Bureau of Administrative Services

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| BAS | 751 | EMPLOYEE EXPOSURE DATABASE - Records ofexposure of Department employees to toxic substances. | Term of Employment + 30 Years |
| BAS | 752 | OFFICIAL DIRECTIVES - Special Bulletins, Special Orders, | No longer in effect + 5 Years |
|  |  | Safety Notices |  |
| BAS | 753 | WORKERS COMPENSATION RECORDS - Copies of | End of Employment + 2 Years |
|  |  | Workers Compensation claim forms and other records, the |  |
|  |  | record copy of which is retained by Human Resources. |  |
| BAS | 754 | RECRUITMENT FILES, SELECTED CANDIDATES - | Term of Employment + 3 years |
|  |  | Records documenting the successful recruitment of sworn |  |
|  |  | employees including but not limited to FF recruit process, |  |
|  |  | background investigations, polygraph reports, psychological |  |
|  |  | reports, personal history questionnaires, and applications. |  |
| BAS | 755 | RECRUITMENT FILES, NON-SELECTED CANDIDATES - | End date of list +4 years |
|  |  | Records documenting recruitment efforts not resulting in |  |
|  |  | hiring, including but not limited to FF recruit process, |  |
|  |  | background investigations, polygraph reports, psychological |  |
|  |  | reports, personal history questionnaires, and applications. |  |
| BAS | 756 | DAILY OIL AND GAS REPORTS - Daily reports of oil and | 2 Year |
|  |  | gas supplies. |  |
| BAS | 757 | SERVICE COMPLAINTS - Documentation of complaints | 2 Years |
|  |  | and Department responses including but not limited to |  |
|  |  | correspondence, emails, and complaint logs. |  |

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| BAS | 758 | TIMEKEEPING RECORDS - Employee time management records including but not limited to work schedules, tour trades, time-off requests, and sign-out sheets. | 2 Years |
| Bureau of Field Operations |  |  |  |
| BFO | 759 | SPECIAL OPERATIONS RECORDS - Recordsdocumenting training and preparation for special operations including but not limited to Airport Rescue Firefighting, Urban Search and Rescue, Hazards Incidents Team, and Station training and certifications. | 5 Years |
| BFO | 760 | EDUCATION & TRAINING RECORDS, SWORNPERSONNEL - Records documenting completion of specialized training by sworn personnel, including but not limited to evaluations and certificates. | Term of Employment+ 5 Years |
| BFO | 761 | EDUCATION & TRAINING RECORDS, GENERAL -Records of routine training sessions, workshops, and other events, including but not limited to station training reports, testing, course materials, registration, agenda and registration. | 5 Years |
| BFO | 762 | HYDRANT INVENTORY AND INSPECTION RECORDS -Inventories of hydrants and records of periodic inspections | 4 Years |
|  |  | of them. |  |
| BFO | 763 | INCIDENT RECORDS - Records documenting fires and other incidents and responses by the department, including but not limited to reports, follow-up, correspondence and other communications. Excludes records of incidents involving hazardous materials. | 10 Years |

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| **Section** | **Series #** | **Title and Description** | **Retention** |
| BFO | 764 | INCIDENT RECORDS, HAZARDOUS MATERIAL(HAZMAT) - Records documenting incidents involving | 30 Years |
|  |  | hazardous materials, including but not limited to reports, follow-ups, and correspondence. |  |
| BFO | 765 | PARAMEDIC RECORDS - Records documenting medical care provided to patients by paramedics, including but not limited to Patient Contact Reports, EMT Reports, Defibrillator Logs, and Patient Medical Releases. | 7 Years |
| BFO | 766 | CONTROLLED SUBSTANCES INVENTORIES (EMS) -Inventories of controlled substances (drugs) used for emergency medical responses. | 2 Years |
| BFO | 767 | STATION LOG BOOKS - Daily records of station activity, calls and responses, staff involved, date, location, and type of incident. | PERMANENT |
| Bureau of Fire Prevention |  |  |  |
| BFP | 768 | ARCHITECTURAL ENGINEER REVIEWS - Recordsdocumenting the review of applications for building permits, including approvals/ denials, correspondence, Correction Requests, site plans, sprinkler plans, and alarm plans | Life of Structure + 3 years |
| BFP | 769 | CALIFORNIA FIRE INCIDENT REPORTING SYSTEM -Records relating to participation in the California Fire Incident Reporting System including but not limited to logs, support documentation, and reports. | Report Submitted+5 Years |
| BFP | 770 | FIRE INSPECTION RECORDS, NON-HAZARDOUSMATERIALS - Fire inspections of structures not requiring Hazardous Materials Permits. | Life of the Structure -minimum of 2 years |

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| **Section** | **Series #** | **Title and Description** | **Retention** |
| BFP | 771 | HAZARDOUS MATERIALS (HAZMAT) FILES - Recordsrelating to City regulation of hazardous materials storage | PERMANENT |
|  |  | including but not limited to inspections, variances, certificates, supporting documentation, and underground storage permits, inventories, and listings. |  |
| BFP | 772 | FIRE INVESTIGATIONS - Records of investigations of arson and non-arson fires including but not limited to reports, notes, exhibits, photographs, drawings, descriptions, and other supporting documentation. | 10 Years |
| BFP | 773 | SPECIAL EVENT RECORDS - Records documenting fire prevention regulation of special events including but not limited to inspection reports and permits. | 4 Years |
| Bureau of Strategic Suppor | t |  |  |
| BSS | 774 | COMPUTER AIDED DISPATCH (CAD) DATA - Datagathered regarding calls for assistance, the dispatch of emergency units in response, and resulting field response. Used for analysis of response times and other statistics. | 5 Years |
| BSS | 775 | ENGINEERING STUDY FINAL REPORTS - Final reports of engineering studies on subjects including but not limited to | PERMANENT |
|  |  | service impacts, site studies, response time evaluations, and zone building blocks. |  |
| BSS | 776 | ENGINEERING STUDY SUPPORT DOCUMENTATION -Records created and compiled during the research, analysis, and writing of Engineering Study Final Reports. | Submittal of Final Report+5 Years |
| BSS | 777 | FIT TEST RECORDS - Records of leakage rates of face pieces for Self-Contained Breathing Apparatus by employee and signed records of passed fit test per employee. | 2 Years |

Office of Fire Chief

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| DSO | 778 | SAFETY EDUCATION & TRAINING COURSEWARE - | Superseded + 2 Years |
|  |  | Materials such as handouts, audio-visual presentations, booklets, and tests used to provide training to staff on safety issues. |  |
| DSO | 779 | SAFETY EDUCATION & TRAINING ATTENDANCERECORDS - Records documenting the attendance of individual staff members at Safety Education and Training events. | End of Employment+5 Years |
| DSO | 780 | INCIDENT SCENE SAFETY OFFICER RECORDS -Records created by Incident Scene Safety Officers documenting adherence to safety procedures by staff at incidents to which the Department has responded, including but not limited to correspondence, reports, and follow-ups. | 5 Years |
| DSO | 781 | ACCIDENT INVESTIGATION REPORTS - Report formscompleted by supervisors documenting facts pertinent to injury accidents involving Fire Department staff, including facts about the injury but mostly in regard to the accident: location, work shift, personal safety equipment used, activity engaged in at the time, cause of accident, weather factors, | 10 Years |
|  |  | preventative corrective actions, and a narrative description of the accident. |  |
| DSO | 782 | SAFETY AND HEALTH STATISTICS - Statistical reports derived from data gathered regarding safety and health issues. | 10 Years |
| DSO | 783 | VEHICLE ACCIDENT RECORDS - Reports of employee vehicular accidents and supervisor accident injury profiles | 5 Years |

Emergency Services

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| OES | 680 | EMERGENCY OPERATIONS PLAN - Master plan intended to provide guidance for City response to extraordinaryemergency situations associated with natural and human- caused disasters. | Retain 5 Years after substantive revisions EXCEPT retain anyversion of an EOP employed during an actual major emergency |
|  |  |  | PERMANENTLY. |
| OES | 681 | EMERGENCY RESPONSE RECORDS - Records | PERMANENT |
|  |  | documenting the City's response to extraordinary |  |
|  |  | emergency situations associated with natural and human- |  |
|  |  | caused disasters. |  |
| OES | 682 | EMERGENCY MANAGEMENT PROGRAM AND | 3 Years or (if applicable) Final |
|  |  | PROJECT ADMINISTRATION RECORDS - Records | Report + 3 Years |
|  |  | documenting the development and administration of |  |
|  |  | emergency management programs and projects, whether |  |
|  |  | funded by federal/state grants or not, such as equipment |  |
|  |  | purchases, preparedness exercises, public education, video |  |
|  |  | lending library, Radio Amateur Civil Emergency Service |  |
|  |  | (RACES), and brochure development. Documents include |  |
|  |  | but are not limited to grant applications, reports, |  |
|  |  | correspondence, emails, plans, proposals, presentations, |  |
|  |  | memoranda, and any materials that may be required during |  |
|  |  | an audit. |  |