

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 25-10

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT
ESTABLISHING A POLICY FOR THE MANAGEMENT
AND RETENTION OF RECORDS**

WHEREAS, a policy for the management of documents is deemed appropriate for compliance and is necessary for the efficient operations of the Department; and

WHEREAS, the State of California and Federal Government have specific time periods for which records are required to be maintained (Government Code sections 34090, *et seq.*) and

WHEREAS, a system for the retention of certain and vital records is deemed appropriate for compliance and is necessary for the efficient operations of the Department; and

WHEREAS, a system and schedule for the destruction of records and working papers that are no longer needed for administrative, legal, fiscal, historical or research purposes is deemed appropriate and is necessary for the efficient operations of the Department; and

WHEREAS, the Ross Valley Fire Department has developed a Records Management Policy including guidelines and procedures pursuant to that program including a Records Retention Schedule and Records Destruction Authorization form; and

WHEREAS, the Records Retention Schedule and Destruction Authorization Form has been reviewed and approved by the Department's Counsel

NOW, THEREFORE, BE IT RESOLVED THAT the Ross Valley Fire Board in accordance with Government Code section 34090, hereby adopts the Records Management Policy attached hereto as Exhibit A and authorizes the Ross Valley Fire Chief to maintain and destroy records in accordance with the respective Retention Schedule attached hereto as Exhibit B and Records Destruction Authorization as Exhibit C.

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Board on July 9, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steve Burdo, Board President

ATTEST:

Lauren Houde, Administrative Assistant