

# Livermore Area Recreation and Park District

## Staff Report

---

TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager

DATE: April 24, 2019

SUBJECT: Revisions to LARPD Records Retention and Destruction Schedule

---

**RECOMMENDATION:** That the Board of Directors adopt Resolution No. \_\_\_\_, approving revisions to the District's Records Retention and Destruction Schedule.

**BACKGROUND:** The Records Retention and Destruction Schedule was adopted by Resolution No. 2348 on September 12, 2012, as part of the LARPD Records Retention and Destruction Policy and Program.

A Records Retention and Destruction Schedule is a key component of a records retention and destruction program. The retention periods are based on the needs of individual divisions and comply with the state, federal, and local statutes. The program has worked well and has assured that no record is destroyed prematurely.

Staff has worked with the Records Retention and Destruction Schedule for several years now and has determined that minor revisions are necessary. The revisions to the schedule are listed below along with the legal citations:

- DW40 – Training: Law Enforcement & Safety (All course records, rosters, outlines & materials)

Currently, these records are kept for 10 years after the employee terminates which is beyond the required retention. Staff is now proposing keeping these records for 7 years per California Labor Code 6429(c). The Sign-In forms for required trainings will be kept in the employee's personnel file and *those* will be kept for the duration of their employment plus 10 years.

- DW41 – Training: Non-safety, including CPR (8 CCR 14300.33)
- ADMIN24 – Ethics Training Certificates (GC 53235.2(b))

Non-safety training records were also kept for 10 years after the employee terminates. Ethics Training Certificates were being retained for five years but for consistency purposes, both of these records shall now be kept for 7 years. California Code of Regulations (8 CCR 14300.33) and Government Code (GC 53235.2(b) both require that records be kept for 5 years but California Labor Code 6429(c) suggests 7 years so the longest retention period prevails.

- HR15 – Official Personnel Files

Add "required training sign-in forms" for clarity purposes.

- PF35 – Pesticide Training

This series will be added. These records will be kept 7 years per California Labor Code 6429(c)

- HR41 – Injury Reports (work related)

This series will be added. These are injury reports that have been reported to Human Resources but not to Workers' Compensation. These records shall be kept 5 years after closing per California Code of Regulations (8 CCR 10102 & 8 CCR 14300.33).

The following records shall be deleted from the Records Retention Schedule because the programs have been discontinued:

- PF30 - Sheriff Work Program/Court Assigned Volunteers
- REC09 - Aquatics: Locker Room Floor Squeegee Log
- YS13 - Senior Services: Client Information (Friendship Center)
- YS14 - Senior Services: Staff Licensing information (Friendship Center)
- YS20 - Volunteer Timecards (Court Ordered)

BOARD OF DIRECTORS  
OF THE  
LIVERMORE AREA RECREATION AND PARK DISTRICT

RESOLUTION NO.

A RESOLUTION APPROVING REVISIONS TO THE  
RECORDS RETENTION AND DESTRUCTION SCHEDULE

**WHEREAS**, Govt. Code Sections 60200 through 60203 authorize a special district to adopt a records retention and destruction schedule by resolution when certain criteria are met; and

**WHEREAS**, Resolution No. 2348, adopted on September 12, 2012 established the District's Records Retention Program (Policy and Schedule) to manage and retain documents in a responsible, economic and timely manner; and

**WHEREAS**, revisions to the Records Retention Schedule were adopted on October 14, 2015 by Resolution 2510 and also on March 28, 2018 by Resolution 2615; and

**WHEREAS**, further revisions to the Records Retention and Destruction Schedule have become necessary; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors, as the governing body of the Livermore Area Recreation and Park District, hereby approves the revisions to the Records Retention and Destruction Schedule.

**ON MOTION** of \_\_\_\_\_, seconded by \_\_\_\_\_ the foregoing resolution was passed and adopted this \_\_\_\_ day of \_\_\_\_\_ by the following roll call vote:

**AYES:**

**NOES:**

**ABSTENTIONS:**

**ABSENT:**

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2019,

\_\_\_\_\_  
David Furst  
Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Mathew Fuzie  
General Manager and ex-officio Clerk  
to the Board of Directors