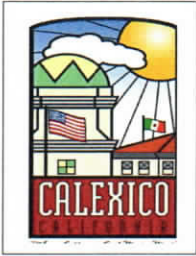


**AGENDA  
ITEM**

**6**



# AGENDA STAFF REPORT

**DATE:** March 18, 2020

**TO:** Mayor and City Council

**APPROVED BY:** David B. Dale, City Manager

**PREPARED BY:** Gabriela T. Garcia, City Clerk

**SUBJECT:** Approval of a Resolution Authorizing the Destruction of Certain Departmental Records as per the City's Records Retention and Destruction Policy

*Handwritten signature and initials: G.T.G. and F.D.D.*

=====

**Recommendation:**

Staff recommends that the City Council adopt the Resolution relating to the destruction of certain records listed on the attached Exhibit "A".

**Background:**

Government Code §34090 provides a procedure whereby any city record which has served its purpose and is no longer required may be destroyed, as long as the destruction of said records will not interfere with the services and functions of the City. Records include documents, instruments, books, microfilm, images, video, audio or papers. The purpose of this procedure was to provide a rational and responsible way to maintain critical documents while purging and streamlining the agencies' files of non-essential paperwork.

On December 15, 2015, the City Council approved Resolution No. 2015-75 - Adopting a Records Retention and Destruction Policy setting in place the regulations covering the retention and destruction of citywide records.

**Discussion & Analysis:**

Destruction of records is determined upon the written request by the Department Director and the consent of the City Attorney. Once approved by City Council, the City Clerk will assist with the destruction of those records that the State and the City's Records Retention and Destruction Policy no longer deems necessary to be retained.

The attached lists of records has been reviewed by the Department Director and approved by the City Attorney. The City Clerk will oversee the destruction of the records and maintain a permanent master log of all destroyed documents.

<b>AGENDA ITEM 6</b>
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**Fiscal Impact:**

There is no fiscal impact associated with this action. The City contracts with a shredding company and the destruction will be coordinated with the normal cycle of service.

**Coordinated With:**

Fire Department.

**Attachments:**

1. Resolution No. 2015-75 - A Resolution of the City Council of the City of Calexico Adopting a Records Retention and Destruction Policy and Records Retention Schedule.
2. Draft Resolution 2020-\_\_\_\_\_ - A Resolution of the City Council of the City of Calexico Authorizing the Destruction of Certain Departmental Records as per the City's Records Retention and Destruction Policy.
3. Exhibit "A" – List of records for destruction for the Calexico Fire Department.



## RESOLUTION NO. 2015 -75

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALEXICO ADOPTING A RECORDS RETENTION AND DESTRUCTION POLICY AND RECORDS RETENTION SCHEDULE

WHEREAS, the California Government Code, beginning with Section 34090, provides that, with the approval of the City Council and the written consent of the City Attorney, the head of a city department may destroy any record, document, instrument, book or paper under his/her charge without making a copy thereof, after the same is no longer required, provided that certain records are exempt from such destruction; and

WHEREAS, in order to stay current with continuing changes in the law, the City desires to adopt a records retention policy and records retention schedule ("Records Retention Policy") for the orderly retention of City records and the proper destruction of obsolete records.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALEXICO as follows:

Section 1. The Records Retention Policy, attached hereto as Exhibit "A," incorporated herein by reference and made a part hereof, is hereby adopted as the records retention policy of the City of Calexico.

Section 2. The City Council hereby finds that the Records Retention Policy complies with the requirements of Government Code section 34090, et seq., and incorporates many of the recommendations of the Secretary of State's "Local Government Records Management Guidelines." The City Council further finds that any obsolete records destroyed pursuant to the Records Policy will not adversely affect the City or the public.

Section 3. The City Manager and/or his designee are authorized to do any and all acts necessary to give effect to and comply with the terms and intent of the Records Retention Policy. The City Manager and/or his designee shall be responsible for the administration of the retention of records and the destruction of obsolete records pursuant to the Records Retention Policy. In addition, the City Manager and/or his designee are authorized to update or amend the Records Retention Policy as needed, without further approval from the City Council, in order to stay current with federal and State laws, as well as any other regulations, regarding records retention.

Section 4. Pursuant to Government Code section 34090.7, the City Council hereby authorizes the City Manager and/or his designee to destroy at any time any duplicate record, paper or document of the City, while the original, whether in paper or electronic format, is retained for the legally required time period by the City.

Section 5. The City Manager and/or his designee shall have ongoing authority, without further approval needed from the City Council and with the approval of the City Attorney provided herein, to authorize destruction of obsolete City records in accordance with the Records Retention Policy.

Section 6. The City Clerk shall certify to the passage and adoption of this Resolution.

Section 7. This Resolution shall become effective immediately upon its passage and adoption.

ADOPTED this 15<sup>th</sup> day of December, 2015.



Joong S. Kim, Mayor

ATTEST:



Gabriela T. Garcia, Deputy City Clerk

APPROVED:

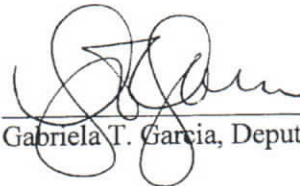


Carlos L. Campos, Interim City Attorney

State of California )  
County of Imperial ) ss.  
City of Calexico )

I, Gabriela T. Garcia, Deputy City Clerk of the City of Calexico, California do hereby certify that above and foregoing Resolution No. 2015-75 was duly passed, approved and adopted by the City Council at its regular meeting held on the 15th of December, 2015 by the following vote to-wit:

AYES: Kim, Castro, Real, Hurtado, Moreno  
NOES: None  
ABSENT: None



Gabriela T. Garcia, Deputy City Clerk

SEAL

**EXHIBIT "A"**

**RECORDS RETENTION AND DESTRUCTION POLICY**

[Attached]

## CITY OF CALEXICO

### RECORDS RETENTION AND DESTRUCTION POLICY

#### I. PURPOSE

The purpose of this Policy is to provide guidelines to staff regarding the retention and destruction of obsolete and unnecessary records of the City of Calexico ("City"); provide for the identification, maintenance, safeguarding and destruction of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

#### II. AUTHORIZATION

Pursuant to Government Code section 34090, staff must receive approval from the City Council by resolution and written consent from the City Attorney before destroying any City records.

#### III. PROCEDURE

- A. The Department Head completes and signs a "Request for Destruction of Obsolete Records" form, listing the date and description of each document to be destroyed. A sample form is attached to this Policy as Attachment "A" and incorporated herein by reference, and the City Clerk or her designee shall have the authority to make all changes to this form which she deems necessary from time to time. The Department Head submits the form to the City Clerk.
- B. The City Clerk checks the documents listed on the submitted form to confirm that each document is: (1) not required to be permanently retained, or (2) has been retained for the legally required period of time. The City Clerk also confirms that any applicable reproduction requirements (i.e., electronic imaging, etc.) for each document are complete. The City Clerk also verifies that the documents are not relevant to a lawsuit, administrative charge or investigation, or similar proceeding, which is in progress or which can reasonably be anticipated.
- C. The City Clerk submits the form to the City Attorney, who reviews and signs the form and then returns the signed form to the City Clerk.
- D. After receiving the signed form, the City Clerk submits the form and a resolution to the City Council for approval to destroy the documents.
- E. After the City Council approves destruction, the City Clerk oversees the destruction of the documents, indicates the method of destruction on the form and signs the form.
- E. The City Clerk will retain all original signed forms requesting destruction of records for a minimum period of two (2) years.



- F. The City Clerk will create and permanently retain a master log of all destroyed documents which includes the titles or brief descriptions of the documents that were destroyed, the method of destruction and the date of destruction.

#### IV. GENERAL GUIDELINES

- A. Unless otherwise provided by law or this Policy, the obsolete and unnecessary records of the City are authorized to be destroyed as provided by Government Code sections 34090 – 34090.7 and as those sections may be added to and amended from time to time by the California Legislature. However, the following conditions apply to all City records: (1) no record may be destroyed without prior approval of the City Council and the City Attorney, and (2) no record may be destroyed if it is relevant to: (a) a lawsuit, administrative charge or investigation, or similar proceeding which is in progress or which can reasonably be anticipated; (b) a pending subpoena; (c) a pending request for records made under the Public Records Act; or (d) an active litigation hold.
- B. The City Clerk shall be responsible for the administration of this Policy and shall assist all City personnel to comply with the provisions of this Policy and with the Records Retention Schedule, set forth in Attachment "B" attached hereto and incorporated herein by reference. The City Council shall approve all substantial changes to the Records Retention Schedule; provided, however, that the City Manager and/or City Attorney shall have ongoing authority, without further approval by the City Council, to make minor amendments from time to time, in accordance with changes to State and federal laws and regulations which may affect retention periods for City records.
- C. The following general guidelines apply to all City records:
  - 1. Pursuant to Government Code section 34090, the City shall not destroy any of the following records:
    - (a) Records affecting the title to real property or liens thereon.
    - (b) Court records.
    - (c) Records required to be kept by statute.
    - (d) Records less than two years old.
    - (e) The minutes, ordinances, or resolutions of the City or of a City board or commission.
  - 2. The City Clerk is authorized to destroy any **duplicate** records less than two (2) years old at any time, pursuant to the procedures listed in this Policy. (Gov. Code § 34090.7.)
  - 3. Unless otherwise provided by State or federal law, the City may authorize the destruction of any original document which is more than two (2) years



old, with the approval of the City Council and written consent from the City Attorney, without retaining a copy of the document as long as the retention and destruction of the document complies with the retention schedule as set forth in this Policy (Gov. Code § 34090.)

4. The City Clerk may authorize the destruction of City records upon complying with all of the requirements of Government Code section 34090.5, including having the records reproduced either: (i) electronically, (ii) recorded on optical disk, (iii) reproduced on film or other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document, (iv) reproduced on film, optical disk, or other medium complying with standards found in Government Code section 12168.7 for recording permanent and nonpermanent documents in electronic media.
5. The records preserved pursuant to Government Code section 34090.5 shall be made accessible for public reference. A true copy of archival quality of the electronic medium reproductions shall be kept in a safe and separate place for security purposes. Any page of a record that cannot be reproduced electronically with full legibility shall be permanently preserved in a manner that will afford easy reference.
6. The reproduction of an original record made in accordance with Government Code section 34090.5 shall be deemed to be an original record and a transcript, exemplification, or certified copy of such reproduction shall be deemed to be a transcript, exemplification, or certified copy of the original.
7. In addition to the retention period required under this Policy, the City shall retain original administrative, legal, fiscal and/or historical records with continued value (i.e., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired.

#### IV. SPECIFIC GUIDELINES

##### A. Accounting Records

1. Accounting Records include, but are not limited to, the following:
  - (a) Source Documents
    - Invoices
    - Warrants
    - Vouchers
    - Requisitions/Purchase Orders (attached to invoices)
    - Cash Receipts
    - Claims (attached to warrants in place of invoices)
    - Bank Statements
    - Bank Deposits
    - Checks
    - Bills

- Various accounting authorizations taken from City Council meeting or City commission meeting minutes, resolutions or contracts.

(b) Journals

- Cash Receipts
- Accounts Receivable or Payable Register
- Check or Warrant Register
- General Journal
- Payroll Journal

(c) Ledgers

- Expenditure
- Revenue
- Accounts Payable or Receivable Ledger
- Assets/Depreciation
- Warrants payable
- Construction
- General ledger

(d) Trial Balance

(e) Adjusting Entries

(f) Statements (Interim or Certified - Individual or All Fund)

- Balance Sheet
- Analysis of Changes in Available Fund Balance
- Cash Receipts and Disbursements
- Inventory of Fixed Assets (Purchasing)

(g) Closing Entries

(h) Reversing Entries

(j) Other

- Inventory Records (Purchasing)
- Capital Asset Records (Purchasing)
- Depreciation Schedule
- Cost Accounting Records

2. General ledgers must be kept a minimum of **four (4) years** after audited. (Code Civ. Proc. § 337.) The Secretary of State Local Government Records Management Guidelines recommends permanent retention.
3. In general, the City should retain original source documents that are detailed in a register, journal, ledger or statement **until audited plus four (4) years**. Certain source documents may be retained for a shorter period of time. Refer to the Records Retention Schedule for specific accounting documents.

4. The City may destroy at any time rough drafts, notes, working papers (except audit papers), and similar transitory documents that are not kept in the ordinary course of business, after the same have fulfilled their purpose and are no longer required.
5. In addition to any required legal retention period, the City shall not authorize the destruction of any record subject to audit until it has been determined that the audit has been performed. (Gov. Code § 34090.)

**B. Long-Term Debt Records**

1. The City Clerk shall retain the original records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc. after issuance or execution. Original records may be reproduced electronically, or as otherwise described in Government Code section 34090.5. (Gov. Code, §§ 34090, 34090.5.)
2. The City Clerk shall retain **permanently** the original records of the terms and conditions of bonds, including authorization, public hearing records, prospectus, proposals, notices, transcripts, etc. Original records may be reproduced electronically, or as otherwise described in Government Code section 34090.5. (Gov. Code, §§ 34090, 34090.5.)
3. Upon such conditions as the City Treasurer may set, the City Clerk may destroy paid or canceled bonds, warrant certificates and interest coupons after **two (2) years**, upon approval of the City Council. (Gov. Code, § 53921.) Unsold bonds may also be destroyed after **two (2) years** and upon meeting the requirements of Government Code sections 43900, et seq.
4. For bonds issued by the State of California, final bond documentation, including monthly statements of transactions and other supporting documents must be retained for **10 years**. (Code Civ. Pro. § 337.5.)

**C. Minutes, Ordinances, Resolutions**

1. The City shall retain original records of the minutes of meetings of the City Council and City commissions **indefinitely**. (Gov. Code § 34090, subd. (e).)
2. The City shall retain original ordinances and resolutions **indefinitely**. (Gov. Code § 34090, subd. (e).)

**D. Statements and Reports Filed Pursuant to the Political Reform Act**

1. The City Clerk shall **permanently** retain original campaign statements of the elected Mayor, City Council members, and Committees supporting such officeholders. Such statements may be imaged as described in Government Code section 34090.5 after **two (2) years**. (Gov. Code, § 81009, subds.(b), (g).)



2. The City Clerk shall retain original campaign statements of candidates NOT elected to Mayor or City Council and the Committees supporting such candidates for **five (5) years**. Such statements may be imaged as described in Government Code section 34090.5 after **two (2) years**. (Gov. Code, §81009, subds. (b), (g).)
3. The City Clerk shall retain original campaign statements and reports for persons and committees other than Mayor and City Council for **seven (7) years**. (Gov. Code § 81009 (c), (e).)
4. The City Clerk shall retain copies of campaign statements or reports for **four (4) years**. The officer does not have to keep more than one copy of a statement or report. (Gov. Code § 81009 (f).)
5. The City Clerk, as Filing Officer, shall retain copies of the original Statements of Economic Interests that are forwarded to the Fair Political Practices Commission for the Mayor, City Council, Planning Commission, City Manager, City Attorney, City Treasurer and all other City officials who manage public investments, as defined by 2 Cal. Code of Regs § 18701(b), and are subject to the disclosure requirements of Government Code § 87200. City Clerk retains the copies for **four (4) years**, provided there are no requirements to keep more than one copy. Such copies may be imaged as described in Government Code section 34090.5 after **two (2) years**. (Gov. Code § 81009, subds. (f), (g).)
6. The City Clerk, as Filing Officer, shall retain original Statements of Economic Interests for other City employees designated in the City's Conflict of Interest Code as defined in Government Code section 82019. The City Clerk shall retain such originals for **seven (7) years**. Such statements may be electronically reproduced or as otherwise described in Government Code section 34090.5 after **two (2) years**. (Gov. Code § 81009, subds. (e), (g).)

#### E. Contracts

1. The City shall retain original contracts/agreements and any back-up materials for **four (4) years** after termination/completion of the contracts. (Code Civ. Proc. § 337.)
2. The City shall retain original contracts/agreements and any back-up materials with any person or entity who develops real property or furnishes the design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property for **ten (10) years** after substantial completion of the development or improvement. (Code Civ. Proc. § 337.15.)

#### F. Property Records.

The City shall retain original property records, such as title documents, **indefinitely**, or until the property is transferred or otherwise no longer owned by the City. (Gov. Code § 34090.)



G. Payroll and Personnel Records.

1. Payroll and personnel records include, but are not limited to, the following:
  - Accident reports, injury claims and settlements
  - Applications, changes or terminations of employees
  - Earnings records and summaries
  - Fidelity bonds
  - Garnishments
  - Injury frequency charts
  - Insurance records of employees
  - Job descriptions
  - Medical histories
  - Retirements
  - Time cards or time sheets

2. The City shall retain personnel files for **three (3) years** after an individual's employment terminates. (29 CFR 1627.3.)
3. The City shall retain medical records of employees who have been exposed to toxic substances or harmful physical agents for **thirty (30) years beyond the length of employment**. Such medical records shall include records maintained by a physician, nurse, or other health care personnel or technician pertaining to exposure to hazardous substances. (8 Cal. Code Regs. § 3204 (d)(1)(A)(B).)

For employees who are employed by the City for less than one year, the City does not need to retain the employee's medical records regarding exposure to hazardous substances if the City provides the employee with such records upon termination of employment. (*Ibid.*)

Routine medical records such as first aid records for one-time treatment, observation of minor injuries, records relating to medical leave taken by employees, burns, splinters, etc., should be kept for the **length of employment plus three (3) years**. (Gov. Code §§ 12946, 34090; 29 CFR 1627.3.)

4. The City may destroy fidelity bonds **two (2) years** after termination and garnishments **four (4) years** after garnishment is satisfied and after audit.
5. The City shall retain payroll records containing the name, address, date of birth, gender, job classification, hours worked, and regular and overtime wages for each employee for **three (3) years** beyond the length of employment. (29 CFR Part 516.5(a); Labor Code §§ 1174, 1197.5) The Secretary of State Local Government Records Management Guidelines recommends permanently retaining payroll registers listing labor costs by employee and program.

6. The City shall retain time cards or time sheets on which are entered daily starting and stopping time of individual employees for **two (2) years**. (29 CFR Part 516.6(a)(1).)
7. The City shall retain employment applications for persons not hired and employment referral records and files for **two (2) years** after such records or files are created. (Gov. Code § 12946; 29 CFR 1627.3.)
8. The City shall retain records regarding the race, gender, and national origin of each applicant and the job for which such applicant applied for **two (2) years** from the date of the making of the record or the date of the personnel action involved, whichever occurs later. The City may either retain the original documents used to identify applicants, or keep statistical summaries of the collected information. (2 CCR § 11013.)
9. The City shall retain any records pertaining to any payments, loans, promises or agreements by the City to any labor organization or representative of a labor organization for **five (5) years**. (29 USC § 436.)

#### H. Construction and Engineering Records.

1. The City shall retain certain original construction records, such as bids, correspondence, and change orders, for **four (4) years** after project completion, unless the records pertain to a project which includes a guarantee or grant, in which event they shall be retained for the **life of the guarantee or grant plus four (4) years**.
2. The City shall retain during the life of the building an official copy of all building plans filed with the City and for which the City issued a building permit. This retention requirement does not include any building containing a financial institution or a public utility. (Health & Saf. Code §§ 19850 – 19853.)
3. The City shall retain supporting documents on capital improvement projects, including bidders lists, specifications, reports, plans, work orders, schedules, etc., for **ten (10) years after project completion**. (Code Civ. Proc. § 337.15.)

#### I. Exposure/Safety Records and Material Safety Data Sheets (MSDS).

1. The City shall retain records of employee exposure to toxic substances and/or harmful physical agents, and exposure assessment records, for at least **thirty (30) years**. Such records should reveal the identity of the toxic substance or harmful physical agent and where and when such substance or agent was used. (8 CCR § 3204.)
2. The City may destroy the material safety data sheet (MSDS) for a hazardous substance after the City stops using the hazardous substance, provided it keeps a record of the substance (chemical name if known) and when and where it was used, for **thirty (30) years** (8 CCR § 3204(d)(1)(B)(2).)

**J. Video Monitoring, Telephone and Radio Communications; Other Video and Audio Recordings**

1. The City shall retain recordings of **routine video monitoring** (e.g., building security recording systems) for at least **one (1) year**. After the one year retention period, the City may destroy the video recording pursuant to the procedure stated in this Policy. (Gov. Code § 34090.6.) If the recordings are evidence in any claim filed or pending litigation, they shall be preserved until the claim or pending litigation is resolved.
2. Upon authorization of the City, recordings of telephone and radio communications maintained by the City may be destroyed after **100 days** pursuant to the procedure stated in this Policy. (Gov. Code § 34090.6.) If the recordings are evidence in any claim filed or pending litigation, they shall be preserved until the claim or pending litigation is resolved.
3. Video or digital recordings of City meetings, made at the direction of the City, must be retained for **at least 30 days** after the meeting. (Gov. Code § 54953.5.)
4. If the City keeps another record, such as written minutes, of an event (other than City meetings) that is recorded on video or digitally recorded, the City must keep the video recording of the event for **at least 90 days** after the event. **After 90 days**, the video may be destroyed or erased, pursuant to the procedure stated in this Policy. (Gov. Code § 34090.7.)
5. When an audio recording of a meeting is made "for whatever purpose by or at the direction of the local agency" (e.g., to assist with preparation of the meeting minutes), , the recording must be retained a minimum of 30 days. (Gov. Code §§ 34090; 54935.5(b).)

**V. RECORDS RETENTION SCHEDULE**

The "Records Retention Schedule" is attached to this Policy as Attachment "B" and is incorporated herein by reference.

Attachments:

- Attachment "A" - Request for Destruction of Obsolete Records (sample form)
- Attachment "B" - Records Retention Schedule

ATTACHMENT "A"  
REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS

[See Attached Form]



CITY OF CALEXICO

To: City Clerk  
From: Department Head  
Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

\_\_\_\_\_  
Department Head Date

DATE OF RECORD	DESCRIPTION OF RECORD

(If additional space is needed to describe records, please attach additional pages)

APPROVED

\_\_\_\_\_  
City Attorney Date

The obsolete records described above (and on any attached pages) were approved by the City Council for destruction on:

Date: \_\_\_\_\_ Resolution No. \_\_\_\_\_

The obsolete records described above (and on any attached pages) were destroyed under my supervision using the following method:

- Shredding       Burning       Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and federal law.

\_\_\_\_\_  
City Clerk Date of Records Destruction

ATTACHMENT "B"  
RECORDS RETENTION SCHEDULE

[See Attached Schedule]

CITY OF CALEXICO



To: City Clerk  
From: Diego Favila - Fire Chief  
Department Head

Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

March 4th, 2020

Department Head

Date

DATE OF RECORD	DESCRIPTION OF RECORD
	See Exhibit "A" Attached

(If additional space is needed to describe records, please attach additional pages)

APPROVED

City Attorney

Date

The obsolete records described above (and on any attached pages) were approved by the City Council for destruction on:

Date: \_\_\_\_\_

Resolution No. \_\_\_\_\_

The obsolete records described above (and on any attached pages) were destroyed under my supervision using the following method:

- Shredding
- Burning
- Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and federal law.

City Clerk

Date of Records Destruction



EXHIBIT "A" - Disposal of Documents

Category of Record	Description or Example of Record	Legal Authority	Minimum Legal Retention
Accidents/Damage to City Property	1994 Ranger Accident	GC34090 CCP 337.15	10 Years
Budget, Annual	Calexico Fire Department Budget and associated budget worksheets. City of Calexico Budget for the following years 1989-1990; 1990-1991; 1992-1993; 1994-1995; 1996-1997; 1997-1998; 1998-1999; 1999-2000; 2001-2002; 2002-2003; 2003-2004; 2004-2005; 2005-2006; 2007-2008; 2008-2009; Calexico Fire Department ISO Rating	GC 34090	Current + 2 years
Building Inspection	Fire Inspection/Prevention Folder Files for Old Businesses in the City of Calexico, Ca (10+ Years Old).	GC 34090	2 Years
Building Licenses/Permits	Fire Department annually Fire Occupancy Permits upon successful passing of an annual fire inspection and payment of fire occupancy fee. Copies of the fire occupancy permits for the following years are being disposed of 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010	GC 34090	While Current + 2 years
Building, Blue Print/Specifications	The following were submitted to the Fire Prevention Division: Blueprint(s) of Closed or Never Happened Businesses for the following years 1993, 1994, 1998, 2007, 2009 and YK-7A-1 Shopping Center Sprinkler System Plans from 2005 are being disposed of.	GC 34090	2 Years
Successful Bid	1995 Ladder Truck Paperwork; 1995 Ladder Truck Specifications Folder; 2006 Ambulance Donation Paperwork; 3891 Specifications Folder (1995); 2001 Ambulance Specifications Folder; (2001) Ambulance Specifications Folder; (1988) Ambulance Bid Folder	GC 34090 CCP 337, 337.1 4 years	GC 34090 CCP 337, 337.1 4 years
Fire Protection District Administration	Memos Miscellaneous 2000 – 2005; Miscellaneous Files Older than 2000+. Box Contains office files, memos, old station equipment files etc.; Personnel Phone Lists 1997.; City Hall Memos; 1995/1996 Fire Chief Correspondence; 1996 Sharp Copier manual; 1992-1994 Shift Changes; vacation 1996; 1996/1997 Ride Along Waivers; Office Memos;; Files Older than 2000.	GC 34090	2 years
Fire Protection District Administration	Miscellaneous;; (1987) CLXFD Sub-Station Location Study Hose Testing Records (1990's); (2005 – 2008) 1 Manila folder containing Miscellaneous City Council Agenda Notes, (1999) Calexico Sphere of influence Plan document; (1996) EDD worksheets for various persons;; (1993 - 1997) Inter-Department memos;; (1988) ICFD/CLXFD Contract for Services;	GC 34090	2 years
Fire Protection District Administration	The general notes for incident reports for the following years are being disposed of 1998, 2007, 2010, 2011, 2012, 2013, 2014, 2015	GC 34090	2 years
General Ledgers	Monthly & Annual Financial Summaries for the Calexico Fire Department 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2003, 2004, 2005. 3 ½" Floppy Discs (Miscellaneous Annual reports prior to 1994)	GC 34090 CCP 337	Until Audited + 4 years.
General Ledgers	Ambulance Billing Reports and correspondence to & from 3 <sup>rd</sup> Party Ambulance Billing Companies and Calexico Fire Departments (1988) Ambulance Bid Folder billing, receivables, etc. for the following years 1994, 1995, 2003, 2004, 2005, 2006, 2007, 2008,	GC 34090 CCP 337	Until Audited + 4 years.
General Ledgers	1987 Mitigation Impact Fees; Sams Club 1996; 1996 Yosemite Water Receipts; Strike Team Reimbursements Notes from 2003 – 2004;	GC 34090 CCP 337	Until Audited + 4 years.





EXHIBIT "A" - Disposal of Documents

Accounts Receivable	Fee Schedule books are scheduled for destruction for the years listed 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2013	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't. Records Mgmt. Guidelines recommendation Until audited + 4 years	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't. Records Mgmt. Guidelines recommendation Until audited + 4 years
Invoices	Ambulance Billing Ticket Books for the following years 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017,	GC 34090	GC 34090
Maintenance/Repair Records	Fire Department utilized a Vehicle Checkoff form during 2014, 2015, & 2016 to track any issues with department apparatus. This system was replaced by the Emergency Reporting System software program and all records are now kept digitally.	GC 34090	GC 34090
Paramedic Services	The following documents (other than original contracts) are Patient Care Reports (PCR's) and Hold Harmless Agreements that are older than 10 years. The Fire Department still has access to electronic copies of these documents for the following years 1990, 1991, 1992, 1993, 1994, 1996, 1997, 1998, 2000, 2001, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, ; 3 ½" Floppy Discs Incident Reports (1993, 1994, 1995, 1996, & 1997); Medication Accountability Forms used to keep daily track of medication inventories on the apparatus from 2000-2014.	GC 34090	GC 34090
Payroll, time cards/sheets	Copies of Employee time sheets, leave of absence forms, and other payroll tracking sheets for employees past & present for 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2015, & 2017	29 CFR 516.6(a)(1) LC 1174 (d)	(Sec. of State guidelines – recommends retention: until audited + 6 years)
Public Records Act Request	Request Records or Inspection 1995, 1996;	GC34090	GC34090
Purchasing, Requisitions, Purchase Orders	Copies of Purchasing, Requisitions, Purchase Orders for the Fire Department. All original documents are kept at Finance Department. The following years are being disposed of 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2002, 2003, 2005, 2007, 2008, 2009, 2010, 2011, 2012	GC 34090 CCP 337	GC 34090 CCP 337