

# Yamhill Fire Protection District

District Policies, Procedures, & SOG's

## MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Policies

ADMINISTRATIVE

ADMIN – 128

Records Management

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Issued: May 13, 2019

## PURPOSE:

This policy provides guidelines for the management of all agency documents, including those in the fire stations to ensure that agency records are maintained and available as needed. This policy also provides guidance on the retention, disposition, and security of records.

## POLICY:

It is the policy of the Yamhill Fire Protection District to promote the efficient and cost-effective conduct of agency business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive files in compliance with legal requirements.

## CUSTODIAN OF RECORDS:

The Fire Chief or his/her appointed designee shall be the Custodian of Records, they will oversee the records management program. (ORS 192.3118; OAR 166-17-0005 et seq.; OAR 166-20-0010 et seq.; OAR 166-30-0005 et seq.).

The Custodian of Records or the authorized designee should:

- (a) Remain familiar with any Oregon Public Records Law.
- (b) Identify what records the Agency has, where the records are kept, the volume, and how the records are used.
- (c) Maintain and update the agency's records retention schedules, including:
  1. Identify the minimum length of time the Agency must keep records in a series.
  2. Identify the agency section or division responsible for the original record.

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- (d) Coordinate the placement of inactive records in storage, including:
1. Maintaining a storage inventory.
  2. Providing an annual reminder to Assistant Fire Chief and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of agency records, including:
1. Annually reviewing the records retention schedules and storage inventory list to determine which records are eligible for destruction.
  2. Providing a list to Assistant Fire Chief and section managers of records eligible to be destroyed.
  3. Obtaining any required approvals for the destruction of eligible records.
  4. Maintaining a list of records that have been destroyed.
- (f) Ensure confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (g) Process subpoenas and request for records as provided in the Subpoenas and Court Appearances, the Release of Records, and the Patient Medical Record Security and Privacy policies.
- (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
- (i) Establish rules regarding the inspection and copying of agency records as reasonably necessary for the protection of such records, including:
1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

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2. Maintaining a schedule of fees for public records as allowed by law (ORS 192.324(4)(5)).

- (j) Prepare and make available to the public a written procedure that includes the name and address of where to obtain agency records as well as the amounts and the manner of calculating fees for responding to requests for public records (ORS 192.324(7)).

## MEMBERS' RESPONSIBILITY

All members are expected to handle agency records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

## COMPANY OFFICER'S RESPONSIBILITY

Company Officers at the fire stations are responsible for the management of records at the fire station level. The Company Officers should ensure that all records at the fire stations are retained in accordance with this policy.

## TRAINING

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate agency members.

## SECURITY BREACHES

In the event of an unauthorized acquisition of personal information, the Fire Chief or the authorized designee shall ensure that an investigation into the breach is made and applicable steps pursuant to ORS 646A.602 et seq. are taken.

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Required notice shall be made as follows (ORS 646A.604):

- (a) Notice shall be made to any individual whose private or confidential data was or is reasonably believed to have been breached. Notice shall be provided in the most expeditious manner possible without unreasonable delay, but not later than 45 days after becoming aware of the breach, unless the notice impedes a criminal investigation.
  - 1. The notice shall be made as set forth in ORS 646A.604 and include a general description of the breach of security; the approximate date of the breach; the type of information that was compromised; the contact information for the person providing the notice; and the contact information for national consumer reporting agencies. Any suspected identity theft should be reported to law enforcement, the Attorney General, and the Federal Trade Commission.
- (b) When notice is delayed because it will impede an active criminal investigation, the member in charge of the investigation must document the reason why a delay in notification is necessary to the investigation.
- (c) Provide substitute notice if notification would cost more than \$250,000 or if there were more than 350,000 individuals whose personal information was breached.
- (d) If notification is required to be made to more than 1,000 individuals, the Fire Chief should also notify consumer reporting agencies.
- (e) Provide notice to the Oregon Attorney General if the breach involves the personal information of more than 250 people, along with a copy of any notice sent to individuals whose personal information was affected.
- (f) Document when a breach of security is unlikely to cause any harm and does not require notification. In these cases, the documentation shall be maintained for at least five years.

