

Exhibit F

City of Lompoc

Records Retention Schedule

FIRE DEPARTMENT

Description	Retention Period	Statutory Reference	Remarks
ADMINISTRATIVE RECORDS			
Accident Reports	C+2 after no longer useful*		Department Discretion
Code Books	P		California Fire Code , PAMC amendments , etc.
Contracts and Accounting Reports, Purchase Orders, Deposits, Receipts	While useful to Department		Duplicate of City Clerk, Finance, Purchasing
Correspondence, Memos, Emails, Press Releases	C+2	GC 34090	Email messages related to a current project or a policy-making decision should be retained along with related records
Dispatch and daily logs	P		Historic
DMV Driver Tests and records related to employee	TER**		**Upon employee termination file to be transferred to HR
Employee Exposure Reports	P		Transfer to HR upon employee termination.
Employee Memorandum of Agreements	While Useful		Duplicate of HR/City Clerk
Individual and summary statistics	P		Stored Electronically
Policies and Procedures	C+2 after no longer useful to Department		
Public Records Requests	C+2 after no longer useful to Department		
Special studies, community relations	C+2 after no longer useful to Department		
Staffing Roster	C+2 after no longer useful to Department		
Strategic Plans/Master Planning Documents	C+2 after no longer useful to Department		
Supervisor Files	TER**		**Upon employee termination file to be transferred to HR
Timecards, Leave Reports	C+2 after no longer useful to Department		Duplicate of Payroll
Training Records, Certificates	TER**		**Upon employee termination file to be transferred to HR
Waivers of Liability for Ride-Alongs	C+5		
SUBJECT FILES			
ENGINE/TRUCK EQUIPMENT			
Annual Special Equipment Testing Records	DoA		
Daily & Monthly Pre-Trip Inspection Logs	DoA		
Hose Test	DoA (hose)		

* See Exhibit B – Definitions – for definitions of terms and abbreviations.

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Ladder Truck Maintenance Reports	DoA		
PROGRAMS			
Special Programs: Strike Teams and Mutual Aid Response Invoices	Payment+5		Department Discretion
BOARDS/COMMISSIONS			
Public Safety Commission: a) Action Agenda b) Minutes of all meetings c) General Correspondence	C+2 P C+2	GC 34090 GC 34090(e) GC 34090	b) Minutes sent to webmaster electronically
SUB-DEPARTMENT			
Life Safety Division			
Alternate means & methods	P		CFC 104. 6.4
Annual Fire (Cfc) Permits	P		Stored Electronically
Building Projects	LoB		Records of City-owned buildings are stored by City Clerk
Complaints	C+2 after no longer useful to Department		
Fire Incident and other Field Reports; arson related	P	CFC 104.3.2 ; PC 801	Electronically stored
Fire Inspections (Bureau and Engine Company inspections)	LoB	CFC 103.3.4	Department Opinion Electronically stored in Firehouse Program
Fire Investigation Reports & Photos (Arson)	C+6	CFC 104.3.2 ; PC 801	
Fire Prevention: Code Enforcement actions	P	CFC 104.6	Other than general code enforcement in Planning Division
Fire/Homicide Investigation Reports & Photos	P	PC 799	
Flame Resistance	LoB or Life of Project		
Juvenile Firesetter Suspects	6 Years Following Age of Majority	CFC 104.3.2 ; PC 801	
New Construction & Tenant Improvement Projects, including Underground tank installations and repairs	LoB or Life of Project		
Plan review comments	LoB		Electronically stored in TRAKiT
Pre-Citation letters, Notice of Violation letters.	While useful to Department		Electronically stored permanently in TRAKiT
Records of Inspection; routine, special, new construction & tenant improvement related.	LoB or Life of Project		Electronically stored in TRAKiT

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Requests for Service (non-emergency)	While useful to Department		Electronically stored permanently in Firehouse Program
Sprinklers & Fire Suppression Systems	LoB		Pertains to real property. May include blueprints, reports, inspection results, permits
Use and Occupancy Certificate	P		Electronically stored
Building & Safety Services			
Approved Plans	LoB	H&S 19850	
Building Inspection Records	LoB		Electronically Stored in TRAKIT
Permit Records Address changes, Permit applications, Building Use & Occupancy applications and certificates	LoB		Electronically Stored in Geographic Information System (GIS) or TRAKIT
SPECIALIZED FILES			
Disaster Response Recovery Plan	C (Until Updated)		
Emergency Operations Center	C (Until Updated)		
FEMA Hazard Mitigation Plan	C (Until Updated)		