

COUNTY OF KERN
AUTHORIZATION TO DESTROY RECORDS

PAGE 1 OF 4

1. DATE: JULY 1, 2026		2. DEPARTMENT: FIRE		3. PREPARER'S NAME AND CONTACT: SHARLENE OMANDAM 661-391-7057	
4. RECORDS CENTER OR DEPT RECORDS BOX NO. OR "N/A":	5. TITLE OR DESCRIPTION AND INCLUSIVE DATES OF RECORDS:			6. DISPOSITION AUTHORITY:	
	<u>RECORDS HELD IN DEPARTMENT</u>				
N/A	ELECTRONIC RECORDS OF DEPOSIT JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	ACCOUNTS PAYABLE RECORDS JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	BUDGET TRANSFER REQUESTS JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	RECEIPT BOOKS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	EQUIPMENT TRANSFERS JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	MILEAGE CARDS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	STATION SUPPLY REQUISITIONS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	CLAIM FOR FUEL TAX REFUNDS JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	BULK FUEL RECORDS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	VEHICLE ACCIDENT REPORTS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	BUDGET STATUS REPORTS JULY 1, 2019 - JUNE 30, 2020			GC 26201	
7. DEPARTMENT HEAD SIGNATURE: TO THE BEST OF MY KNOWLEDGE, RETENTION OF THE ABOVE IDENTIFIED RECORDS IS NO LONGER NECESSARY NOR REQUIRED FOR COUNTY PURPOSES, INCLUDING BUT NOT LIMITED TO LITIGATION. 				9. COUNTY AUDITOR-CONTROLLER APPROVAL SIGNATURE: 	
8. COUNTY COUNSEL APPROVAL SIGNATURE: 				10. BOARD OF SUPERVISORS APPROVAL – CHAIRMAN'S SIGNATURE:	

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	<u>RECORDS HELD IN DEPARTMENT</u>				
N/A	BUDGET TRANSACTIONS REGISTERS JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	ALL RECONCILIATIONS (REVENUE, EXPENDITURE & OVERTIME) JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	PAYROLL REGISTERS JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	EMPLOYEES REPORT OF INDUSTRIAL INJURY JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	CALL FIREFIGHTER ATTENDANCE WORKSHEETS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	PERSONNEL REQUISITIONS JULY 1, 2019 - JUNE 30, 2020			GC 26201	
N/A	PERSONNEL RECORDS FOR EXTRA HELP EMPLOYEES JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	PAYROLL ATTENDANCE WORKSHEETS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	HOLIDAY PAY REQUESTS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	OVERTIME RECAP SHEETS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	LEAVE RECAP SHEETS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
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	<u>RECORDS HELD IN DEPARTMENT</u>				
N/A	COMP TIME RECORDS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	ALL EMERGENCY INCIDENT RESPONSE RECORDS FOR THE FOLLOWING: FIRE EMERGENCY MEDICAL AID RESCUES FALSE ALARM HAZ MAT EMERGENCY LANDINGS FIRE CASUALTY JULY 1, 2019 - JUNE 30, 2020			GC 26202	
N/A	ALL INVESTIGATIVE REPORTS AND RECORDS FOR THE FOLLOWING: ALL FIRE INVESTIGATION REPORTS AND RECORDS (HOMICIDE CASES EXCLUDED) JULY 1, 2019 - JUNE 30, 2020			GC 26202	
ECC	ALL EMERGENCY INCIDENT RESPONSE RECORDINGS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
ECC	ALL EMERGENCY INCIDENT REPORTS AND RECORDS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
ADMIN	ACTION COMMUNICATIONS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
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	<u>RECORDS HELD IN DEPARTMENT</u>				
ADMIN	PERSONNEL TRANSFERS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
ADMIN	SAFETY PERSONNEL BID TRANSFERS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
ADMIN	FIRE BILLING INVOICES JULY 1, 2019 - JUNE 30, 2020			GC 26202	
ADMIN	ACCOUNTS RECEIVABLE INVOICES JULY 1, 2019 - JUNE 30, 2020			GC 26201	
INVESTI- GATIONS	PRE-EMPLOYMENT BACKGROUNDS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
INVESTI- GATIONS	INVESTIGATIVE REPORTS JULY 1, 2019 - JUNE 30, 2020			GC 26202	
FIRE PREVENTION	ALL PERMIT RECORDS JULY 1, 2019 - JUNE 30, 2020			GC 26201	
7. DEPARTMENT HEAD SIGNATURE: TO THE BEST OF MY KNOWLEDGE, RETENTION OF THE ABOVE IDENTIFIED RECORDS IS NO LONGER NECESSARY NOR REQUIRED FOR COUNTY PURPOSES, INCLUDING BUT NOT LIMITED TO LITIGATION. 			9. COUNTY AUDITOR-CONTROLLER APPROVAL SIGNATURE: 		
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*Limit a request to 20 pages.**

1. Date: July 8, 2026		2. Department: Fire - EOC		3. Preparer's Name and Contact: Brett Loomis Phone: 6618732604	
4. Records Center or Dept. Records Box No. or "n/a":	5. Title/Description <u>and</u> Inclusive Dates of Records:			6. Disposition Authority:	
n/a	FY03 Homeland Security Grant Program Documents July 1, 2003 - May 31, 2006			GC26202	
n/a	FY04 Homeland Security Grant Program Documents July 1, 2004 - May 31, 2007			GC26202	
n/a	FY05 Homeland Security Grant Program Documents July 1, 2005 - May 31, 2008			GC26202	
n/a	FY06 Homeland Security Grant Program Documents July 1, 2006 - May 31, 2009			GC26202	
n/a	FY07 Homeland Security Grant Program Documents July 1, 2007 - May 31, 2010			GC26202	

7. Department Head Signature:

To the best of my knowledge, retention of the above-identified records is no longer necessary nor required for County purposes, including but not limited to, litigation.



9. County Auditor-Controller Approval Signature:



8. County Counsel Approval Signature:



**10. Board of Supervisors Approval
- Chairman's Signature:**

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4. Records Center or Dept. Records Box No. or "n/a":	5. Title/Description <u>and</u> Inclusive Dates of Records:				6. Disposition Authority:
n/a	FY08 Homeland Security Grant Program Documents July 1, 2008 - May 31, 2011				GC26202
n/a	FY09 Homeland Security Grant Program Documents July 1, 2009 - May 31, 2012				GC26202
n/a	FY10 Homeland Security Grant Program Documents July 1, 2010 - May 31, 2013				GC26202
n/a	FY11 Homeland Security Grant Program Documents July 1, 2011 - May 31, 2014				GC26202
n/a	FY12 Homeland Security Grant Program Documents July 1, 2012 - May 31, 2015				GC26202

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4. Records Center or Dept. Records Box No. or "n/a":	5. Title/Description <u>and</u> Inclusive Dates of Records:				6. Disposition Authority:
n/a	FY13 Homeland Security Grant Program Documents July 1, 2013 - May 31, 2016				GC26202
n/a	FY14 Homeland Security Grant Program Documents July 1, 2014 - May 31, 2017				GC26202
n/a	FY15 Homeland Security Grant Program Documents July 1, 2015 - May 31, 2018				GC26202
n/a	FY16 Homeland Security Grant Program Documents July 1, 2016 - May 31, 2019				GC26202
n/a	FY17 Homeland Security Grant Program Documents July 1, 2017 - May 31, 2020				GC26202

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4. Records Center or Dept. Records Box No. or "n/a": n/a	5. Title/Description <u>and</u> Inclusive Dates of Records: FY18 Homeland Security Grant Program Documents July 1, 2018 - May 31, 2021	6. Disposition Authority: GC26202
n/a	FY03 Emergency Management Performance Grant Documents July 1, 2003 - June 30, 2005	GC26202
n/a	FY04 Emergency Management Performance Grant Documents July 1, 2004 - June 30, 2006	GC26202
n/a	FY05 Emergency Management Performance Grant Documents July 1, 2005 - June 30, 2007	GC26202
n/a	FY06 Emergency Management Performance Grant Documents July 1, 2006 - June 30, 2008	GC26202

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n/a	FY07 Emergency Management Performance Grant Documents July 1, 2007 - June 30, 2009			GC26202	
n/a	FY08 Emergency Management Performance Grant Documents July 1, 2008 - June 30, 2010			GC26202	
n/a	FY09 Emergency Management Performance Grant Documents July 1, 2009 - June 30, 2011			GC26202	
n/a	FY10 Emergency Management Performance Grant Documents July 1, 2010 - June 30, 2012			GC26202	
n/a	FY11 Emergency Management Performance Grant Documents July 1, 2011 - June 30, 2013			GC26202	

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n/a	FY12 Emergency Management Performance Grant Documents July 1, 2012 - June 30, 2014			GC26202	
n/a	FY13 Emergency Management Performance Grant Documents July 1, 2013 - June 30, 2015			GC26202	
n/a	FY14 Emergency Management Performance Grant Documents July 1, 2014 - June 30, 2016			GC26202	
n/a	FY15 Emergency Management Performance Grant Documents July 1, 2015 - June 30, 2017			GC26202	
n/a	FY16 Emergency Management Performance Grant Documents July 1, 2016 - June 30, 2018			GC26202	

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n/a	FY17 Emergency Management Performance Grant Documents July 1, 2017 - June 30, 2019			GC26202	
n/a	FY18 Emergency Management Performance Grant Documents July 1, 2018 - June 30, 2020			GC26202	
n/a	Disaster Worker Registration Forms January 2001 - December 2007			GC26202	
n/a	Hurricane Katrina Public Assistance Documentation September 13, 2005 - October 1, 2005			GC26202	
n/a	2005 Frazier Park Flood Documentation October 17, 2005 - November 1, 2005			GC26202	

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4. Records Center or Dept. Records Box No. or "n/a":	5. Title/Description <u>and</u> Inclusive Dates of Records:			6. Disposition Authority:	
n/a	2005 Severe Winter Storms Incident & Cost Recovery February 16, 2005 - July 9, 2014			GC26202	
n/a				GC26202	
n/a				GC26202	
n/a				GC26202	
n/a				GC26202	

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n/a	Kern County Multi-Jurisdiction Hazard Mitigation Planning Documents January 1, 2005 - June 30, 2007	GC26201, GC26202
n/a	Kern County Emergency Operations Plan Update Documents July 1, 2007 - June 30, 2008	GC26201, GC26202
n/a	2007 Freeze Incident & Reimbursement Documentation January 11, 2007 - October 7, 2013	GC26201, GC26202
n/a	Piute Fire and Flash Flooding Incident & Reimbursement Documentation June 28, 2008 - November 4, 2013	GC26201, GC26202

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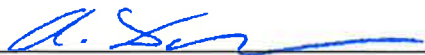
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n/a	Bull Fire Incident & Reimbursement Documentation July 26, 2010 - June 5, 2012				GC26201, GC26202
n/a	West Fire Incident & Reimbursement Documentation July 27, 2010 - June 5, 2012				GC26201, GC26202
n/a	Canyon Fire Incident & Reimbursement Documentation September 12, 2010 - May 10, 2012				GC26201, GC26202
n/a	Post Fire Incident & Reimbursement Documentation August 25, 2010 - May 10, 2012				GC26201, GC26202
n/a	Canyon Fire Incident and Reimbursement Documentation September 4, 2011 - October 24, 2012				GC26201, GC26202

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n/a	Keene Fire Incident & Reimbursement Documentation September 10, 2011 - October 11, 2012			GC26201, GC26202	
n/a	Comanche Fire Incident & Reimbursement Documentation September 9, 2011 - November 6, 2012			GC26201, GC26202	
n/a	Way Fire Incident & Reimbursement Documentation August 18, 2014 - December 5, 2016			GC26201, GC26202	
n/a	Tropical Storm Dolores Incident & Reimbursement Documentation July 11, 2015 - December 12, 2016			GC26201, GC26202	
n/a	2010 Winter Storms Incident & Reimbursement Documentation December 21, 2010 - April 13, 2023			GC26201, GC26202	

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n/a	Cedar Fire Incident & Reimbursement Documentation August 16, 2016 - November 22, 2022			GC26201, GC26202	
n/a	COVID-19 Incident Documentation March 11, 2020 - May 5, 2023			GC26202	
n/a	Shirley Fire Incident Documentation June 13, 2014 - June 20, 2014			GC26202	
n/a	2012 Kern County Mutli-Jurisdiction Hazard Mitigation Plan Update September 17, 2012			GC26201, GC26202	
n/a				GC26201, GC26202	

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