

## **Corvallis Rural Fire Protection District Document Retention Policy**

On January 25, 2011 at the regular meeting of the Corvallis Rural Fire Protection District Board of Directors, with a quorum present, the following motion was made by Bob Conder and seconded by George Mears and passed unanimously:

BE IT RESOLVED that the Corvallis Rural Fire Protection District Board adopts the Oregon Administrative Rules General Records Retention Schedule for Counties and Special Districts (with reference to schedule OAR - 166-150-0005). Wherever possible, electronic copies will be kept (as approved by the rule) on an updated medium such as a CD, thumb drive or any newer medium as may become available in the future.

BE IT FURTHER RESOLVED that the Corvallis Rural Fire Protection District secretary, with one other board member, review and dispose of records according to the above rules. This resolution replaces in total the previous Document Retention Policy as accepted on February 22, 2005.