

13-00-00 FIRE DEPARTMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	® Citations & Legal Basis
13-01-00	<u>Fire Administration</u>					
13-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-01-02	New World Fire RMS Software	Used for incidents, inspection tracking and resident contact information.	Fire		ACT	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.
13-01-03	Veoci	Used EOC team coordination and other activities. Hosted system by Alameda County.	Fire		ACT	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.
13-01-04	TeleStaff	Creates rosters for personnel and used to create timesheets for Finance.	Fire		ACT	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.
13-01-05	Policies & Procedures	Includes interoffice procedures and directives from the Fire Chief. Maintained in Lexipol.	Fire		P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
13-01-06	Mutual Aid Assignments	Used to submit forms for reimbursement from the State for strike team activities.	Fire		CY+4	GC 34090; 2 year minimum requirement CIV 337; Statute of limitations of 4 years
13-01-07	Ride Alongs	Includes a waiver form for ride alongs.	Fire		CY+3	CIV 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCR 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year.
13-01-08	Daily Logs	Logs of staff duty, training, calls and other activities. Paper format.	Fire		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for fire logs
13-02-00	<u>Fire Prevention</u>					
13-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-02-02	Stream Line Inspections	Software system for managing business and annual inspections and wildland inspections (AB 38).	Fire		ACT	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.
13-02-03	Fire Investigations	Scanned and maintained in New World as of 2014. Paper maintained after scanning. Non-Arson Arson with Great Bodily Harm Arson with Homicide	Fire		AC+3 AC+6 P	CIV 338; 3 year statute of limitations for action PC 800; 6 year statute of limitations after commission of the offense PC 799; No statutes of limitations on actions for murder. Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	® Citations & Legal Basis
13-02-04	Business Inspections	Stored in SLI electronically since 2021. Physical files may still exist.	Fire		AC+5	UFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection
13-02-05	Annual Inspections	Stored in SLI electronically since 2021. Includes inspection documents for schools, hotels & motels, multi-family (R2), apartments, vegetation / brush inspections and other types of business as required by law and/or fire code.	Fire		AC+5	IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection
13-02-06	Special Permits	Stored in SLI electronically since 2021. Includes Christmas tree lots, parades, temporary tents and other temporary use permits related to Fire.	Fire		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits
13-03-00	Fire Suppression & Equipment					
13-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-03-02	Personal Protective Equipment Inspections	Annual tests	Fire		CY+5	GC 34090; 2 year minimum requirement CIV 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CIV 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CIV 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year. Department Preference: Possibility of defending an equitable indemnity claim up to 5 years
13-03-03	SCBA Fit & Flow Test	Annual tests for both person and unit.	Fire		P	8 CCR 3203; IIPP training, at least 1 year State of California Guidelines; 2 years after superseded for training materials. Individual training information maintained by employee is retained for termination/separation plus 2 years, per State of California Guidelines Department Preference: Permanent for long term potential medical issues and varying retention periods of the citations.

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13-03-04	Hose Testing Records		Fire		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs. Department Preference: Maintain testing records for the current year plus 5 years to track history of equipment.
13-03-05	Ladder Testing		Fire		CY+5	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs. Department Preference: Maintain testing records for the current year plus 5 years to track history of equipment.
13-03-06	Fresh Air Compressor / SCBA Fill Station Inspections	Inspection by an outside company with resulting certificate of compliance.	Fire		AC+5	GC 34090; 2 year minimum requirement CIV 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CIV 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. State of California Guidelines; Current year plus 2 years for equipment and gear logs. Department Preference: Possibility of defending an equitable indemnity claim up to 5 years
13-03-07	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights and other aspects.	Fire		CY+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
13-04-00	Emergency Medical Services					
13-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-04-02	ESO Electronic Health Record System	Includes refusal of care and the patient care report. Produced and maintained digitally in ESO software system as of 2009. Physical files maintained prior to 2009.	Fire	C	AC+7 *	GC 34090; 2 year minimum requirement CIV 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CIV 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 22 CCR 70751; 7 years for patient records for adults, * 2 years after 18th birthday for unemancipated minors.

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13-04-03	Narcotic Administration Log	Log of administration of narcotics and distribution of remaining narcotics.	Fire		AC+5	GC 34090; 2 year minimum requirement CIV 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. Department Preference: Possibility of defending an equitable indemnity claim up to 5 years
13-04-04	Paramedic Check Sheets	Forms used by paramedics to document equipment checks, narcotics inventories, order supplies.	Fire		AC+5	GC 34090; 2 year minimum requirement CIV 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CIV 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. Department Preference: Possibility of defending an equitable indemnity claim up to 5 years
13-04-05	EMT-I/EMT-Basic Certification & Paramedic License Cards	Certification records and continued education records to validate requirements. Maintained in personnel file.	Fire	C	AS+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination/separation for certifications and designations
13-04-06	Billing Records	Stored electronically by the billing vendor (Wittman) for ambulance transport. Copies of reimbursement checks to individuals are maintained, but check provided by the billing vendor. Other records from the previous provider are maintained in paper.	Fire		CY+4	GC 34090; 2 year minimum requirement CIV 337; Statutes of limitations of 4 years State of California Guidelines; 4 years after audit
13-05-00	Training					
13-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-05-02	Target Solutions	For tracking training.	Fire		ACT	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.
13-05-03	Training Materials & Schedules	Includes initial academy classes and other training classes.	Fire		AS+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.

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13-05-04	Task Books	Internal higher class task books	Fire		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
13-05-05	Probationary sign-off books	Internal skill signoff books for probationary firefighters	Fire		CY+2	GC 34090; 2 year minimum requirement CIV 335.1; 2 years for action on injuries caused by neglect.
13-06-00	Community Risk Reduction					
13-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
13-06-02	Disaster Preparedness/Emergency Operations (EOC)	Includes maps and emergency planning. Veoci system.	Fire	V	S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans.
13-06-03	Emergency Operations Activations	Includes reimbursements for emergency response and recovery, FEMA, OES, strike team and other emergency activities.			AC+4	CIV 337; Statute of limitations of 4 years CIV 338; 3 years for action CIV 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CIV 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later.
13-06-04	Community Outreach	Includes flyers and communications with residents.	Fire		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
13-06-05	Community Training & Exercise	Includes sign in sheets, feedback and other records.	Fire		CY+2	GC 34090; 2 year minimum requirement CIV 335.1; 2 years for action on injuries caused by neglect.