

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of July 9, 2025

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Adopt Resolution 25-10 creating a Records Management Policy and Retention Schedule for the Department

RECOMMENDATION:

Staff recommends the Board adopt Resolution 25-10, and related Exhibits creating a Records Management Policy and Retention Schedule for the Department.

DISCUSSION:

It is the goal of the Ross Valley Fire Department to conduct efficient and cost-effective department business by maintaining certain records for specified periods to ensure compliance with the law, archive inactive files in a timely manner, and eliminate unnecessary retention of duplicate or obsolete documents.

The maintenance of government records are determined by several bodies including the Secretary of State, Government Code (GC), Code of Civil Procedures (CCP), Code of California Regulations (CCR) and the Code of Federal Regulations (CFR). The Department's proposed Records Retention Schedule follows these laws and codes.

Retaining and disposing of records according to the Records Management Policy and Records Retention Schedule creates a regular, controlled flow of records through the office, ensures that obsolete records are destroyed with proper authorization and in accordance with the law and also ensures current records are maintained and easily found in accordance with the law. A records management policy and retention schedule is important to ensure legal compliance, operational efficiency to reduce storage costs, and transparency for staff and the public.

While the Department has been adhering to laws and codes regarding records retention guidelines, the Department does not have a formally adopted Records Management Policy and Records Retention Schedule which includes documented procedures for document destruction. Resolution 25-10 - Records Management Policy, Attachment A - Records Retention Schedule, and the Records Destruction Authorization provide these documented procedures. The Records Retention Schedule for the Ross Valley Fire Department defines record type and details the legal authority and retention period prescribed by the legal authority. The schedule has been reviewed and approved by Counsel.

Approving the Records Management Policy and implementing the Records Retention Schedule will enhance the efficiency, transparency, and accountability of the Ross Valley Fire Department's records processes. The policy is designed to provide clear and consistent guidelines for records retention and destruction. The policy ensures that the physical and electronic storage space is used effectively and responsibly and that the maintained records are easily accessible.

FISCAL IMPACT:

There is no direct fiscal impact as a result of adopting this resolution.

ATTACHMENTS:

Attachment #1 – Records Management Policy - Resolution 25-10

Attachment #2 - Exhibit A - Records Management Policy

Attachment #3 - Exhibit B - Records Retention Schedule

Attachment #4 – Exhibit C - Records Destruction Authorization