

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GOLD RIDGE FIRE PROTECTION DISTRICT
ADOPTING A RECORDS MANAGEMENT POLICY
AND ESTABLISHING RECORDS RETENTION SCHEDULE**

WHEREAS, The Gold Ridge Fire Protection District Board of Directors wishes to improve the District's records management practices by establishing a records management policy and retention schedule; and

WHEREAS, Sections 60200 through 60203 of the Government Code and the Local Government Records Management Guidelines prepared by the Secretary of State provide procedures regulating the retention of special district records and destruction of obsolete records for special districts; and

WHEREAS, the Fire Chief or designee is authorized by the Board of Directors to interpret and implement this policy, and 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 Records Retention Schedule.

NOW, THEREFORE, be it resolved that the Board of Directors of the Gold Ridge Fire Protection District as follows:

1. The Records Management Policy and Records Retention Schedule attached hereto as "Exhibit A" be adopted.
2. The Board of Directors finds that the destruction or disposition of the district records that have exceeded the retention periods as set forth in the Records Retention Schedule will not adversely affect any interest of the District or the public.
3. The Fire Chief and/or his/her designee shall be responsible for the administration of the retention of records and the destruction of obsolete records pursuant to the district's Records Management Policy and Schedule.
4. Pursuant to Government Code section 60200, the Board of Directors hereby authorizes the Fire Chief and/or his/her designee to destroy at any time any duplicate record, paper or document of the District, while the original, whether in paper or electronic format, is retained for the legally required time period by the District.
5. This resolution is effective immediately upon its passage and adoption.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the Gold Ridge Fire Protection District by the following polled vote:

The foregoing resolution was introduced by Director _____ who moved its adoption, seconded by Director _____, and adopted by the BOARD OF DIRECTORS of the Gold Ridge Fire Protection District, at a regular meeting thereof, held on the 8th day of May, 2024, by the following roll call vote:

DIRECTORS: Gloeckner _____, Carinalli _____, Tachouet _____
 Petrucci _____, Lachman, _____, Warburg _____, Gambonini _____

AYES: _____ NOES: _____ ABSENT: _____ ABSTAIN: _____

Whereupon, the Chairman of the Board of Directors declared the forgoing resolution adopted, and SO ORDERED.

Chairman of the Board

Clerk of the Board

EXHIBIT A

Records Management Policy and Records Retention Schedule



Pursuant to Resolution No. 23/24-11
May 8, 2024

Purpose & Scope

The purpose of this policy is to provide guidelines to staff regarding Gold Ridge Fire Protection District (Gold Ridge Fire District or GRFPD) records; provide for the identification, maintenance, safeguarding, the retention and disposal in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

In compliance with California Government Code Sections 61061(c), 60200 through 60203, and the Local Government Records Management Guidelines prepared by the Secretary of State, the following is intended to define an acceptable records retention and destruction policy for the Gold Ridge Fire District. This policy will illustrate the District's authority in records management, delineate a records retention schedule, and discuss storage, archiving and destruction.

Definitions of records referred to in this document are found in **Appendix B**.

Authorization

The Fire Chief is authorized by the Board of Directors 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, pursuant to Resolution No. 23/24-11.

The Fire Chief shall appoint the Executive Assistant as the Custodian of Records, who will oversee the records management program, including the Records Retention Schedule, found in **Appendix A**. The Custodian of Records will work closely with the Fire Chief, Chief Officers, and admin. to promote the efficient and cost-effective conduct of District recordkeeping 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.

Records Retention Schedule

Establishment of a records retention policy and schedule allows the District to manage, maintain, retain, destroy, or duplicate records in compliance with the applicable provisions of the California Government Code. The Records Retention Schedule for the Gold Ridge Fire District is found in **Appendix A** of this document and defines Record Types, provides a description or examples of what meets the criteria for that record type, and details the legal authority and minimum retention period prescribed by said legal authority. The schedule also includes the legal authority abbreviations utilized throughout the matrix.

Storage

Permanent records should be kept in the original format, whenever feasibly possible. However, both storage limitations and the condition and age of original documents have impacts on the manner in which permanent records can be stored. In compliance with

the California Government Code, Gold Ridge Fire District will retain all documents required to be kept as permanent, in storage at District Headquarters located at 4500 Hessel Rd. Sebastopol, California.

Permanent records will also be archived as back-up in the manner prescribed in the following "Archive" section of this document. The archiving will not only allow for easier retrieval of records but will also serve as an added safety measure for aging documents in the event they deteriorate with time.

Non-permanent records will be retained in compliance with the retention schedule for the minimum legal retention period and pursuant to the legal authority specified in **Appendix A**. These documents will also be maintained and stored at the District Headquarters in either hard copy or electronic format as determined by needed space. As with permanent records, non-permanent records may be archived for back up as prescribed. Further, these documents will be disposed of in compliance with the methods recommended in the destruction section of this document.

Archiving

Certain documents require long term or permanent hard copy retention, and others may be archived for purposes of storage and space saving. To ensure efficiency and economy in utilization of office space for active records, all files not updated or referenced on a regular basis can be transferred to storage.

Documents that are not required to be preserved as permanent or in its original format, may be duplicated and stored in an electronic format. The manner in which the Gold Ridge Fire District will store and maintain its duplicated electronic documents, will be in the form of a Portable Document File (pdf) and stored on the Gold Ridge Fire District Google Drive account.

Destruction

Once records have fulfilled their administrative, fiscal, or legal function, they should be disposed of as soon as possible in accordance with the Records Retention Schedule per Gov. Code §§ 60200 and adopted by the Board of Directors in Resolution 23/24-11. This destruction should include originals, photocopies, and documents stored in any electronic format, unless the document is designated as a permanent record.

Records may be destroyed by shredding, recycling, or via general disposal. Confidential records will be destroyed by shredding or in another secure manner that preserves their confidentiality.

The Custodian of Records shall ensure destruction is coordinated and documented in accordance with this policy. Prior to permanent destruction, a list of records to be destroyed shall be presented to the Fire Chief for review. If there are no objections to the records due for disposal, the Chief shall authorize the Custodian of Records to proceed with destruction.

Appendix A

The following pages contain the Gold Ridge Fire Protection District Records Retention Schedule. The matrix is broken down into columns that define or provide an example of a Type of Record, the Description or Example of the record, the Legal Authority by which the record should be retained or destroyed, and a Minimum Legal Retention Period.

Legal Authority Abbreviations referenced in this appendix:

| | |
|------|--------------------------------------|
| CCP | Code of Civil Procedure (California) |
| CCR | California Code of Regulations |
| CFR | Code of Federal Regulations |
| EC | Elections Code (California) |
| GC | Government Code (California) |
| IRC | Internal Revenue Code |
| IRS | Internal Revenue Service |
| LC | Labor Code (California) |
| PC | Penal Code (California) |
| R&TC | Revenue & Taxation Code (California) |
| USC | United States Code |

| Type of Record | Description or Example of Record | Legal Authority | Minimum Legal Retention Period |
|---------------------------------------|--|---|---|
| Accident/Illness Reports | Employee Medical Records & Employee Exposure Records (Not a public record) --includes Material Safety Data Sheets (MSDS) | 8 CCR 14307 8 CCR 3204 GC 6254(c) | Length of employment + 30 yrs. |
| Accidents/Damage to District Property | Risk management administration | CCP 337.15 | 10 yrs. |
| Accounts Payable | Journals, statements, asset inventories, account postings with supporting documents, vouchers Invoices, checks, reports, investments, purchase orders | CCP 337 26 CFR 31.6001-1(e)(2) | Until audited + 5 yrs. |
| Accounts Receivable | Invoices, checks, reports, investments, receipt books | 26 CFR 31.6001-1(e)(2) | 5 yrs. |
| Affidavits of Publication / Posting | Legal notices for public hearings, publication of ordinances, etc. | None | 5 yrs. for administrative purposes only |
| Agenda / Agenda Packets | Complete Agendas and packets should be imaged immediately. A paper copy will be maintained for one year only. The imaged or scanned (pdf) records may serve as the permanent record. | None | 5 yrs. for administrative purposes only |
| Annexations / Reorganizations | Notices, Resolutions, Certificates of Completion | GC 60201 | Permanent |
| Annual Financial Report/Audit Report | Independent auditor analysis Financial services; internal and/or external reports; independent auditor analysis | None | Permanently for administrative purposes |

| Type of Record | Description or Example of Record | Legal Authority | Minimum Legal Retention Period |
|------------------------------|--|--------------------------|---|
| Appraisals | For real property owned by District – Not a public record until real estate transaction is complete | None | Permanently for administrative purposes |
| Audit Hearing or Review | Documentation created and or received in connection with an audit hearing or review | None | Permanently for administrative purposes |
| Bank Account Reconciliations | Bank statements, canceled checks, certificates of deposit | 26 CFR 31.6001-1(e)(2) | 5 yrs. |
| Bids, Accepted | Includes plan and specifications; notices/affidavits. | 60201; CCP 337, 337.1 | 5 yrs. after termination of contract or agreement |
| Bids, Unaccepted | Unaccepted bid packages only | GC 60201 | 5 yrs. |
| Bonds | Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements. | GC 60201 | Until Paid + 5 yrs. |
| Bonds – Paid/Cancelled | Paid or cancelled bonds; warrant certificates; interest coupons | GC 53921 | 5 yrs. |
| Bonds - Unsold | Unsold Bonds | GC 43900 et seq. | 5 yrs. |
| Bonds - Final | Final bond documentation; monthly statement of transactions; supporting documents | GC 60201 | Until Paid + 5 yrs. |
| Brochures/ Publications | Retain selected documents only for historic value. | None | 5 yrs. for administrative purposes only |
| Budget, Annual | Adjustments, journal entries, account transfers | GC 60201 | Until audited + 5 yrs. |
| Cal-OSHA | Personnel-Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA) | LC 6410; 8 CCR 14307 | 5 yrs. |
| California State Tax Records | Forms filed annually; quarterly and year-end reports | R&TC 19530 R&TC 19704 | 6 yrs. |
| Checks | Includes payroll, canceled and voided checks | GC 60201 CCP 337 | Until audited +5 yrs. |

| Type of Record | Description or Example of Record | Legal Authority | Minimum Legal Retention Period |
|----------------------------------|---|-------------------------------|--|
| Citizen Feedback | General correspondence. | None | 5 yrs. for administrative purposes only |
| Claims Against the District | Paid/Denied | GC 60201 GC 25105.5 | Until settled + 5 yrs. |
| Collective Bargaining Agreements | Contracts & Memorandum's of Understandings | 29 CFR 516.5 | Current + 5 yrs. |
| Complaints/Requests | Various files not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule. | None | 5 yrs. for administrative purposes only |
| Contracts | Original contracts, agreements, and back-up materials. | CCP 317, 318, 319, 337 | 5 yrs. after termination/completion; 5 yrs. after termination if real property related agreement |
| Correspondence | General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule. Further guidance related to emails is found in the District's separate email retention policy. | None | 5 yrs. for administrative purposes only |
| Deeds, Real Property | File with recorded documents; originals may not be destroyed. | GC 60201 | Permanent |
| Deferred Compensation Reports | Finance - pension/retirement funds | 29 CFR 516.5 29 CFR 1627.3 | 5 yrs. |
| Deposits, Receipts | Checks, coins, currency | GC 60201 CCP 337 | Until audited + 5 yrs. |
| District Establishment Documents | Documents regarding the establishment/organizing of the Fire District: Certificate of Existence, LAFCO, Annexations | GC 60201 | Permanent |

| Type of Record | Description or Example of Record | Legal Authority | Minimum Legal Retention Period |
|---|--|--|---------------------------------|
| Easements, Real Property | File with recorded documents; originals may not be destroyed. | GC 60201 | Permanent |
| Economic Interest Statements - Form 700 (copies) | Copies of statements forwarded to Fair Political Practices Commission. | GC 81009(f), (g) | 5 yrs. (can image after 2 yrs.) |
| Economic Interest Statements - Form 700 (originals) - elected | Originals of statements of designated employees | GC 81009(e), (g) | 7 yrs. (can image after 2 yrs.) |
| Economic Interest Statements - Not elected | FPPC filings | GC 81009(b) | 5 yrs. |
| Election - Ballots - Prop. 218 (Assessment Districts) | Property related fees (Assessment Ballot proceeding) | California Constitution Art. XIII | Permanent |
| Election - Certificates of Election | Certificates of election; original reports and statements | GC 81009(a)(d) | Termination + 5 yrs. |
| Employee/Personnel Files | Personnel--Not a public record. Name, address, date of birth, occupation Rate of pay and weekly compensation earned Release authorizations; certifications; reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals. Volunteer program training - class training materials, internships. Paperwork documenting internal and external training. Certification/designations. | GC 12946 GC 6254(c) 29 CFR 1627.3 LC 1174 GC 60201 29 CFR 1627.3 29 CFR 1602.31 29 CFR 516.6 et. seq. 45 CFR 1068.6(a) | Length of employment + 7 yrs. |
| Employee/Personnel Medical Files | Part of Personnel file --not a public record. Includes medical records; exposure records, etc. (For employees of less than 1 year, no need to retain medical records if they are returned to employee upon termination) | 29 CFR 1910.1020 8 CCR 3204 GC 6254(c) | Length of employment + 30 yrs. |

| Type of Record | Description or Example of Record | Legal Authority | Minimum Legal Retention Period |
|--|---|--|--------------------------------|
| Employee & Volunteer Recruitment | Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins | GC 12946 GC 60201 29 CFR 1602 et. seq. 29 CFR 1627.3 | Current + 5 yrs. |
| Employee Rights - General | Firefighter Bill of Rights | GC 12946 29 CFR 1602.31 | Length of employment + 7 yrs. |
| Employment Applications - Not Hired | Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant | GC 12946 29 CFR 1627.3 | 5 yrs. |
| Employment Eligibility Verification (I-9 Forms) | Part of Personnel Files Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986 | 8 USC 1324a (b)(3) Pub. Law 99-603 | Length of employment + 7 yrs. |
| Employment - Surveys and Studies | Includes classification, wage rates | GC 12946 29 CFR 516.6 | 5 yrs. |
| Employment - Vehicle Mileage Reimbursement Rates | Annual mileage reimbursement rates | None | 5 yrs. |
| Family and Medical Leave Act (Federal) | Records of leave taken, District policies relating to leave, notices, communications relating to taking leave | 29 CFR 825.500 GC 12946 | While employed + 5yrs. |
| Federal Tax Records | May include Forms 1096, 1099, W-4 and W-2 | 29 USC 436 26 CFR 31.6001.1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6 | 5 yrs. after file date |

| Type of Record | Description or Example of Record | Legal Authority | Minimum Legal Retention Period |
|---|--|--------------------------------|---|
| Fixed Assets Inventory | Reflects purchase date, cost, account number | GC 60201 | Until audited + 5 yrs. |
| Fixed Assets Surplus Property | Auction; disposal – Listing of property; sealed bid sales of equipment | GC 60201 CCP 337 | Until audited + 5 yrs. |
| Fixed Assets Vehicle Ownership & Title | Title transfers when vehicle is sold. | VC 9900 et. seq. | Until sold + 5 yrs. |
| Gifts/Bequests | Receipts or other documentation | None | 5 yrs. for administrative purposes only |
| Grants Community Development Block Grant (CDBG); Urban Development; other Federal and State grants | Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient docket, environmental review, grant documents, inventory, consolidated plan, etc. | 24 CFR 570.502 24 CFR 85.42 | Until completed + 5 yrs. |
| Hazardous Materials - Hazardous Waste Disposal | Documents regarding handling and disposal of hazardous waste [Permanent retention of environmentally sensitive materials is recommended] | CAL OSHA; | Current + 10 yrs. |
| Hazardous Materials - Permits, Hazardous Materials Storage | [Permanent retention of environmentally sensitive materials is recommended] | GC 60201 | Current + 5 yrs. |
| Hazardous Materials - Exposure Records, etc. | Employee exposure records; name/identity of chemical substance used; when & where chemical substance was used | 8 CCR 3204(d) et. seq. | 30 yrs. |
| Hazardous Materials - Underground Storage Tank | Compliance: Documents regarding: storage, location, installation, removal, remediation | GC 60201 | Permanent |
| Insurance, Joint Powers Agreement | Accreditation, MOU, agreements and agendas | GC 60201 | Current + 5 yrs. |

| Type of Record | Description or Example of Record | Legal Authority | Minimum Legal Retention Period |
|---|--|--|---------------------------------------|
| Insurance Certificates | Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licensees. | GC 60201 | Current + 5 yrs. |
| Insurance, Liability/Property | May include liability, property, Certificates of Participation, deferred, use of facilities | GC 60201 | Current + 5 yrs. |
| Insurance, Risk Management Reports | Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies | 29 CFR 1904.44 GC 60201 | Current + 5 yrs. (Federal) |
| Invoices | Copies sent for fees owed, billing, related documents | GC 60201 | Until audited + 5 yrs. |
| Legal Notices/Affidavits of Publication | Public Hearings publications, Ordinance publications etc. | GC 60201 | 5 yrs. |
| Litigation | Case files | GC 60201 | Until settled or adjudicated + 5 yrs. |
| Maintenance Manuals | Equipment service/maintenance | GC 60201 | Current + 5 yrs. |
| Maintenance/Repair Records | Equipment | GC 60201 | Current + 5 yrs. |
| Minutes | Minutes of District Board meetings. Documents are to be imaged immediately. Paper records are to be maintained permanently by the Board. | GC 60201 | Permanent |
| Oaths of Office | Elected and public officials – Board Members | GC 60201 29 USC 1113 | Current + 6 yrs. |
| Ordinances | Vital records - originals may never be destroyed. Image immediately. | GC 60201 | Permanent |
| OSHA | OSHA Log 200, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA) | LC 6410; 8 CCR 14307 29 CFR 1904.2 - 1904.6 | 5 yrs. |
| OSHA (Accident/Illness Reports) | Personnel - Employee Exposure Records & Employee Medical Records Not a public record | LC 6410; 8 CCR 14307; 8 CCR. 3204; GC 6254(c) | Duration of employment plus 30 yrs. |

| Type of Record | Description or Example of Record | Legal Authority | Minimum Legal Retention Period |
|--|--|---|---|
| Payroll - Federal/State Reports | Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports | GC 60201 | 7 yrs. |
| Payroll Deduction/ Authorizations | Finance documents | 29 CFR 516.6(c) GC 60201 | Current + 7 yrs. |
| Payroll, registers | Finance documents | 29 CFR 516.5(a) LC 1174(d) GC 60201 | Current + 7 yrs. |
| Payroll records, terminated employees | Finance files | 29 CFR 516.5 GC 60201 | Current + 7 yrs. |
| Payroll, time cards/sheets | Employee records | GC 60201 | Current + 7 yrs. |
| Payroll - Wage Rates / Job Classifications | Employee records | GC 60201 | Current + 7 yrs. |
| PERS - Employee Benefits | Retirement Plan | 29 USC 1027 | 6 yrs. |
| Personnel Records | Other records (not payroll) containing name, address, date of birth, occupation, etc., including records relating to promotion, demotion, transfer, lay-off, termination | 29 CFR 1627.3 | 5 yrs. |
| Personnel Rules and Regulations | Including employee handbook | GC 60201 | Current + 5 yrs. |
| Petitions | Submitted to legislative bodies | GC 60201 | Current + 5 yrs. |
| Policies, Administrative | All policies and procedures, directives rendered by the District not assigned a resolution number | GC 60201 | Current + 5 yrs. |
| Policies, District Board | Original policies adopted by the District Board | GC 60201 | Current + 5 yrs. |
| Press Releases | Related to District actions/activities. | None | 5 yrs. for administrative purposes only |
| Procedure Manuals | Administrative. | GC 60201 | Current + 5 yrs. |
| Property, Abandonment | Buildings, condemnation, demolition | GC 60201 | Permanent |
| Property Acquisition/ Disposition/Surplus | District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District | CCP 337.15 | 10 yrs. |

| Type of Record | Description or Example of Record | Legal Authority | Minimum Legal Retention Period |
|---|---|---------------------------------|---------------------------------------|
| Public Records Request | Requests from the public to inspect or copy public documents | GC 60201 | 5 yrs. |
| Purchasing RFQ's, RFP's | Requests for Qualifications; Requests for Proposals regarding goods and services and all supporting documentation and submissions | GC 60201 | Current + 5 yrs. |
| Purchasing, Requisitions, Purchase Orders | Original Documents | GC 60201 CCP 337 | Until audited + 5 yrs. |
| Recordings - audiotaped | Taped recordings of Board meetings - for preparation of Board meeting minutes | GC 54953.5 | 30 days |
| Recordings, videotaped – meetings of legislative bodies | Tapes of public meetings made by or at the direction of the District (e.g., Board meetings) | GC 54953.5 | 30 days |
| Records Management Disposition Certification | Documentation of final disposition of records | GC 60201 | Permanent |
| Records Retention Schedules | Previously adopted schedules | GC 60201 | Current + 5 yrs. |
| Recruitments and Selection | Records relating to hiring, promotion, selection for training | 29 CFR 1627.3 | 5 yrs. |
| Resolutions | Vital records - originals may never be destroyed. Image immediately. | GC 60201 | Permanent |
| State Tax Records | Filed annually; quarterly | Refer to Federal Tax Records | 5 yrs. after file date |
| Taxes, Special | Special tax levied by a local agency on a per parcel basis | CCP 338(m) | Until audited + 5 yrs. |
| Unemployment Insurance Records | Unemployment Notices, Letters, Claims | IRC 3301-3311 | 5 yrs. |
| Workers Compensation Files | Work-injury claims (including denied claims); claim files, reports, etc. | 8 CCR 10102 8 CCR 15400.2 | Until settled + 5 yrs. |

Appendix B

The California Secretary of State Local Government Records Management Guidelines define **Records** as all papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics. These “Records” may be broken down further and can have additional definitions that may include, but are not limited to the following:

Definitions: *(in alphabetical order)*

Active Records – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also Perpetual Record)

Administrative Records – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.

Archival Records - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

Discovery – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.

Local Government – Government Code, Section 6252 states: “Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952.”

Non-Records - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)

Permanent Records – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.

Perpetual Records – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed,

contract files kept until the contract terminates, etc.

Program Records - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.

Public Records - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Records - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.

Records Retention Schedule - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".

Retention Period – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.