

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Record Retention Policy

POLICY NUMBER: 3040

3040.10

Purpose:

The purpose of this policy is to establish a comprehensive record retention system, in accordance with the California State Controller Guidelines, and Federal Laws.

3040.20

The following records shall be retained per State Controller Guidelines:

1. Accounting
2. Payroll and Personnel Records
3. Long Term Debt
4. Minutes
5. Construction Records
6. Property Records
7. Contracts

Attachment: Exhibit "A"

3040.30

The following records shall be retained per Federal Laws:

1. Fair Labor Act
 - a. Non exempt employees
 - b. Exempt employees
2. Federal Unemployment Tax Act
3. Labor Management Reporting & Disclosure Act
4. Federal Insurance Contributions Act
5. Employee Retirement Security Act of 1974
6. Walsh-Healey Act
7. Civil Rights Act of 1964
8. Executive Order 11248
9. Code of Federal Regulations 60-250 (Federal Contractors-Employment of Veterans)
10. Age Discrimination Employment
11. Equal Pay Act
12. William Steiger Occupational Safety & Health Act of 1970 (Employee Exposure & Medical Records 1980)

Attachment: Exhibit "B"