



## MASON COUNTY FIRE DISTRICT #4

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TITLE: RECORDS MANAGEMENT

CHAPTER: 5000 NUMBER: 5010 DATE: 10-07-08

APPROVED: Signature on file Bob Burbridge, Chief

1. POLICY: The Department recognizes the importance of establishing standard procedures for managing records according to the provisions of the Public Records Act (RCW 42.17) and all other state and federal practices which govern agency records-keeping practices, including the systematic identification and disposal of obsolete records; the storage and preservation of historically valuable records; removal of non-current records from active office storage; protection and security backup of records essential to district authority and operations; disaster preparedness' insurance of records systems integrity and accessibility; and effective compliance with public disclosure requirements.

The Chief shall develop guidelines to implement this policy, which shall conform to law; require as a minimum the permanent safeguarding of board minutes, annual audit reports, and permanent personnel records; and require retention of all fiscal records required for audits. The Chief shall designate a staff member as Department Records Officer.