



MASON COUNTY FIRE DISTRICT #4

TITLE: RECORDS MANAGEMENT PROGRAM

CHAPTER: 5000 NUMBER: 5020 DATE: 10-07-08

APPROVED: Signature on file Bob Burbridge, Chief

1. PURPOSE: To establish standard procedures for managing, preserving and destroying District records.
2. RESPONSIBILITIES: It is the responsibility of each member of the Mason County Fire District #4 to ensure they are in compliance with this guideline. It is the responsibility of the Chief to enforce this guideline.
3. GUIDELINE:
 - 3.1 The Department shall comply with the General Records Retention Schedules for Local Government Agencies of Washington State.
 - 3.2 The Department Secretary shall maintain the Department's master filing system.
 - 3.3 The Department Secretary shall serve as the Department's Records Officer.
 - 3.4 The Records Officer shall coordinate:
 - a. Disposal of records that have reached their retention period.
 - b. Storage of non-current records.
 - c. Protection of historically valuable and essential records.
 - d. Public disclosure of Department records as outlined in Standard Operating Policy.