1	2	
Fire	Fire Investigation Files	P	P	P	
Fire	Generator Maintenance	2	10	12	FRAQMD Requirement
Fire	Hose Testing	2	10	12	ISO Requirement
Fire	Hydrant Testing	2	10	12	ISO Requirement
Fire	Inspection Information	C	2	3	Firehouse
Fire	Ladder Testing	2	10	12	ISO Requirement
Fire	Media Relations/PIO	C	2	3	Firehouse
Fire	PPE (Quarterly)	2	10	12	ISO Requirement
Fire	Policy/Procedure Manual/SOG's	S	1	2	
Fire	Preplan Information	2	10	12	ISO Requirement
Fire	Pumper Testing	2	10	12	ISO Requirement
Fire	Training	C	2	3	Firehouse
Fire	Fire Run Reports	2	10	12	ISO Requirement

**City of Yuba City  
Retention Schedule Amendments**

Office of Record	Records Description	Retention Period (YRS)			Comments/References
		Active Office	Inactive Storage	Total Retention	
Fire	Personnel Files	C	C	C	
Fire	Shift Trade Forms	C	2	3	
Fire	Travel Records	C	2	3	
Fire	Weed Abatement	C	2	3	