



# City of South San Francisco

P.O. Box 711 (City Hall,  
400 Grand Avenue)  
South San Francisco, CA

## Resolution: RES 91-2016

**File Number: 16-363**

**Enactment Number: RES 91-2016**

### RESOLUTION APPROVING CHANGES TO THE FIRE DEPARTMENT RECORDS RETENTION SCHEDULE RELATED TO THE FORMAT OF THE RECORDS.

WHEREAS, the City of South San Francisco ("City") has an official Records Retention Policy ("Policy") that is managed by the City Clerk's Office; and

WHEREAS, from time to time it becomes necessary to modify the Policy and/or the retention schedule referenced in the Policy; and

WHEREAS, a records retention schedule is necessary to meet the needs of the City and its citizens to assure storage of records that assist in the conduct of the City's business and the prompt destruction of records without continuing value; and

WHEREAS, electronic storage makes information more accessible to the public and city staff; and

WHEREAS, staff has identified which Fire Department records will be maintained electronically.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of South San Francisco hereby approves modifications to the Fire Department section of the Records Retention Schedule and changes to the Records Retention Schedule Index accomplishing a change that will allow the storage of records in an electronic database, as indicated in Attachment A and Attachment B incorporated herein.

\* \* \* \* \*

At a meeting of the City Council on 7/13/2016, a motion was made by Richard Garbarino, seconded by Pradeep Gupta, that this Resolution be approved. The motion passed.

**Yes: 5** Councilmember Normandy, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Gupta, and Mayor Addiego

**Attest by**

  
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Krista Martinelli



# ***CITY OF SOUTH SAN FRANCISCO RECORDS RETENTION SCHEDULE 2016***

Adopted by Reso #74-2003, August 13, 2003

Amended February 23, 2005 – Resolution 21-2005

Amended September 14, 2011-  
Resolution 115 -2011

Amended January 25, 2012 – Resolution 5-2012

Amended May 22, 2013 – Resolution 45-2013

Amended February 17, 2016 – Resolution 19-2016

Amended April 27, 2016- Resolution 50-2016

Amended July 13, 2016 – Resolution -2016

# LEGEND/DEFINITIONS

## Records Retention

<b>A</b>	<b>=</b>	<b>Active (while a document or work is still in progress)</b>
<b>Ad</b>	<b>=</b>	<b>Adoption date</b>
<b>Au</b>	<b>=</b>	<b>Audit (an audit is performed at the end of each fiscal year – to be completed by 12/31)</b>
<b>C</b>	<b>=</b>	<b>Current (current year, any record or file that is made within the current calendar year; the retention period begins the first day of the following year, i.e., <i>C+2 means a record created in 1998 plus the next two calendar years would be eligible for destruction in 01/01/01</i>).</b>
<b>Cr</b>	<b>=</b>	<b>Creation date</b>
<b>Cl</b>	<b>=</b>	<b>Closed (completed)</b>
<b>Dbase</b>	<b>=</b>	<b>Database</b>
<b>DOB</b>	<b>=</b>	<b>Date of Birth</b>
<b>E</b>	<b>=</b>	<b>Election date</b>
<b>Electr</b>	<b>=</b>	<b>Electronic Record (information that meets the Electronic Records Policy, see below)</b>
<b>HC</b>	<b>=</b>	<b>Hard Copy Record</b>
<b>I</b>	<b>=</b>	<b>Image (a digital representation of an original paper document)</b>
<b>L</b>	<b>=</b>	<b>Life</b>
<b>O</b>	<b>=</b>	<b>Obsolete</b>
<b>P</b>	<b>=</b>	<b>Permanent (the record is determined to be of permanent value to the City; original records affecting the title of real property or liens thereon, minutes, resolutions, ordinances)</b>
<b>Record</b>	<b>=</b>	<b>Information maintained by the City in the form of a hard copy document, an image of a hard copy document, information contained in a database, or an Electronic Record maintained pursuant to the Electronics Records Policy</b>
<b>S</b>	<b>=</b>	<b>Supersede (only retain the current version; once that version has been revised the older version should be destroyed to eliminate any confusion)</b>
<b>T</b>	<b>=</b>	<b>Termination (upon termination of contract, obligation, program, employment or case files)</b>

## CITATIONS

B&P = California Bus & Professional Code  
CAC = California Administrative Code  
CCP = Code of Civil Procedure  
CCR = Code of California Regulations  
CEQA = California Env't'l Quality Act  
CFR = Code of Federal Regulations  
EC = Elections Code  
EL = California Elections Code  
FMLA = Family & Medical Leave Act, 1993

GC = California Government Code  
H&S = California Health and Safety Code  
HUD = Housing and Urban Development  
OSHA = Occupational Saf & Health Agency  
PC = California Penal Code  
POST = Police Officers Standards Training  
UFC = Uniform Fire Code  
USC = United States Code  
WIC = Welfare & Institutions Code

## Electronic Records Policy

Regardless of the format in which official City records are stored, all official information will be stored in a trusted environment when required and in compliance with the City's adopted record retention schedule.

Provided that required conditions are met, certain Electronic Records can take the place of the original hard copy for those records identified as "Electr" within the adopted records retention schedule. In order for an Electronic Record to be deemed as the original record, the Electronic Record must satisfy all of the following requirements:

- a) The Electronic Record can be reproduced on any medium that is a trusted system, and that system does not permit additions, deletions, or changes to the original document;
- b) The device used to reproduce the Electronic Record is one which accurately and legibly reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images;
- c) The Electronic Records are made as accessible for public reference as the original records were; and
- d) A true copy of archival quality of the Electronic Record shall be kept in a safe and separate place for security purposes.

If any portion of a record cannot be reproduced with full legibility, then no page of that record, paper, or document shall be destroyed. All Electronic Records shall be backed up regularly either by the City's Information Technology (IT) Department or by an outside service approved by the IT Department. The backed up records shall be kept separately.

### Format of Electronic Records

The City IT Director shall approve Electronic Records retention storage formats prior to that particular format qualifying as an official City record. Upon format approval, that particular format will be listed within the document retention schedule, where applicable.

For electronic records which are images, all approved formats for Electronic Records that involve copies of original documents must also adhere to the AIIM ARP1-2009 Analysis, Selection, and Implementation of Electronic Document Management Systems, ("ARP1-2009") sections 5.4.1.4 and 5.4.2.4, concerning uniform standards for image format and compression.

For electronic records which are stored as data in a database management system (defined below) rather than an image of a document, the following conditions must be met:

- 1. The database system must be authorized by, and must be supported/maintained by the IT Department.
- 2. As part of the support that IT Department provides, the database is backed up in a secure server environment that only authorized IT Department staff are allowed access to;

3. The database system is either maintained by IT Department or is under contract for maintenance that is authorized by IT Department.
4. The database contains safeguards against altering records, as described under "Trusted System" below; and
5. Authorized users of the database cannot in the normal course of their duties lawfully alter data in the database (see Trusted System below).
6. IT Department has protections in place that are designed to prevent unauthorized users from access to the database or database system.

A database is defined as

... any collection of data, or information, that is specially organized for rapid search and retrieval by a computer. ...A database management system (DBMS) extracts information from the database in response to queries.

A database is stored as a file or a set of files on magnetic disk or tape, optical disk, or some other secondary storage device. The information in these files may be broken down into records, each of which consists of one or more fields. Fields are the basic units of data storage, and each field typically contains information pertaining to one aspect or attribute of the entity described by the database. Records are also organized into tables that include information about relationships between its various fields. Although *database* is applied loosely to any collection of information in computer files, a database in the strict sense provides cross-referencing capabilities. Using keywords and various sorting commands, users can rapidly search, rearrange, group, and select the fields in many records to retrieve or create reports on particular aggregates of data....(from Encyclopedia Britannica).

Examples of databases used by the City include at this time: the Eden Financial System; the Highline Payroll System; the CRW permit and Business License System; the CLASS Recreation System; and the Geographical Information System (GIS).

### Trusted System

A trusted document management system ("Trusted System") means a combination of techniques, policies and procedures for which there is no plausible scenario in which a document stored from or reproduced by the system could differ substantially from the document that is originally stored. A Trusted System will ensure that all electronically stored information can be considered to be a true and accurate copy of the original information received regardless of the original format.

A Trusted System must be able to ensure that at least two (2) separate copies of the electronically stored information can be created that meets, at a minimum, all the following conditions:

- a) The Trusted System must utilize both hardware and software storage methodologies to prevent unauthorized additions, modifications or deletions during the approved lifecycle of the stored information.
- b) The Trusted System's methods must be verifiable through independent audit processes.

- c) The Trusted System must write at least one copy of the electronic document or record into electronic media that does not permit unauthorized additions, deletions, or changes to the original document and that is to be stored and maintained in a safe and separate location.

For records which are stored as images, an authorized system user could not alter a document stored in the system, and a Trusted System ensures that stored images are true and accurate representations of the original. For records stored as data in a database, the data can only be modified by authorized system users in a manner in which the change is authorized and logged.

For example, after a payroll file for a certain time period is finalized and executed/distributed by the Finance Department, authorized users cannot, after the fact, go back and change the information contained in that database for any employees' pay rates, etc. contained in that payroll run. A change in an employee's pay rate would only be authorized as a new action in the database, would have protections in place limiting who can execute those changes, and, rather than erase the old pay rate, the database would store the change as a new record as of the date it is entered/accepted into the system by an authorized user. That new record would then be subject to review by an authorized database system administrator. In that way, a history of the changes to one employee's pay rates, for example, can be viewed in the payroll system's log that can be accessed and reviewed by that system's authorized administrators, either in the IT Department or in the host department.

#### Policy Implementation

In order to implement this electronic records policy, the City Clerk and the IT Department will maintain a set of internal document management procedures which will accomplish the following:

- describe how information will scanned, indexed, and verified;
- describe how the system will be secured from unauthorized access;
- describe how documents will be secured from unauthorized modification or alteration;
- describe how authorized modification of documents will be managed, including audit trail information and the ability to retrieve any previous document version required to be maintained;
- describe how the system will adhere to the published records retention schedule;
- describe how the records will be store to protect from fire, flood, or vandalism; and
- describe how these policies and procedures will be followed.



## RECORDS RETENTION SCHEDULE FIRE DEPARTMENT

Fire Records Series Title	Retention	Format	Citation	Remarks
<b>ADMINISTRATION</b>				
Books, Fire Code	S+3	HC	GC 34090.7 CCP 340.5	Include OPS manuals
Inspections, Fire Station	CI+2	Electr	GC34090	CRW System
Inspections, Fire Prevention	CI+3	Electr	UFC103.34	CRW System Alarm/sprinkler systems, prevention efforts
Investigations, Evidence Arson	P	HC	PC799	Support prosecution resulting in homicide
Investigations, Evidence Arson	CI+6	HC	PC800	Great bodily harm, inhabited structure or property
Journals, Fire Station	P		GC34090	Activities, personnel, engine company
Legal Opinions	P		GC34090	From State legislature or City Attorney's office
Mutual Aid, Strategic Plans	C+2		GC34090	
Patient Care Reports	P			Medical reports
Permits, Fireworks	C+2	Electr	GC34090	CRW System Permits for fireworks booths
Policies & Procedures	C+2		GC34090	Includes rules, regulations, standards
<b>FIRE PERSONNEL</b>				
Background investigations: Hired Not hired	T+5 CI+2		GC34090	
Controlled substance	P		GC34090	Morphine/valium record keeping
Exposure	T+30		29CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T+1		29CFR 1910.1020	Laboratory reports and worksheets
Medical	T+30		29CFR 1910.1020	
Medical	T+2		29CFR 1910.1020	Employees less than one year
Training	T+2		GC34090	Certifications/designations
<b>PROPERTY</b>				
Apparatus/Vehicle	C+2		GC34090 CCP 340.5 8 CA Code of Regulations 3203(b)(1)	Repair and Maintenance
Field, Non-fire and Logs	C+2		GC34090	
Fire, Non-arson and Logs	C+2		GC34090	
Fire Equipment/Gear Logs	C+2		GC34090	
Incident Reports	CI+5		GC34090 CCP338 CCP 340.5	Dispatch and daily logs
Inventory, Equipment & Supplies	C+2		GC34090	
Investigations, Evidence Arson	C+3		PC801; UFC 104.32	Structure
<b>CODE ENFORCEMENT</b>				
Abandoned Vehicles	CI+2	Electr	GC34090d	CRW System Private property

<b>Fire</b> Records Series Title	Retention	Format	Citation	Remarks
Case Files	P	Electr	GC34090d	<b>CRW System</b> Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Forms/handouts	S			Knox box, after hour inspections etc.
Liens & Releases, Supporting	Cl+2	Electr	GC34090	<b>CRW System</b> Utilities, abatement, licenses
<b>Case History</b>	C+2	Electr	GC34090d	<b>CRW System</b> Lien Recovery, citations, complaints
Regulations	S+2		GC34090d	Includes rules
Reports, Federal & State	P	Electr	GC34090a	<b>CRW System</b> Code enforcement statistics; may contain records affecting title to real property or liens thereon
Safety Inspector Reports	P	Electr	GC34090	<b>CRW System</b> Engine Company and Safety Inspector
Violations, Building, Property & Zoning	Cl+2	Electr	GC34090d	<b>CRW System</b> Supporting code enforcement activity
Weed Abatement	C+5	Electr	GC34090	<b>CRW System</b> Reports, assessments, resolutions, documentation
<b>HAZARDOUS MATERIALS</b>				
Hazardous Waste Disposal	C+10	Electr	CA OSHA; 40CFR122.21	<b>CRW System</b> Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	P	Electr	GC34090	<b>CRW System</b> Although the GC only recommends current + 2 years, other agencies consistently recommend permanent retention of environmentally sensitive material
Programs, Household Hazardous Waste	S+2		GC34090	
Training Materials	S+2		Cal Code Reg. 3204(d), et seq.	Standards and Administration
Underground Storage Tank: Compliance Maintenance & Oper.	P C+2	Electr	GC34090a GC34090	<b>CRW System</b> Documents re: storage Location, installation, removal, remediation



File series not addressed in the retention schedule should be considered routine in nature and should be identified as "General Subject" page 3, and retention for those files should be two (2) years unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a "permanent" document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.

### RECORDS RETENTION INDEX

RECORD SERIES	DEPARTMENT	PAGE
Library Board of Trustees meeting packets	Library	25
Licenses	Information Technology	24
Licenses, Permits	Parks, Recreation & Maint Services	34
Liens & Releases, Supporting	Fire	20
Lighting	Parks, Recreation & Maint Services	33
Loans	ECD	12
Location Records (WQCP)	Public Works	36
Logs	ECD	11
Logs, Attorney Service Request	Administration	7
<a href="#">LogsCase History</a> , Code Enforcement	Fire	20
Maintenance and Operations (Garage)	Parks, Recreation & Maint Services	34
Maintenance and Operations (Streets / Parks)	Parks, Recreation & Maint Services	34
Maintenance and Operations (WQCP)	Public Works	36
Maps	Parks, Recreation & Maint Services	34
Maps, Plats and Surveys	Public Works	35
Maps (WQCP)	Public Works	36
Maps, Plans, Drawings, Exhibits, Photos	ECD	15
Maps, Precincts/Voter Information	Administration	5
Master Plans	ECD	14
Master Plans	Parks, Recreation & Maint Services	34
Master Plans (WQCP)	Public Works	36
Media Relations	Administration	8
Medical	Fire	20
Medical Leave	Human Resources	22
Meter Operations (WQCP)	Public Works	36
Microfilm – Prop History	ECD	10
Minutes	Administration	7
Minutes (BPAC and TAC)	Public Works	35
Monthly Full Backups	Information Technology	24
Monthly Traffic Reports	Police	31
Motor Vehicle Pulls (DMV)	Human Resources	22
Municipal Code	Administration	8
Mutual Aid, Strategic Plans	Fire	20
Narcotics Task Force (NTF) – County	Police	29
Narcotics: Confidential Informant Files	Police	29
NCIC Validations	Police	32
Negotiations (Labor Relations)	Human Resources	22
Network Information Systems (LAN/WAN)	Information Technology	24
Nomination Papers	Administration	5
Notices, Meeting	Administration	7
Notices, Meeting	Public Works	35
Notifications and Publications	Administration	5